

केन्द्रीय विद्यालय संगठन

KENDRIYA VIDYALAYA SANGATHAN,
(क्षेत्रीय कार्यालय, कोलकाता)
(Regional Office, Kolkata)

Dated: 16/03/2018

निविदा सूचना TENDER NOTICE

टू बिड प्रणाली के अन्तर्गत अनुमोदित / संबद्ध / पंजीकृत सरकारी एजेंसी/ अर्ध सरकारी एजेंसी /केन्द्रीय विश्वविद्यालय /(आई आई टी /एन आई टी) उच्च शिक्षा संस्थान/ खेलकूद विश्वविद्यालय /खेलकूद अकादमी /खेलकूद कालेज /खेलकूद संस्था भी क्षेत्रीय /राष्ट्रीय /एस जी एफ आई स्तर पर अपने प्रांगण मे खेलकूद आयोजित करने के लिए मुहर बंद कोटेशन आमंत्रित किए जाते हैं , टेंडर फॉर्म डाउनलोड एवं अन्य जानकारी के लिए कार्यालय के वेबसाइट [www. kvsrokkolkata.org](http://www.kvsrokkolkata.org) देखें। निविदा फार्म स्पीड पोस्ट / रजिस्ट्री डाक द्वारा भेजा जा सकता है या कार्यालय मे उपलब्ध ड्रॉप वाक्स मे जमा कर सकते है।

Sealed quotations under TWO BID System are invited from the approved/Affiliated/Registered Government Agencies /Semi Govt. Agencies/ Central Universities/Institutes of Higher Learning (IITs/NITs etc)/ Sports Universities /Sports Academies/ Sports Colleges/Sports Institutes for conducting sports meets at Regional, National , SGFI level Sports in their premises. For downloading the tender form & other details, please visit our website www.kvsrokkolkata.org . Tender form may be sent through Registered/Speed Post or put in the Drop Box.

उपायुक्त / DEPUTY COMMISSIONER

**KENDRIYA VIDYALAYA SANGATHAN,
(Regional Office, Kolkata)**

PART –I

**TENDER FOR OUTSOURCING OF SPORTS FACILITIES FOR CONDUCTING
KVS SPORTS MEETS**

NOTICE INVITING TENDER

Sealed quotations under TWO BID System are invited from the from approved/Affiliated/Registered Government Agencies /Semi Govt. Agencies/ Central Universities/Institutes of Higher Learning (IITs/NITs etc)/ Sports Universities /Sports Academies/ Sports Colleges/Sports Institutes for conducting sports meets at Regional, National , SGFI level Sports in their premises.

Technical & Financial bids to be submitted in separate sealed envelopes "A" and "B". As per the tender document there shall be two types of bids namely **Technical bid and Commercial bid**. The technical bid and commercial bid should be sent in separate sealed envelopes marked as "A" and "B" respectively, addressed to the Dy Commissioner, KVS RO **Kolkata**. The technical bids submitted by the Private Institutes/bidders should accompany the Earnest Money Deposit of Rs 1,00,000/- in the form of account payee demand draft/banker's cheque of any scheduled bank in favour of "KVS Regional Sports Control Board, Kolkata". The tenders containing technical bid and commercial bid in separate envelopes as above should be put and sealed in an outer cover (bigger envelope) super-scribed as "Tender for hiring sports infrastructure for KVS Sports Meets'2018-19" due on 06/04/2018 and addressed to Dy Commissioner, KVS RO **Kolkata** The tenders will be received upto 1400 hrs on 06/04/2018. The tender received after stipulated date and time shall not be considered and liable to be summarily rejected.

The technical bids in envelop "A" will be opened on 06/04/2018 at 1500 hrs in the presence of the representative/s of the bidders, who wish to be present (with proper photo identity authenticated by the firm), in the Chamber of the Dy Commissioner, KVS Regional Office, **Kolkata**.

The tenders not conforming to the requirements mentioned above and as laid down in the terms and conditions or not accompanied by earnest money are liable to be rejected summarily. **All pages of the tender should be signed by the bidder with seal.** The technical and commercial bids shall be duly filled in and submitted in original. The writing should be clear and legible. All columns in the tender documents should be filled up. Attach Separate sheets wherever necessary.

1. Description of work : **Outsourcing of Sports facilities for conduct of various KVS Sports Meets viz, Sports grounds, Boarding & Lodging arrangement, Sports Officials in different sports disciplines, etc**
2. Volume of work : To host the sports meet/camps for about 500-2000 participants(Boys/Girls) for a period of 4-10 days.
3. Specifications of the items : As per Scope of work
4. Earnest Money : Rs 1.00 Lacs (only for Private Institutes)
5. Time of Completion : During the conduct of Sports Meet
6. Schedule of submission premises of RO : Up to 1400 hrs on 06/04/2018 at
7. Date & time of opening Tender of KVS RO : At 1500 hrs on 06/04/2018 premises
8. Performance Security : 5% from successful bidder awarded the contract

The bidding document containing the details of qualification criteria, submission of requirement, Brief objective & Scope of work and evaluation criteria etc. can be downloaded from the website www.kvsrokolcata.org of KVS Regional Offices **Kolkata**.

Further details/hardcopies may be obtained from Kendriya Vidyalaya Sangathan, Regional Office, --- on any working day till the last date of submission of the bids. The eligible Organizations/Institutes/Colleges may submit their responses in sealed envelope in the prescribed format to KVS (RO) **Kolkata** and it should be reach latest by 06/04/2018 upto 1400 hrs.

After opening of the Technical Bids, a committee headed by DC/AC of respective Region shall make a visit to the premises of the technically qualified bidders for verification of the infrastructure/facilities as quoted by the bidders for the conduct of sports meets.

S. No	Critical Dates	Date	Time
1	Publishing Date	16/03/2018	1000 hrs
2	Document Sale /Download Start	16/03/2018	1000 hrs
3	Document Sale / Download End Date	06/04/2018	1000 hrs
4	Tender Submission Start Date	17/03/2018	1000 hrs
5	Tender Submission End Date	06/04/2018	1400 hrs

Deputy Commissioner,
KVS RO **Kolkata**
EB Block, Salt Lake, Sec-I
Kolkata-700064
E-Mail: kvskolkata@yahoo.co.in

Part-II

Kendriya Vidyalaya Sangathan, (Regional Office Kolkata)

1-BACKGROUND:

Kendriya Vidyalaya Sangathan, an autonomous organization under Ministry of Human Resources Development, Govt. of India, running about 1180 schools all over the country. KVS has 25 Regional Office located in different states to manage these schools locally/geographically.

As KVS believes in over-all development of children, Sports and Games are also given equal importance in the curriculum apart from scholastic development. To promote excellence in sports, KVS every year religiously conducts various Sports competitions at different levels. i.e.- Vidyalaya, Regional, National and selects the teams for SGFI participation.

In order to conduct sports competition at different levels and to give the students a feeling of National/International sports facilities, KVS desires to conduct its sports meets/competitions in institutes which have requisite state-of-the art facilities in sports infrastructure along-with other amenities which includes lodging/boarding facilities required for conduct of smooth meets.

KVS is looking for optimum cost effectiveness without compromising on the quality required as per KVS norms and will seek an institute which can shoulder the responsibility to organize the mega events of championships in different events of sports and games at Regional/National/SGFI Level and any other event by providing National/International level facilities to the participating students of the KVS.

PART-III

TERMS & CONDITIONS

2 – DETAILED SCOPE OF WORK & SERVICES:-

The tentative schedule of KVS National Sports Meet is from 1st June to 31st July 2018. Bidder must mention the date for providing service of boarding and lodging sports, infrastructure and others related facilities.

The details of the work/services required are listed as hereunder:

1. Sports Infrastructure:

Availability of various Sports facilities (Play Grounds/Fields, Playing Courts/Playing Arena/Ring/Rink/400 M Track & Field) well maintained with all amenities to conduct various Games & Sports as per SGFI Norms.

2. Sports Manpower:

Availability of adequate Qualified Officials registered with National/State /District Federation/SGFI/SAI etc, for conducting/ selecting teams for further higher level meets/competitions. Also availability of support staff/grounds-men for assisting in the successful conduct of the sports meets.

3. Lodging Facilities:

Availability of adequate hostel/staying facilities equipped with season appropriate amenities viz clean surroundings, mosquito repellent, insect free environment etc, comprising of individual Cots & Bedding items in excellent conditions beside other mandatory requirements for Boys/Girls along with adequate number of lavatories/washrooms (with buckets/mugs/sanitary items) fitted with uninterrupted water supply in good/hygienic conditions to accommodate participants during the Sports Meet/Coaching Camps.

4. Boarding arrangements

Availability of healthy & hygienic kitchen (Permanent Mess facilities) along with adequate Dining hall/areas to cook and serve meals as per the KVS Menu to all the participants as per detailed Menu given in Part III(I)(1)(A) in Financial bid. Safe/pure drinking water facility should be made available to all the participants.

5. Other Miscellaneous Facilities:

- 5.1 Round the clock security arrangements through Male/Female staff.
- 5.2 Health/Medical facilities through a dedicated team of Doctors/Nurse including availability of ambulance continuously during the period of the meets/camps.
- 5.3 Uninterrupted power back-up and water supply in the campus accommodating the participants.
- 5.4 All lights /fans /air cooler/conditioners must be functional.
- 5.5 Recreational facilities viz. TV/Video players/ other entertaining facilities including auditorium/open theatres should be made available in the evenings.

- 5.6 The entire accommodating campus should be under the surveillance through CCTV cameras which should be continuously monitored by a dedicated team.
- 5.7 All the rooms/accommodating space should be cleaned regularly atleast twice a day through in-house conservancy staff. Further all such rooms should be fitted with curtains to observe the privacy of the participants.
- 5.8 All the supporting staff engaged for the purpose must be in the uniforms with proper Identity cards issued by the authorized official of the institute.
- 5.9 The Institute will be expected of providing complimentary services related to Medical facilities, local transport, local sight seeing visit, sports consumable items related to respective games.

3- INFORMATION/DOCUMENTS TO BE SUBMITTED BY BIDEER:

All information related to the tender are to be submitted as detailed below.

- 3.1 Organizational Contact Details as per Format-2.
- 3.2 Experience of the organization as per Format-3.
- 3.3 List of minimum three (03) experts/ consultants on payroll as per Format-4.
- 3.4 GST/Income tax (as applicable) paid certificate as per Format-5.
- 3.5 Additional information as per Format-6.
- 3.6 Declaration as per Format-7.

4- APPLICATION FORM FOR TENDER:

Tender document has been hosted on the website of Regional offices which may be downloaded from the website www.kvsrokolkata.org and the same may also be obtained from RO **Kolkata** on any working day between 10 AM to 5 PM.

The bidders are expected to go through all the Instructions, Annexed Forms, Terms & Conditions and other details thoroughly before submitting the bids. Failure to furnish the complete information as mentioned in the bid document or submission of a proposal not substantially responsive to the requirement of the tender document will be solely at the bidder's risk and may result in rejection of the proposal.

5. DURATION OF ENGAGEMENT

The engagement shall be initially for a period of one year extendable to 3 years based on performance and mutual consent/agreement.

6. PRE-QUALIFICATION CRITERIA:

Following will be the minimum pre-qualification criteria which will determine the eligibility of the bidder for evaluation of the bid.

S. No.	Pre-qualification Criteria	Supporting Compliance document
1	The bidder shall be an institution/ university/ institute of higher learning registered under the Indian institute /agency /university Act/ Society Registered Act/ Company Act etc,	Certified copy of registration Certificate
2.	The bidder should have the facilities to conduct games on a large scale (maximum 2000 participants) like Regional /National/ SGFI/Inter university games etc.	Details of conducting such mega events should be attached.
3	The bidder should not be blacklisted in the past by any Central Govt. / State Govt. / PSU/Govt. Bodies	Certificate to this effect on letter head duly signed by the Authorized signatory should be submitted.
4	PAN No. / GST Tax Registration Certificate/ Exemption Certificate	Copy of Certificate to be enclosed.
5	Preference will be given to agency having prior experience in conducting games in large scale for any Central / State Govt. / Govt. Autonomous bodies	Copy of such letter may be enclosed

7. EVALUATION CRITERIA AND METHOD OF EVALUATION:

- a) Screening of Tender shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- b) The technical bids will be evaluated for short listing inter-alia based on their past experience of handling similar type of projects, strength of their man power, financial Strength of institution and other required facilities.
- c) The financial bids of the successful bidders in the technical bids only will be opened. A committee from Regional Office will physically verify the lodging/ boarding and sports facilities of the institution before opening the financial bids. As such, the successful bidder for award of contract will be provided a brief about the KVS for conduct of the sports meets.
- d) The undersigned, on behalf of the RSCB, RO Kolkata does not bind him/herself to accept the lowest quotation for its execution and reserves the right to accept the quotation in whole or, in part, i.e., with respect to all the elements of the tender document as mentioned in the attached statement or in respect of any one or more than one article specified in the attached statement as may be decided. Accordingly, the undersigned reserves the right to reject any or all tenders or negotiate with the bidder/(s) due to reasons related to safety/security of participants or any other unforeseen compelling circumstances, without assigning any reasons thereof, either in full or in part.

- e) The bid of the institute which quotes nil charges / consideration, shall be treated as unresponsive and will not be considered.
- f) The bidder should quote rates for all the four sections as per commercial bid formats I-IV. However, successful bidder shall be decided only on the basis of the rates quoted in format I(Lodging and Boarding). The successful bidder (L1) will have to provide other facilities i.e. Sports Infrastructure (Courts/Fields)/official-man power and other miscellaneous services as per the lowest rate quoted by firm(s).
- g) The bidding document is not an offer and is issued with no commitment. KVS regional office ...reserves the right to withdraw the tender and or vary any part thereof at any stage with proper notice to all the concerned. KVS further reserves the right to disqualify any bids, should it be so necessary at any stage.

8. CONFLICT OF INTEREST:

- a) Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Applicant to inform KVS RO **Kolkata** , detailing the conflict in writing as an attachment to this tender document.
- b) KVS Regional office **Kolkata** will be the final arbiter in cases of potential conflicts of interest. Failure to notify KVS RO **Kolkata** of any conflict of interest will invalidate any verbal or written agreement. In case of any dispute, the Hon'ble court in Delhi will be the jurisdiction.

FORMAT – 1

FORMAT FOR SUBMISSION OF TENDER

To

The Deputy Commissioner,
KVS Regional Office,
EB Block, Salt Lake, Sec-I
Kolkata-700064

Sub: Submission of tender for outsourcing sports facilities.

Dear Sir,

In response to the tender notification published in the newspaper _____ for inviting bids for outsourcing of sports facilities, the undersigned hereby applies in response to the same. We would like to express interest to carry out the above proposed task. As desired, we attach 2 sets of the following documents:

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. List of three (03) experts / consultants on payroll (Format-4)
4. Additional information (Format-5)
5. List of enclosures (Format-6)
6. Declaration (Format-7)

Sincerely Yours

Signature of the applicant

Full Name of the applicant

Stamp

Date

Enclosures: As above

Note: This is to be furnished on the letter head of the Organization

Format-2

Organizational Contact Details	
1. Name of Organization	
2. Main areas of business	
3. Registered under Indian Act,.....	
4. Whether the organization/ institution has ever been blacklisted by Central Govt. / Govt./PSU/ Govt. Bodies / Autonomous?	
5. Address of registered office with telephone no. & fax	
6. Address of office in (city)	
7. Contact Person with telephone no. & E-mail ID	

Enclosers:-

1. Copy of the registration certificate.
2. Copy of article of association by laws in respect of 3 above.
3. Legally valid undertaking in respect of 4 above.

Format-3
Experience in related Fields

Sl No	Item	Names of Games/events conducted during the past 03 years.	Number of Games/events conducted during the past 03 years.			Total No. of participants	Remarks (District/ State/National level)
			2015	2016	2017		
1	Experience of conducting sports events / meets of similar nature in respect of schools	1. 2. 3. 4.....					
2	Experience in carrying out similar assignments for government/ PSU/ programme	1. 2. 3. 4.....					

Note-Decision of RSCB (concerned Region) Committee in ascertaining the experience as above will be final

Signature of the bidder
Full name with Stamp & Date

Format-4

List of minimum three (03) Experts/Consultants of the institution

The details of the members of the Consortium who will be coordinating during the meets on behalf of the institution.

Sl No	Name	Designation	Contact Number	Remark if any
1				
2				
3				

Note:- Supporting documents in respect of qualification and experience should be enclosed.

Signature of authorized Person
Name with Stamp & Date

PART-III

(To be submitted separately in a sealed cover)

FINANCIAL BID

The Tariff/Rent on the services TO BE provided by institution/organization to KVS as per requirement-

(I) Quotes for Lodging and Boarding.

1. Boarding Menu

S. NO.	ITEMS	ITEMS/MATERIALS	QUANTITY/WEIGHT	Charges for Per person per day in INR)
A	Boarding Menu			
1	Break-fast	1. Milk-	200 ml or more	
		2. Breads with Butter & Jam	As per need	
		3. Idli - Bada with Sambhar & Chatni ---OR--- Aloo Parantha & Curd	As per need	
		4. 02 Bananas or Apple-01) ---OR--- Eggs Boiled-02pcs. ---OR--- Sprouts with dry fruits	Minimum 150 -200 gm ---OR-- 02 Pcs. ---OR--- 50Gm.	
2	Lunch And Dinner	1. Chapati (Tawa /Tandoor Roti) 2. Rice simple 3. Daal /Razma/Chhole(Anyone) 4. Mixed Veg (Seasonal veg) 5. Paneer (for Vegetarian) ---OR-- Egg curry/Fish/Chicken (once in a day for non-vegetarian) <u>(Mandatory with lunch /Dinner)</u>	As per need	
		6. Salad & Pickle 7. Papad (Branded) 8. Curd / Rayta		
		9. Sweet dish - Sweet/Fruits Custard/ Seasonal Fruits (any one)	100-150 Gm.	
3	Evening (Snacks & Juice)	1. Juice Packed (Seasonal)	80-100 ml	
		2. Snacks-Sandwich/Samosa /Aaloo Bonda	02 or more	
4	Night (before sleep)	1. Milk with flavor & Sugar - --OR-- Ice-Cream	200m or more ---OR--- 40-60 MI	
B	Lodging arrangement with Cots/Bedding as prescribed in tender			
Total of (A) + (B) for Boarding & Lodging arrangement				

(II) Quotes for hiring Sports Infrastructure Courts/Fields**(Complete in all respect for respective games as per norms)**

S. N.	Name of Games / Events	No. of play ground / Court / Arena / Ring Required	Rate for one day in INR	
			Category of the Court/Field Required	Rates (INR)
1	CRICKET	01	Outdoor	
2	TAEKWONDO	01	In-door	
3	JUDO	01	In-door	
4	BASKETBALL	01	In-door/Outdoor	
5	SHOOTING	01	In-door	
6	HOCKEY turf ground	01	Outdoor	
7	FOOTBALL	01	Outdoor	
8	ARCHERY	01 Field	Outdoor	
9	BADMINTON	01 Court	In-door	
10	KABADDI	01 Court	In-door/Outdoor	
11	KHO- KHO	01 Field	In-door/Outdoor	
12	YOGA	01 Hall	In-door	
13	CHESS	20-30 Table	In-door	
14	VOLLEYBALL	01 Court	In-door/Outdoor	
15	TABLE TENNIS	01 Table	In-door	
16	SKATING	01 Rink	Outdoor	
17	BOXING	01 Ring	In-door/Outdoor	
18	ATHLETICS	01 Track & Field	Outdoor	
19	SWIMMING & DIVING	01 Pool & Diving Board	In-door/Outdoor	
20	HANDBALL	01 Court	In-door/Outdoor	
21	TENNIS	01 Court	Outdoor	
22	ROPE SKIPPING	01 Hall	In-door	

(III) Quotes for Officials/Man power

S. No.	Nature of job	Rate for per person per Day (in INR)
1	Selector	
2	Empire/Referee	
3	Grounds Man	
4	Sub-Staff/Peon	

(IV) Other Misc. services

S. No.	Nature of service	Quantity	Rate for each qty per day in INR
1	P.A System	01set	
2	Canopy/Shamiyana	Per sq.ft.	
3	Sofa	03 psc.	
4	Chair with arm	Plastic 01	
5	Chair without arm	Plastic 01	
6	Carpet (plastic)	Per sq. ft.	
7	Kannath	01 sq. ft.	
8	Water hut	01 psc	
9	First Aid	One counter	

Signature of Authorized Person
with Name & office seal

Date:--

Format-5
Additional Information

1. Date on which institute is available to conduct the Sports Meet.
2. Distance of Institution from Railway station/Bus stand in K.M.
3. Stay arrangement (please submit the report)
 - a. No. of rooms-
 - b. Capacity of room for participants-
 - c. Condition of Fixtures/Door/Window/Cot of the room-
 - d. No. of toilets available (functional)-
 - e. CCTV camera in Institution/College at required place
 - f. Security arrangement
 - g. Food arrangement-Dining hall
 - h. Food is available as per KVS sports modalities
 - i. RO Drinking water-
 - j. Transport facilities available in institutions/organizations
4. Technical feasibility
 - a. No. of Umpires/Referee for said events
5. Medical facilities available in the institute or nearby

Note:-

1. All the documents submitted by the bidder should be self attested and stamped by the bidder.
2. Bidder will not enclose any other additional documents other than asked above.
3. All the pages of the above enclosures will be serially numbered and the total number of enclosed pages should be mentioned as.....(Total No. Of pages enclosed).

Undertaking:-

It is certified that I/We have read and understood the above technical specifications and have quoted the rates accordingly. If any deviation is found in the finished book, the bidder is liable to any punitive action, as mentioned in the terms & conditions of the tender.

Signature of the bidder/
Authorised person with seal
Date & Place

Format-6

List of enclosures related to previous sections-

Sl. No	Descriptions	No. of pages.

Note- Additional Information to support the eligibility.

Signature of the applicant
Full name of applicant
Stamp & Date

Format-7

Declaration

We hereby confirm that we are interested in competing for the required Services to undertake the task related to Brand Building of registered /approved/affiliated Institutes/ SAI/State/Semi Govt./Universities/Sports Academy. All the information provided herewith is genuine and accurate.

Authorized Person's Signature
Name and Designation:
Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.