

**DELHI DEVELOPMENT AUTHORITY
SIRI FORT SPORTS COMPLEX
AUGUST KRANTI MARG : NEW DELHI**

No.F.1(Misc.)/SFSC/DDA/348

Dated :28/03/2019

**NIP NO.02/SFSC/DDA/2019-20
INVITING PROPOSAL (NIP) FOR CONDUCTING FOOTBALL COACHING
DDA, SIRI FORT SPORTS COMPLEX.**

BACKGROUND :

1. Delhi Development Authority (Sports Wing) invites applications from professional sports coaches/agencies for conducting football coaching at Siri Fort Sports Complex for which facilities are available at DDA, Siri Fort Sports Complex in Delhi on revenue sharing basis.
2. Presently 11088 members excluding dependants are utilizing sports facilities at Siri Fort Sports Complex. 23 coaching schemes are already being operated at Siri Fort Sports Complex. Approximately 1500 to 1800 individuals are visiting complex on daily basis.
3. Football coaching will be provided at Siri Fort Sports Complex for members as well as non-members. DDA provides the infrastructure as well as maintains the facilities while professional coaches/coaching agencies provide the coaching.

TERMS AND CONDITIONS :

4. Coaching is provided on revenue sharing basis. The share of coaching charges would be 60 : 40 between the coach/agency and DDA respectively. However, for facilities for which DDA provides most training aids, air conditioned facilities etc., the ratio of sharing would be 50:50.
5. Free coaching is to be provided by the coaches/coaching agencies to at least 10% of the trainees from economically weaker sections who have potential in the sport. Extension of coaching contracts would not be provided where the coaches/agencies have not imparted free coaching to the minimum number of trainees. If the Management considers appropriate to impart coaching to economically weaker section more than 10% of the total number of trainees, then the Management would pay the coaches/agencies their share of the coaching fee for the additional number of EWS trainees over and above the mandatory 10%.

6. The days of the week and timings for imparting coaching would be decided by the Management as per requirement and availability of facilities.
7. Professional coaches/coaching agencies should submit detailed proposals for conducting football coaching as mentioned in the Annexures. Proposals should contain details of coaches/assistant coaches who would be involved personally in imparting coaching along with their qualifications, experience and achievement as coaches and/or as national and international sports persons. Details of awards for recognition in coaching and achievement of trainees should also be furnished.
8. Sports facilities at the sports complexes during peak hours, i.e. 6.00 A.M. to 8.00 A.M. and 6.00 P.M. to 8.00 P.M. would generally not be available for coaching and utilization of facilities during these timings would be exclusively for members. However, if there is any spare capacity, as assessed by the Secretary of the complex, coaching can be permitted during these hours also, subject to conditions.
9. Differential in coaching rates for members and non-members at Siri Fort Sports Complex would be 25% additional charges for non-members.
10. The proposed monthly charges to be paid by members should be clearly indicated in figures and words in the financial bid of the proposal. The charges for non-members would be 25% more than that payable by members. Applicable GST would be charged on the coaching fees. The proposed monthly fees to be charged from members should be submitted in a separate sealed envelope as per proforma at Annexure-III. However, over and above the monthly coaching charges, coaches/agencies would not be permitted to charge any refundable/non-refundable entry fees. Coaching charges would be collected by Siri Fort Sports Complex and the share of the coach/agency would be remitted by NEFT/RTGS by the complex on or before the 7th day of the following month. Trainees would be charged coaching fees for only one month in advance at a time.

11. Coaches/agencies would need to clearly state in their proposal details of cost of additional inputs, training aids and playing equipment which they intend to provide to the trainees on request. Specifications and rates for these inputs, equipment etc., would require to be approved by the management of the complex and would be displayed on the notice board of the sports complex as well as mentioned in the coaching contract. Apart from the items mentioned therein, no other item can be provided to trainees on payment basis. For any change of rates of approved items, prior approval of the management is required to be obtained by the coaches/agencies. Payment for these approved items can be received directly by the coaches/agencies and no share of revenue from these need to be paid to DDA. Any deviation from this would be considered a breach of contract and would be considered at the time of review for extension of coaching contracts.
12. Coaches/agencies would indemnify DDA against any injury, loss of life, etc. caused either directly or indirectly due to the training.
13. Coaches/agencies would be solely responsible for participation of trainees in any event not approved by DDA.
14. Coaches/academies would be permitted to include name of DDA while naming/branding their academies.
15. No proposals from clubs would be accepted for coaching.
16. All trainees would require to fill up a form with details of terms and conditions of coaching and also indemnify DDA against any injury, loss of life, etc., caused either directly or indirectly due to the training.

EVALUATION OF PROPOSALS :

17. A Committee would evaluate all the proposals received for football coaching at Siri Fort Sports Complex. Evaluation would be made on the basis of qualifications, experience of coaches and assistant coaches, achievements as a player, achievements as a coach, technical equipment and training kits proposed to be utilized for coaching, proposed methodology of imparting training and monitoring progress of trainees, etc. Evaluation of the technical bids would be for a total of 80 marks. Financial bids of only those coaches/agencies would be opened who obtain minimum 50 out of 80 marks in the evaluation of their technical bids. The 20 marks for financial bids would be evaluated as per the following formula :-

: 4 :

L X 20

Rate

Where 'L' is the lowest coaching fees submitted by coach/agency whose financial bid has been opened and 'Rate' is the coaching fees submitted by the coach/agency whose financial bid is being evaluated. Illustration of evaluation of financial bids is as follows :-

Coaching Rate submitted by applicant	Marks out of total 20 for financial bid.
Rs.1000 per month (lowest financial bid)	20
Rs.1500 per month	13
Rs.2000 per month	10
Rs.2500 per month	08
Rs.3000 per month	06

18. Coaching would be awarded to the coach/agency which secures the highest combined marks from the technical and financial bids. If agencies / coaches obtain the same total marks, then coaching would be awarded to the agency which has obtained the highest marks in technical bid.

OTHER TERMS AND CONDITIONS :

19. Coaching would be awarded on contract for a period of one year, which can be extended annually for a maximum total period of five year. However, coaching contract can be terminated before the total period of five years in case of unsatisfactory performance or non-compliance with the terms and conditions of the contract.
20. Proposed trainer-trainee ratio should be mentioned in the proposal. All proposals should contain detailed profiles of all coaches, assistant coaches and support staff alongwith passport size photographs, identity proof, phone numbers, cell phone numbers and residential address. Performance certificates of coaches/agencies from institutions where they are presently imparting coaching or had imparted coaching in the past should be submitted.

21. Extension of contracts would be considered annually subject to a maximum tenure of five years. The evaluation would be made on the basis of feedback from trainees, parents/guardians, availability of coaches during training, achievement of trainees, number of trainees, trainer-trainee ratio, revenue generated, training aids, equipment and technology utilized and adherence to the rules and regulations of the sports complex.
22. In addition to regular coaching, special coaching camps, especially during summer vacations for students can also be organized subject to prior approval.
23. The infrastructure allotted by DDA for the coaching will be utilized only for the purpose of coaching and no other activity would be permitted therein.
24. If storage space for training equipment is required, this should be clearly specified in the proposal. However, this would be provided at the discretion of DDA, if such storage space is available, on mutually agreed terms and conditions.
25. All applicants are advised to visit the facility at the sports complex for which they wish to submit proposal for coaching and evaluate the potential before submitting their proposals. No representations will be entertained subsequently in this regard.
26. The bid must be page numbered and total number of pages contained in the proposal should be indicated in the covering letter. DDA would not be responsible if any enclosure is not found attached.
27. If the coach or any of the assistant coaches or support staff are presently working in any government department, government undertaking, public sector undertaking, etc., No Objection Certificate (NOC) of the concerned organization to conduct paid coaching is required to be submitted. NOC is not submitted and subsequently it comes to notice that the individual had conducted unauthorized paid coaching, coaching contract shall be terminated.

28. GST registration details should be submitted. However, if the annual income of the coach/agency is less than Rs.20 lacs, then coach/agency is not liable for GST registration. However, as and when the turnover exceeds Rs.20 lacs, GST registration will immediately be obtained. An undertaking in this regard is to be submitted by the coach/agency.
29. Approval of Secretary is required prior to making any change in the panel of coaches.
30. New coaches must meet the QRs as per the coaching proposal and coaching agreement.
31. Coaches in whose names coaching academies are running must be available for coaching regularly.
32. Whether coach would personally impart coaching and, if so, number of days in a month he/she would personally be present for coaching. Technical evaluation would consider this and annual extensions of coaching would also consider whether this is being fulfilled as per the submission made in the proposal.
33. Agencies can also submit their proposals but they need to mention details of chief coach, assistant coaches, etc. The main coaching staff cannot be changed as the technical bids would be evaluated as per the qualifications and experience of the coaching staff mentioned in the proposal. Coaching to be invariably imparted by coaches mentioned in the proposal.
34. The football ground at Siri Fort Sports Complex is proposed to be converted to synthetic surface. Football coaching at the complex would be discontinued during the duration of the work.
35. Technical bids should be submitted as per Annexure-I & II and Financial bids as per Annexure-III. Technical and financial bids should be submitted in two separate sealed envelopes superscribed "Technical Bid" and "Financial Bid" respectively clearly mentioning the name of the coach / agency. Both these sealed envelopes should be placed within a separate sealed envelope superscribed "Bids for coaching for football at Siri Fort Sports Complex".

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36. Detailed proposals including all the above aspects should be submitted in the office of Commissioner (Sports), Delhi Development Authority, Vikas Sadan, INA, New Delhi – 110023 latest by 12.04.2019. Incomplete proposals will not be entertained. However, clarifications, if necessary, can be sought by D.D.A.

Commissioner(Sports)

TECHNICAL BID
DETAILS OF OFFER FOR COACHING

S. No.	Particulars	Details
1	Name	
2	Registered address	
3	Name of Proprietor/ Director/ Administrative Head/Coach	
4	Type of Ownership	Proprietary/Partnership/Company/LLP
5	Proof of Support of above	Attach documents in support and list the documents attached here
6	Sport	List only one sport here. If more than one sport is sought then separate proposals to be submitted
7	Level/ Nature of Coaching to be offered	List level and if more than one level is offered then the differentiation to be amplified
8	No. of days of coaching/week and timings of coaching proposed	
9	Previous Coaching Experience	Attach documents in support and list the documents attached here
10	Names of Coaches/ Assistant Coaches/ Support staff to impart coaching	Attach annexure if required and list the same here.
11	Qualification of Head Coach	
12	Qualification of Assistant Coaches	
13	No. of courts/ infrastructure required	Clearly specify the infrastructure required in terms of courts/grounds, duration proposed to be used and timing proposed.
14	Preference of sports complex in order of preference	List in order of preference. Any number can be listed but the allotment will be as per guidelines listed in the terms and conditions.
15	Trainer/ Trainee Ratio proposed	
16	Training Aids/ Equipment to be provided	

Place: Full name and signature of applicant

Date: Full name and signature of authorized signatory
with seal of establishment (in case of agency)

Address:

Email:

Cell phone/landline No.

TECHNICAL BID**CHECKLIST OF DOCUMENTS TO BE SUBMITTED**

S.No.	Documents to be submitted	Submitted	Remarks
1	Copy of Registration of firms (in case of agency)		Attach document as applicable or state not available or applicable
2	Copy of Registration certificate of EPF (in case of agency)		Attach document as applicable or state not available or applicable
3	Copy of Registration Certificate of ESI (in case of agency)		Attach document as applicable or state not available or applicable
4	Copy of Labour License (in case of agency)		Attach document as applicable or state not available or applicable
5	Copy of Income Tax Return for last 2 years		Attach document as applicable or state not available or applicable
6	Copy of GST Registration		Attach document as applicable or state not available or applicable
7	Copy of PAN/TAN Card		Attach document as applicable or state not available or applicable
8	List of clients with dates		
9	Proof of experience		
10	Last 2 years audited statement from Chartered Accountant		Attach document as applicable or state not available or applicable

Place:

Full name and signature of applicant

Date:

Full name and signature of authorized signatory
with seal of establishment (in case of agency)

Address:

Email:

Cell phone/landline No.

FINANCIAL BID

1.	Full name of Coach/Authorized signatory and name of agency	
2.	Address, Cell phone number, e-mail ID	
3.	Sports discipline in which coaching is proposed to be conducted	
4.	Names of sports complexes (in order of preference where coaching is proposed to be conducted)	
5.	Number of days per week and timings for proposed coaching (to be decided in consultation with the complex)	
6.	Monthly coaching fees for members (25% additional coaching fees for non-members) for each of the above mentioned sports complex(s). (Proposed coaching fees should be mentioned both in figures and words) If there is discrepancy, rate quoted in words would be considered.	

EVALUATION CRITERIA FOR ASSESSMENT (80 MARKS) OF TECHNICAL BIDS

Name(s) of Coach/Assistant Coaches/Support Staff
who would personally impart coaching :

Sl. No.	Criteria	Total marks	Weightage		Marks awarded	Remarks
1	Technical Qualifications of Coach (NIS qualified/ Federation approved certification/International degree/certification in coaching)	15	NIS degree/ certification	05		
			International degree/certification	05		
			Additional degree/ certification in the sport/sports science	05		
2	Coaching experience in years	15	Upto 5 years	05		
			5 to 10 years	05		
			Above 10 years	05		
3	Achievements as a player	10	Top 3 ranking in national championship recognized by official federation in the sport	04		
			Medallist in international meet recognized by official federation in the sport	04		
			Arjuna/ Rajiv Khel Ratna award or similar National award in the sport/multiple champion in international meets	02		
4	Achievements as a Coach	15	Trainee - medalist at national championship recognized by official federation in the sport	05		
			Trainee - medalist in international championship recognized by official federation in the sport	05		
			Multiple trainees - Medalists at national/international championships recognized by official federation in the sport	05		

5	Technical qualifications, experience and achievements of Assistant Coaches and other support staff	15	Technical qualifications of Assistant Coaches	05		
			Experience of Assistant Coaches	05		
			Technical qualifications and experience of other support staff/assistant coaches	05		
6	Technical equipment and training aids proposed to be utilized in coaching and proposed methodology of imparting training and monitoring progress of trainees	10	Technical equipment and training aids	05		
			Methodology for training and monitoring progress	05		
7	Total marks	80				