



SPORTS AUTHORITY OF GUJARAT

**TENDER DOCUMENT
FOR
MANAGEMENT AGENCY FOR CENTRE OF EXCELLENCE
AND
SHAKTIDOOT SCHEME**

SPORTS AUTHORITY OF GUJARAT

Block No.14, 3rd Floor, Dr.Jivraj Mehta Bhavan, Gandhinagar-382017

Notice Inviting On-line Tender

Department Name	Sports Authority of Gujarat
Circle/Division	Head Office
IFB No / Tender Notice No.	Sag/tender/coe-shaktidoot/2018-19
Name of Project	REQUIREMENT MANAGEMENT AGENCY FOR COE AND SHAKTIDOOT
Name of Work	SERVICES OF MANAGEMENT AGENCY
Estimated Contract Value (INR)	70 Lakh
Bid Validity Period	90 Days
Bidding Type	Open
Joint Venture	Not Applicable
Rebate	Not Applicable
Date & Time of Online Submission of Bids	Date:- 02 /06/2018 TO 22/06/2018 , Up to 16.00 Hrs.
Date & Time of Submission of Tender Fees, EMD& Physical Documents.	Date:- 22/06/2018 ,Up to 17.00 Hrs.
Date of Pre-bid meeting	Date:- 08/06/2018 ,At 15.00 Hrs.
Date & Time of opening of technical Bid	Date:- 25/06/2018 , At 15.00 Hrs.
Date & Time Opening of Financial bid (Online)	Date:- 25/06/2018 ,At 16.00 Hrs.

Amount Details

Bid Document Fee :	Rs. 5000/-
Bid Document Fee Payable To :	DD in favour of Secretary, Sports Authority of Gujarat, Gandhinagar
Bid Security/EMD (INR) :	Rs.210000/-
Bid Security/EMD In Favour Of :	DD in favour of Secretary, Sports Authority of Gujarat Gandhinagar

BACKGROUND

Government of Gujarat (GoG) started Khel Mahakumbh in year 2010. One of the main objectives was to identify and nurture sporting talent from Olympic & non-Olympic indigenous sports.

Alongside of training, it is necessary to track the performance of these athletes as they participate in various other competitions and training programs. The tracking would have various parameters such as fitness parameters, skill parameters, psychological, performance in various tournaments, education progress etc. Since, these players are spread across the state, it is necessary to have continuous monitoring system and the resources located in various parts of the state. Real time tracking would also involve frequent travelling with these players within India and abroad. The players also may be undergoing training at various training centres (govt./pvt.) across the state.

SAG intends to talent identifications, nurturing, intensive coaching, various nationals and internationals competitions for the budding players especially COE & Shaktidoot players.

Sports Authority of Gujarat (SAG), on behalf of GoG, invites tenders from experienced, well-established, resourceful and reputed sports management firms interested in undertaking player management with various schemes or the promotion of sports person and sports in general.

MINIMUM QUALIFICATION CRITERIA FOR SPORTS MANAGEMENT FIRMS

In order to be technically qualified, bidder has to be an authorized sports management consultancy/JV for providing sports management & consultancy service. For a firm to be eligible for the project, the firm should have the following qualification criteria.

- a) Participating entity's yearly turnover should be minimum Rs.35 lakh in any one year from the last two financial years. (CA certified turnover or audited balance sheet).
- b) Participating entity should be an authorized sports management consultancy with a valid Permanent Account Number (PAN), should be registered with Employee's State Insurance Corporation (ESIC), registered with Employees Provident Fund Organization (EPFO), Vat registration, GST Registration
- c) At least one successfully carried out/currently running sports projects in sports industry during the last 3 years which involves: Sports Academy management, Sports consultancy, Sports management & data management, talent identification & player monitoring and tracking system etc.
- d) Self-Certificate of non-blacklisted by any govt. / semi govt.

SCOPE OF WORK

The team deputed by selected agency will be responsible for managing day to day operations of all players both under the **Swami Vivekanand Non-Residential and Residential Centre of Excellence Scheme (COE)** of Sports Authority of Gujarat (SAG) & day to day work of **shaktidoot** scheme as well.

In order to perform various tasks required, the agency will be required to place the following manpower at locations mentioned in the list below:

REQUIREMENT OF HUMAN RESOURCE:-

Designation (Full Time)	Qualification	No. of resources	Location
Project Manager	After completion of MBA experience of min 5 years having 2 years of experience in sports administration OR NIS Coaching Diploma with 5 years of experience of management. Or International player with 5 years' Experience	2	Head office/ Any District
Procurement Manager	After completion of MBA experience of minimum 3 years in procurement process. Or any post graduate having experience of 5 years of procurement.	1	Head office
Project Executive	Graduate with minimum 3 years' experience in sports management or sports field or preference will be given to candidate having bachelor degree in sports discipline awarded by sports university.	15	Any district /Head office
Gujarati Computer Operator	Gujarati and English Typing and Experience as a computer operator of min 3 year having knowledge of MS office package.(one computer operator will handle helpline also)	4	Head office
MIs Executive	Degree of BSC IT/ Computer science/BCA with min. 2 years' experience of MIS work.	2	Head office

Note: - (Laptop to be provided to all human resources except computer operator)

- Agency shall have to take prior approval of SAG for appointing any candidates on any of the post mentioned above.
- It is the sole discretion of SAG to change the location or duty of any of the appointed person of agency.
- Work allocation to all the staff deputed by agency will be decided by the competent authority of SAG. The work relating to allied schemes or any activities of SAG will be the part of scope of work limited to human resource allocation.

Project Manager:-

COE:-

- 1) To plan coaching requirements of academy players (at group level and individual level) in consultation with expert coaches
- 2) Proper communication of above information to all stakeholders involved in coaching of players
- 3) To oversee day to day management of academies at all places
 - a. Coaching schedules
 - b. Food and Nutrition of players
 - c. Equipment requirements
 - d. Maintenance of Infra
 - e. Overall welfare of academy players including urgent medical emergencies
 - f. Management of insurance of the players.
 - g. Preparing of reports from the analysis of the Data collected from the results of tournaments.
- 4) Over all MIS to be prepare and analysed.
- 5) To oversee travel and touring and stay of players for various camps/tournaments
- 6) To oversee special camps/coaching sessions/tournaments being conducted for academy players within academy premises
- 7) Minimum Twice a month visit to all other residential academies. More visits on need basis.

Shaktidoot:-

- 8) For Shaktidoot Co-ordination between players/parents and support staff with One to one interaction with all players over email/phone/Whatsapp.
- 9) To make extensive study/research to identify potential young sportsperson in different sports disciplines that should include performance details at international/national/state levels.
- 10) To make comparative study/analysis and case study with the performance of sportspersons (both accomplished and young) in other countries; also to collect general details of the preparations of such sportspersons.
- 11) Overseeing need based funds or any other requests from players and initiating their processing within SAG
- 12) To assist SAG in identifying reputed Institutes/Coaches having world class facilities and excellent support personnel for sending our sportspersons for training; also to make analysis of the reasonableness of the rates of coaching fee and other components.
- 13) To assist SAG in performance evaluation of the selected sportspersons.
- 14) To assist the SAG in providing inputs on the performance of sportspersons and academies/organizations being assisted under the scheme.
- 15) To meet and interact with the selected athletes, chief coaches and officials of National Sports Federations on a regular basis.
- 16) To attend any other tasks connected with the above as assigned by the SAG.
- 17) Project manager should carry their laptop.

Project executives:-

1. To collect the attendance of the Players and submit the report on weekly basis.
2. Collection of monthly training program of players and send it to head coaches.
3. Every day surprise visit of any particular training centre and report to respective senior coach.
4. To collect and report the result of nationals and internationals competition of players under the scheme.
5. Regular visit and discussion with the guardian of player and coaches of respective districts.
6. All required actions regarding insurance of the player and related task for the same.
7. Travel along with the players or team as manager for the competition.
8. Handling of the related work to this scheme and communication for the same.
9. All work related to sports in the districts.

SCOPE OF WORK FOR SGFI (SCHOOL GAMES FEDERATION OF INDIA)

1. Players of pre-national coaching camp and probable for selection trial players need to be informed regarding camps through SMS/Email/letter in co-ordination with the respective senior coach.
2. Attendance of players called in the camp need to be sent at head office on daily basis during camps.
3. Final Selection procedure for State team for national championship to be sent to players before their entry in the camp.
4. Entry for the selected and standby players to be made on SGFI website online.
5. Reservation / railway ticket booking of players, coaches, and managers for National Championship to be arranged in prior and informed timely to chief manager.
6. Measurement of national level participating player's kit to be sent to their organiser before the start of the camp.
7. After the competition details of certificates with their respective numbers received by players has to be sent at head office as soon as possible.
8. Result of competition, medal tally with the respective name of individual players to be sent at head office and the copy of the same to be posted in social media and SAG website on urgent basis as competition ends.
9. Head office to be informed in written regarding the safe transit of the players at their respective residence from the competition or camp.

ISSUING PHOTO ID

Agency will be expected to issue photo IDs to all players selected in the above schemes as per format approved by SAG. The expected number of is 1700 trainees spread across approx. 80 training centres. Bidder should take this number into consideration while bidding.

HIGH PERFORMANCE MANAGEMENT SERVICES

As part of performance tracking of athletes, SAG will conduct various High performance activities for selected players including internal tournaments, coaching camps from Indian and foreign coaches, outbound sessions etc. The agency will be expected to take care of all aspects of an event including:

- Preparation and maintenance of event calendar where performance recording will be done
- On-ground logistics, administration, registration etc. of such events
- Communication between players and coaches
- Co-ordination with respective sports associations
- Any other work related to conducting the event successfully

Mis Experts :-

- a. Administrative work including management of all office files related to players
- b. Keeping track of player achievements and co-ordinating with SAG media team for proper publicity for SAG
- c. Misc. typing work for office files
- d. Data entry of all monthly/quarterly reports provided by players
- e. Preparation of various reports on regular basis to be used for assessment of player performance by SAG
- f. To devise systems, standards and bench-marks for performance in major competitions
- g. To generate quarterly, half yearly, annually and any kind of reports of the athletes being supported
- h. To assist the selected athletes in preparing request for financial assistance as per approved formats, procuring supporting documents and submitting applications.
- i. To attend any other tasks connected with the above as assigned by the SAG.

Development of module:-

1. Agency should have to develop following module within 3 months.
 - Coaches monitoring module
 - Player's performance evaluation and monitoring sop module.
2. Ownership of the above will remain with SAG only.

Helpline Management:-

The cost regarding helpline management will be borne by the agency
Register to be maintaining with all data of calls with the query.

OTHER CONDITIONS

- 1) 30% of project executives should be female
- 2) Monthly internet charge in limitation of Rs.350/- will be provided.
- 3) Managers/Executives required extensively travel with the players.
- 4) Reimbursement for Project Manager for TA/DA expenses will be as per SAG District Coach Norms
- 5) Reimbursement for Project Executive/counsellor to Accompany Players in travelling, for TA/DA expenses will be as per SAG Norms.
- 6) The project team should be provided with laptops and mobile internet connections as they will be required to visit other locations regularly. The stationary and space will be provided by SAG.
- 7) The selected agency will be given 30 days' time to establish their project team.

BID SUBMISSION

Bidders are required to submit their technical and financial bids along with EMD in separate sealed envelopes, with company seal and signature of the authorized signatory. All the envelopes should be enclosed in a cover envelope, which is to be sealed with company seal and signature of the authorized signatory. Each page of the bid would be required to be initialized by the authorized signatory along with company stamp.

Bidders registered as Micro and Small Enterprises (MSME) in the state and having registration with CSPO/NSIC/DGSND will be exempted from Bid Document Fee and EMD, on submission of the required registration certificates as above.

The following needs to be clearly type written on the envelopes.

Technical Bid Envelope (Annexure 1 to 3)

“Technical Bid – SPORTS TALENT TRACKING AND MANAGEMENT TEAM FOR COE - <Name of the firm

Secretary

Sports Authority of Gujarat

Block 14, 3rd Floor,

Dr Jivraj Mehta Bhavan,

Gandhinagar, Gujarat -382010”

Financial Bid Envelope (Annexure 4)

“Financial Bid – SPORTS TALENT TRACKING AND MANAGEMENT TEAM FOR COE- <Name of the firm

Secretary

Sports Authority of Gujarat

Block 14, 3rd Floor,

Dr Jivraj Mehta Bhavan,

Gandhinagar, Gujarat -382010”

EMD Envelope

“EMD – SPORTS TALENT TRACKING AND MANAGEMENT TEAM FOR COE - Name of the firm
Secretary
Sports Authority of Gujarat
Block 14, 3rd Floor,
Dr Jivraj Mehta Bhavan,
Gandhinagar, Gujarat -382010”

Cover Bid Envelope

“Bid – SPORTS TALENT TRACKING AND MANAGEMENT TEAM FOR COE - <Name of the firm >
Secretary
Sports Authority of Gujarat
Block 14, 3rd Floor,
Dr Jivraj Mehta Bhavan,
Gandhinagar, Gujarat -38201

OTHER DETAILS

Period of Contract: The initial duration of the contract will be 12 months with the possibility of extension by 12 months (one year at a time; every time 7% inflation on the previous contract amount) (depending on performance of selected agency)

- 1) If any information / facts submitted by the bidder are found misleading / incorrect etc., SAG reserves the right to reject any or all sports management consultancy for the current / future contract or may impose penalties as deemed unfit. Non-compliance of any of the terms & conditions of the tender will also warrant above penalties.
- 2) SAG reserves the right to reduce/increase manpower requirements at any stage. Minimum 1 month notice will be provided for agency to make changes as per SAG's request.
- 3) Competitive rates are inclusive all other taxes and management charges etc. F.O.R. Dr. Jivraj Mehta Bhavan , Gandhinagar, Gujarat.
- 4) EMD to the unsuccessful bidder will be refunded after finalization of the Tender.
- 5) Interest free performance security deposit equivalent to 5% of the total estimated value of the supply order will be deposited by the successful bidder, within seven days of award of supply order. *Suppliers registered as Micro and Small Enterprises (MSME) in the state and having registration with CSPO/NSIC/DGSND, will be required to pay only 3% of the total estimated value of the supply order as security deposit.* Security Money will be refunded within 60 days on completion of all contractual obligations, if no complaints are received during the period of warranty.
- 6) SAG will have the right to reject any or all the bids without assigning any reason.
- 7) SAG taking into accounts past performance of party/Agency, reserves the right to reject any tender.

- 8) In case any dispute arises in regard to the tender, the decision of the Director General, SAG will be final and binding.
- 9) In case of litigation, the courts at Gandhinagar only will have jurisdiction for deciding case according to Indian law in force.
- 10) The technical bid of the bidders will be opened first and the financial bid will be opened only of those bidders who technically qualified by the competent authority.
- 11) It must be noted that this is just an enquiry and does not amount to any commitment on the part of Sports Authority of Gujarat. The decision of SAG in this regard would be final and be entirely, at its discretion.
- 12) Rates should be valid for 12 months. No escalation in price on any account will be acceptable.
- 13) **Security Deposit:-** The Bidder will be required to furnish a SD as Demand Draft for a sum equal to 5% of the contract value within seven days of receipt of the confirmed order.
- 14) **Payment Terms:-** Selected agency will be required to raise an invoice of particular month on first day of the next month along with attendance reports of its staff. No advance payment will be made.
It will be mandatory for the bidders to indicate their bank account numbers. The payment of bills will be made on submission of the following documents by the project management consultancy to the Paying Authority along with the bill:
 - (a) Ink-signed copy of Commercial invoice
 - (b) Copy of supply of project management services
 - (c) Claim for statutory and other levies to be supported with requisite documents/proof of payment such certificate, proof of payment for EPF/ESIC contribution with nominal role of beneficiaries, etc as applicable.
 - (d) Details for payment: Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR Code (if these details are not incorporated in supply order/contract).
 - (e) Any other document / certificate that may be provided for in the Contract.
 - (f) In case of joint ventures/ association, Letter of Intent/MOU/Legal Agreement shall accompany the Expression of Interest.

PENALTY AND TERMINATION CLAUSE

- SAG reserves the right to impose penalty in case agency is not able to provide above mentioned Resources consistently & regularly and also if fails to complete the work in given time limit. A penalty amounting to per day of his/her salary multiply by 1.5 times may be imposed by SAG for all attendance falling short of above resources in excess of 20 days in year or excess of 5 days in quarter.(as per Rates given in the breakup by agency in financial bid).
- The department reserves the right to terminate the contract with one month notice if agency fails to satisfy the requirements after sufficient opportunities are provided for corrections.
- In case the agency wants to withdraw the contract their Security Deposit will be forfeited.

EVALUATION PROCESS

The evaluation would follow the Quality and Cost Based Selection method (QCBS) with the following weightage to technical and financial bid.

Technical Bid	60%
Financial Bid	40%

TECHNICAL EVALUATION

The technical evaluation will be done on following parameters:

Criteria	Maximum Marks
Establishment of organization 5 years – 5 Marks, More than 5 years – 10 Marks	10
Total years' Experience — (Establishment of firms/work orders/agreement/contract letter to be produced) Experience of 3 years' as management consultancy work = 5 marks, Experience of 3 years' as Human resource management firm = 5 marks	10
Experience with the Government / Semi Govt. as sports consultancy/HR provider/sports management/knowledge partner/sports project – (work orders/agreement/contract letter to be produced) 3 work in last 3 years = 10 marks 3 to 5 work in last 3 years = 15 marks 5 to 10 work in last 3 years = 20 marks	20
Turn over minimum 70 lakh – 5 marks, Turn over more than 70 lakh - 10 marks	10
Key professional staff qualification of bidding agency	20
Presentation of the agency • Project experience • Similar experience key personnel • Methodology /concepts	30
Total	100

Financial Bid will be opened for bidders who get minimum 60 marks out of the 100 marks as per structure provided above.

The Performa for submission of the bids have been provided in the Annexure.

Submission of Technical bid in following sequence:

Annexure 1 : ORGANISATION BACKGROUND

Provide here a brief (two pages) description of the background and organization of your firm/entity.

Annexure 2: ORGANIZATION DETAILS

The following information requested needs to be submitted in the technical bid to the concerned authorities with appropriate supporting documentation, duly attested by authorized signatory of the firm/agency, failing which the bid would be rejected.

Sr.No.	Information Requested	Supporting documents required
1	Name of the firm/agency	Certificate of registration/incorporation
2	Address of the firm/agency	Certificate of registration/incorporation and any other document relevant document (for example, Lease Deed)
3	Telephone no.	
4	Email ID	
5	PAN no.	PAN card copy
6	IT Returns for last 3 years	Copies of ITR for assessment years 2017-18, 2016-17 and 2015-16
7	Details of clients to whom sports management services has been supplied during the last 3 years in Govt./Semi-Govt./Central Autonomous Bodies.	Work Orders or Completion Certificates from the client Copies of award letters/supply orders
8	Declaration of the bidder that no case/dispute/claim with arbitration court/consumer forum etc. are pending	Declaration on Letterhead of the Agency/Firm.

(SIGNATURE OF THE BIDDER)

With address and seal

Details of last 3 years to be produced in following format

Turnover Amount	Assessment year	Financial year

Annexure 3: INFORMATION ABOUT KEY PERSONNEL

Name of Staff	Name of employer	Experience Area	Position Assigned	Tasks/Activities assigned

ANNEXURE 4 – EXPERIENCE OF THE FIRM (AS HR AND MANAGEMENT CONSULTANCY)

WHICH YEARS	ORGANIZATION NAME	CONSULTANCY TYPE	WORKORDER NO./DATE

ANNEXURE 5 – EXPERIENCE OF THE FIRM WITH GOVERNMENT

WHICH YEARS	ORGANIZATION NAME	CONSULTANCY TYPE(HR/MANGEMENT/ CONSULTANCY/KNOWLEDGE PARTNER/SPORTS PROJECT	WORKORDER NO./DATE

(A)

Sr No.	Details	Amount
X	Charges (per month) for providing manpower and other services as per details provided above in the scope.	

(B)

Sr No.	Breakup Detail	Amount
A	Charges of the project Manager as per qualifications mentioned above	
B	Charges of the procurement Manager as per qualifications mentioned above	
C	Charges of MIS Executive as per qualifications mentioned above	
D	Charges of Computer Operator as per qualifications mentioned above	
E	Charges for SOP module development	
F	ID card making charges	
G	Helpline bills and charges	
H	Laptop charges	
I	Management fees	
	Total	

Total Bid Amount = X will be consider for the financial evaluation

- It should be noted that **financial bid is to be submitted online only.**
- Agencies have to pay the exact amount quoted to the human resource provided.
- SAG may ask any time for the proof of the salary given to the human resource as mentioned in the form (B) and agency need to submit it without any hesitation.
- SAG may ask for the additional staff as per the details given in the breakup by agency

Increase or decrease of manpower is as per sole discretion of SAG. The above quotes are being requested to know rates in case such a situation arises and for purposes of bid evaluation. Requesting additional quotes is no guarantee that SAG will request for such additional manpower.

DECLARATION

(To be provided on letter head of the bidding agency)

To,

Secretary

Sports Authority of Gujarat

We, the undersigned, offer to provide the services as per the **TENDER FOR MANAGEMENT AGENCY FOR CENTRE OF EXCELLENCE AND SHAKTIDOOT FOR SPORTS AUTHORITY OF GUJARAT**. All the information provided above is true to the best of our knowledge. We also agree that we have made ourselves aware of site conditions.

The above proposal will be valid for a period of 90 days from the date of submission.

Authorized Signatory Name:	
Authorized Signatory Designation:	
Authorized Signature with Stamp:	

Date:

Place: