

**REQUEST OF EMPANELMENT (RFE)  
BUSINESS DEVELOPMENT AGENT**

**Dated: 29 January, 2026**

**1. INTRODUCTION**

- 1.1 The All India Football Federation, commonly referred to as “**AIFF**”, is the governing body for the sport of football in India. Established in 1937, the AIFF is responsible for organizing and developing football at all levels across the country. It is affiliated with the Fédération Internationale de Football Association (“**FIFA**”), the global governing body for the sport, and the Asian Football Confederation (“**AFC**”).
- 1.2 AIFF invites Request for Empanelment (“**RFE**”) in the prescribed format from reputed, eligible entities who will be responsible for gauging/garnering sponsors for AIFF organized tournaments detailed out in the Scope of Work mentioned in this RFE. The empaneled agencies/individuals shall be responsible for delivering the work that has been awarded, as per the requirements of AIFF, as mentioned in this RFE. Applicants may please note the following:
- (a) Empanelment is a qualification based, non-exclusive arrangement enabling AIFF to issue assignments from time to time, at its sole discretion.
  - (b) Participation in this RFE or empanelment shall in no way guarantee allotment of work to the shortlisted entities. AIFF reserves the right to adopt measures deemed fit for allotment of work as and when required.
  - (c) The individual/agency shall submit their applications in accordance with the guidelines in this RFE.
  - (d) AIFF reserves the right to update, amend and supplement the information in this RFE document including qualification process before the last date and time of submission of applications.
- 1.3 This RFE supersedes any prior communication or version relating to the subject matter.

**2. DEFINITIONS**

Unless the context otherwise requires, or defined elsewhere in this RFE, the following terms shall have the following meanings:

- 2.1 “**Assignment**” or “**Work Order**” shall mean a written authorization issued by AIFF to an empaneled party specifying scope, deliverables, timelines, and commercials; and
- 2.2 “**Applicable Laws**” shall mean the laws of India.

### **3. CRITERIA FOR EMPANELMENT**

Applicant (may be a natural person or a legal person registered under the Applicable Laws) shall, along with the Application of Empanelment (in the form annexed hereto as “**Annexure 1**”), submit the mandatory supporting documents, as listed below:

- 3.1 Certificate of Registration/Incorporation under Applicable Laws (if applicable);
- 3.2 GST Registration Certificate, if applicable;
- 3.3 PAN Card;
- 3.4 Proof of agency having its office in India (if applicable);
- 3.5 Details of empanelment with other national sports federations, if any; and
- 3.6 Declaration to the effect that the applicant is not blacklisted by any Government or agency and no criminal cases are registered against it (in the form annexed hereto as “**Annexure 2**”).

AIFF reserves the right to seek clarifications and/or further documents at any stage. Any applicant that has submitted false information or inadequate information is liable to be rejected and/or blacklisted by AIFF.

### **4. SCOPE OF WORK**

Empaneled agencies/individuals may be required to carry out the following work:

- 2.1 Prepare pitch deck for the potential sponsors as required;
- 2.2 Sourcing leads and gauging potential sponsors for AIFF Tournaments / Events;
- 2.3 Undertake research and conduct due diligence;
- 2.4 Initiate and facilitate communication channels between AIFF and the potential sponsors; and
- 2.5 Schedule and conduct meetings.

### **5. TERM**

Each empaneled agency/individual shall be empaneled by the AIFF for a term of two (2) years from the date of AIFF's communication of empanelment, unless terminated earlier, or extended at the option of AIFF.

### **6. APPLICATION REVIEW PROCESS & TIME SCHEDULE**

The process of selection and onboarding will be as follows:

- 6.1 Interested parties must submit an online application. The departments concerned shall review the documents upon receipt of applications and shall reach out to the shortlisted applicants in due course.

(a)	Date of Opening of Online Application	29 <sup>th</sup> January 2026
(b)	Last date for submission of application:	Ongoing (till further notice)
- 6.2 The application can be submitted by email to [legal@the-aiff.com](mailto:legal@the-aiff.com) with 'Application for Empanelment as Business Development Agent' included in the subject line of email.
- 6.3 Applicants shall be shortlisted on the basis of credentials, sector-specific experience, client referrals shared (if any), team capability, approach and fit with AIFF's requirements.

- 6.4 The shortlisted applicants will be invited by AIFF for discussion and/or presentation, around their capabilities, scope of project(s), financial and payment terms, and any other matters (as applicable).
- 6.5 Upon completing necessary background verification processes, the AIFF will invite the selected applicants to sign an agreement on mutually agreed terms.
- 6.6 Empanelment of any applicant does not create exclusivity, AIFF may engage one (1) or more empaneled parties for the same or different assignments.

## **7. COMMERCIAL TERMS**

- 7.1 No fee is payable to any party, solely for the purposes of empanelment.
- 7.2 Commission, where applicable, shall be due only upon actual receipt of cleared funds by AIFF in relation to such engagements and subject to issuance of a valid invoice and subject to tax. Such commission shall be equivalent to ten per cent (10%) of the net monetary value (exclusive of taxes) of such engagements.
- 7.3 All prices and fees shall be exclusive of all taxes. All applicable indirect taxes (including Goods and Services Tax) shall be payable as per Applicable Law.
- 7.4 All out of pocket expenses incurred by empaneled parties shall be reimbursed only if such expenses have been pre-approved in writing by AIFF, as per applicable policies of AIFF.

## **8. AUTHORITY**

Empaneled parties shall have no authority to bind AIFF or make any commitments, representations, warranties, or assurances on behalf of AIFF unless expressly authorised in writing for a specific assignment. Any unauthorised act shall be at the sole risk and cost of the empaneled party.

## **9. CONFLICT OF INTEREST**

At the time of engagement, empaneled party shall be required to disclose any actual or potential conflict of interest, including relationships with AIFF officials, employees, or stakeholders in a form acceptable to AIFF. Confirmation of the engagement shall be subject to such disclosure. Discovery of an undisclosed conflict shall constitute material breach and grounds for immediate termination and blacklisting.

## **10. ETHICAL CONDUCT**

The Applicant shall not, directly or indirectly, engage in any corrupt, fraudulent, collusive, coercive, or unethical practice, including offering or accepting bribes, gifts, commissions, or undue advantages, as per the AIFF Code of Ethics. Breach shall lead to termination, forfeiture of dues (if any), and legal action.

## **11. CONFIDENTIALITY**

- 11.1 All information shared by AIFF, including business, technical, financial, and sponsor-related information, and any documents or data prepared under an assignment (“**Confidential Information**”), shall be kept strictly confidential and used solely for the assignment.
- 11.2 The empaneled party shall implement reasonable security measures to protect Confidential Information and comply with applicable data protection and privacy laws in India.

- 11.3 Obligations survive expiry/termination, or longer if required by law or the nature of Confidential Information.

## **12. INTELLECTUAL PROPERTY**

All work products, pitch decks, proposals, research, and deliverables created specifically for AIFF under an assignment shall be 'works made for hire' where permitted, and otherwise assigned to and owned exclusively by AIFF from creation, upon full and final payment of applicable fees (if any). The empaneled party shall ensure it uses only properly licensed materials and shall indemnify AIFF for IP infringement claims.

## **13. SUBCONTRACTING**

Subcontracting or assignment of rights/obligations, in whole or part, is prohibited without prior written consent of AIFF. The Empaneled Party shall remain fully responsible for acts/omissions of its approved subcontractors.

## **14. GOVERNING LAW AND JURISDICTION**

This RFE and any Assignment shall be governed by the laws of India. The courts at New Delhi shall have exclusive jurisdiction over disputes arising out of or in connection with this RFE or any Assignment.

## **15. DISCLAIMER**

- 15.1 AIFF reserves the right to accept or reject any or all applications without assigning reasons, to annul or amend the process, relax/waive conditions, or modify the scope, at any time without incurring any liability or obligation.
- 15.2 AIFF shall not be responsible for costs incurred by Applicants for preparing/submitting applications or for any communications during the process.
- 15.3 Publication of this RFE or empanelment hereunder shall not be construed as a guarantee of business in any financial year.

For any queries, please write to us at [legal@the-aiff.com](mailto:legal@the-aiff.com)



**Annexure 1**

(ON THE COMPANY LETTER HEAD)

**Application for Empanelment**

To,

Deputy Secretary General

All India Football Federation,

Football House, Sector 19, Dwarka, New Delhi - 110075.

Tel: - +91 11 25308200,

Fax: - +91 11 25308234, +91 11 25308236.

Date:

**Subject:** Empanelment of Entity/Individual

Dear Sir,

Having examined the RFE document indicating scope of work, I/We hereby submit our application together with all the necessary information and relevant documents for empaneling us with AIFF as an agency for providing services mentioned in the Scope of Work.

The application is made by me/ us on behalf of.....  
(Entity/Individual) in the capacity of ..... duly authorized to submit the application. I/We understand that AIFF reserves the right to reject any application without assigning any reasons thereof. I/We undertake that all the information furnished by me/us in the application is true to the best of me/our knowledge and belief. If any of the information is found to be false on subsequent verification, I/We undertake that I/We may be excluded from being empaneled.

Signature of Authorized Signatory

(Name and Designation)

Name of Entity/Individual:

Address:

E-mail id:

Contact details:

Company Seal



**Annexure 2**

(ON THE COMPANY LETTER HEAD)

**Declaration**

To,

Deputy Secretary General

All India Football Federation,

Football House, Sector 19, Dwarka, New Delhi - 110075.

Tel: - +91 11 25308200, Fax: - +91 11 25308234, +91 11 25308236.

Date:

**Subject: Declaration to the effect that the Applicant is not blacklisted by any Government or other entity/entities and no criminal cases are filed against it.**

Dear Sir,

We hereby confirm and declare that I/we, ----- is/are not blacklisted/de-registered/debarred by any Government Department/ Public Sector Undertaking/ Private Sector/ any other agency/entity for which we/I have executed/undertaken the works/services or have criminal cases registered/filed against us/me during the last 5 years.

Signature of Authorized Signatory

(Name and Designation)

Name of Individual/Entity:

Address:

E-mail id:

Contact details:

Company Seal