

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

No.F.1(Misc.)/SFSC/DDA/347

Dated :28/03/2019

NIP NO. 01/SFSC/DDA/2019-20
INVITING PROPOSALS TO IMPART SWIMMING COACHING AT SFSC.

Proposals are invited to impart swimming coaching in Siri Fort Sports Complex, New Delhi from individual/experienced Agencies having sufficient experience in conducting swimming coaching in major sports complexes/recreational clubs/aquatic centres/Govt. & PSU run swimming pools, government institutions etc.

The Swimming Pool of Siri Fort Sports Complex (SFSC) is already functioning for use by members. There is a requirement of imparting Coaching at the swimming pool SFSC.

The broad terms and conditions of coaching are enumerated below :-

1. The period of coaching would be from 01 April, 2019 to 30 Sept., 2019.
2. The Coaching experience should not be less than 3 yrs. Proof of having conducted coaching would be required duly signed by the head of Institutions wherever coaching was conducted by the agency.
3. Preference would be given to the coaches who have represented at International / National / State Level, and should be qualified and certified as qualified swimming discipline coach. Testimonials should be attached with the proposal.
4. Timings of coaching etc. will be as per Complex policy.
5. The agency providing coach will not be the same as the agency awarded the contract of providing manpower for Deck area of the Pool.
6. There will be one coach for every 10 trainees in one shift. In case the number of trainees increases, or for any other reasons if required by the Complex, the agency will provide additional coaches at short notice.
7. Management will not have any responsibility for any injury / loss of life / untoward incident during the course of swimming coaching by the agency.
8. That the agency shall provide coach having specialized expertise in swimming and the coach should be fully aware of the type of activities to be carried out.

9. THAT the coach should be polite and courteous to the members/participants.
10. THAT the Coach / Agency shall carry out their work as per orders / instructions of the Secretary of the Complex. All such instructions and orders issued shall be, for all purposes deemed to have been issued to the Agency.
11. THAT any lapse on the part of the coach, or of the Agency, the orders of the Commissioner(Sports) in that behalf shall be final and binding upon the coach/Agency and shall not be called in questions before any Forum.
12. The Coach should wear uniform duly approved by the Secretary of the Complex. Coach attending without uniform shall be deemed to be absent from duty.
13. THAT for all intents and purposes the coach or such like personnel provided by the Agency shall be the employees of the Agency. The Agency shall be responsible to provide all admissible and/or fringe benefits to such personnel. The Delhi Development Authority shall not be responsible in any respect whatsoever for payment of any claims of the personnel provided by the Agency.
14. THAT the Agency shall furnish a NEFT statement by 15th of the every month that payment to the coach have been made in accordance with the rates circulated by the Government of the National Capital Territory of Delhi as applicable during the period of the claim.
15. If coaching contract is awarded to an agency, then the agency should be registered with EPFO and ESIC. The ESI and EPF contributions on the part of employer in respect of this contract shall be paid by the contractor. These contributions on the part of the employer paid by the contractor shall be reimbursed to the agency on submission of valid challans / proof of payment. The contractor shall be responsible for deposition of applicable GST to the concerned Authority.
16. THAT any loss/damages/theft caused during the period, the coach / employee of the agency is on job, shall be the responsibility of the Agency. All payments to the Agency/Coach shall be made through NEFT only
17. Any conditional Proposals shall be summarily rejected.
18. Any Proposal received through post/courier etc. shall be rejected.
19. Debarred agency / or individual shall not be permitted to participate in the tendering process.
20. Any individual who has been debarred is not permitted to take part in any negotiations or represent an agency even if he holds a power of attorney on the agencies behalf. Any agency engaging debarred coach is also liable to be debarred.

21. The proposer hereby acknowledge, having read and understood various statutory provisions as amended upto date including but not limited to Minimum Wages Act,1948, Contract Labour (Regulation & Abolition)Act, 1970, Employee Provident Fund & Miscellaneous Provision Act, 1952, alongwith EPF Scheme, Payment of Bonus Act, 1965. Payment of Gratuity Act, 1972 etc. and undertake to ensure compliance of all the statutory provisions of the aforesaid statutes and all other statues for the time being in force governing the employer, employee relationship between tenderes/contractors on one hand and their employees on the other hand. The parties hereto have clearly understood and acknowledge that DDA shall not be liable in any manner under any circumstances for non compliance of the aforesaid statutory provisions or otherwise and the tenders/contractors shall be exclusively responsible and liable for all the consequences for non compliance of aforesaid statutory provisions and oher relevant provisions governing the tenders/contractors and his/their employees and there shall be no obligation of DDA and DDA shall not have privy with the employees of the tenderers /contractors for endorsement of the aforesaid statutes or otherwise.
22. No minor should be engaged.
23. The Coaching will be on revenue sharing basis of 50 : 50 (50% to the agency and 50% to DDA). During the Coaching period fee collected during a month will be shared between the agency and complex respectively. The agency / coaches share will be paid on monthly basis after the end of the month of the coaching.
24. The coaching will be conducted from 7.00 AM to 11.00 AM in the morning and 3.00 PM to 6.00 PM in the evening. The coaching fee will be Rs.800/- PM plus GST.
25. The validity of the Proposal is 09 days from the date of the opening of the sealed Proposals.
26. The coaching should be provided for 6 days in a week with off days on Mondays.
27. Coaching fee will be collected by the DDA as per prescribed rate for per hour per month. Coaching timings will be as per DDA's Coaching Policy.
28. The applicants would be required to submit personal Bio-Data experience and achievement certificates with two copies of passport size photographs.
29. The payment of contracted amount shall be based on attendance records duly verified by Secretary of the Complex. The coach shall be in attendance of the prescribed hours and if coach is found absent from duty a penalty of Rs.1000/- will be levied on the agency.

30. Nothing extra shall be paid except for the share quoted above.
31. Necessary statutory deductions shall be deducted from the share of the agency.
32. The Proposal submitted without required documents will not be entertained at all and summarily rejected.
33. The agency should be registered with the GST department if mandatory. A proof in this regard is necessary to be enclosed with Proposal otherwise the Proposal shall not be entertained.
34. Commissioner(Sports) reserves the right to reject all or any offer without assigning any reason and the same shall not be questionable before any forum, court of law etc.
35. All staff shall be placed only after police verification and confirmation to the Secretary Complex. The agency awarded the work undertakes to ensure that its staff will maintain due courtesies to all users and decorum and not involved in activities detrimental to a conducive environment for operation at the Swimming Pool.
36. Maintenance of Site Order Book: Proper Site Order Book will be maintained to issue day to day instructions to the agency which will remain under the custody of Secretary of sports complex / golf course.
37. Attendance Register shall be provided by the agency for marking attendance of the workmen engaged till biometric attendance system becomes operative.
38. Approval of Secretary is required prior to making any change in the panel of coaches.
39. New coaches must meet the QRs as per the coaching proposal and coaching agreement.
40. Coaches in whose names coaching academies are running must be available for coaching regularly.
41. For compliance of statutory provision of ESI & EPF :-
 - i) The payment of ESI/EPF is mandatory.
 - ii) In addition to other deposits mentioned elsewhere, the contractor shall be required to furnish Bank Guarantee for ESI/EPF contributions. The amount of Bank Guarantee would be such that covers the ESI/EPF contributions for a period of 03 months.
 - iii) The Bank Guarantee, shall however, be refunded after 01 month of satisfactory completion of work with due verification of ESI/EPF contributions paid to the concerned authorities.

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- iv) The agency shall solely liable for if any penalty is levied by the ESI/EPF departments for not having paid mandatory ESI/EPF contribution. An undertaking on stamp paper worth Rs.50/- to this effect shall be submitted along with tender by the agency.
 - v) Breach of any condition in respect of ESI/EPF shall attract penalty as decided by the Commissioner(Sports) and shall be adjusted from R/A bills or from the Bank Guarantee as the case may be.
 - vi) The contractor shall submit details of ESI/EPF contribution every month which shall be monitored through software developed by DDA.
 - vii) In case the agency fails to make the required contributions to the concerned department, suitable action as decided by the Commissioner(Sports) including black listing the agency shall be initiated.
42. Duly completed assessment form is to be uploaded on tender website alongwith technical bids.

Last date for receipt of proposal is 09.04.2019. The proposals to be uploaded on www.dda.org.in

Commissioner (Sports)

TECHNICAL BID : ASSESSMENT SHEET FOR AWARD OF COACHING CONTRACT

S.No.	Criteria	Scoring Guide	Marks/ Weightage	Marks Awarded		
				Coach No.1 Name	Coach No.2 Name	Coach No.3 Name
1	Experience in years	(0 for 2 years, 5 for 3 years and 1 for each additional year max 15)	15			
2	NIS Qualified/ federation approved Certification	Only one to be awarded	10			
3	Other equivalent Qualifications	Only one to be awarded	5			
4	International Experience as swimmer/coach		10			
5	National Experience as swimmer/coach		5			
6	State Experience as swimmer/coach		2			
7	Applicant will coach himself/ herself		15			
8	Experience certificate from DDA/ Govt. Agency	5 points for each year max of 20	20			
9	Experience Certificate from Recognised School/ Aquatic centers etc.	3 points for each year max of 18	18			
	Total		100			

Aggregate marks out of 100-

1. Original Certificates are required to be presented for verification at the time of opening of technical bids along with self attested copy which is to be submitted for records.
2. The cut off points for technical bid for each sports complex for different activities included in this tender will be upto and including ninety percent of the highest marks scored in that category rounded off to the lower value. For example, in case the highest score is 81, then ninety percent of the highest score is 72.9 marks, after rounding off to the lower value cut off is 72 marks. In this case all bidders scoring 72 marks and above will qualify in the technical bid. The cut off marks in each case will vary as per the highest marks scored.