

# SPORTS AUTHORITY OF GUJARAT

## Tender

**REQUIREMENT OF MANAGEMENT CONSULTANCY FOR  
DISTRICT LEVEL SPORTS SCHOOLS (DLSS)**

**Notice Inviting On-line Tender**

<b>Department Name</b>	Sports Authority of Gujarat
<b>Circle/Division</b>	Head Office
<b>IFB No / Tender Notice No.</b>	Management Consultancy/DLSS/SAG/2018-19
<b>Name of Project</b>	Requirement of Management Consultancy for District Level Sport Schools(DLSS)
<b>Name of Work</b>	Requirement of Management Consultancy for DLSS
<b>Estimated Contract Value (INR)</b>	72.14 Lakh
<b>Bid Validity Period</b>	90 Days
<b>Bidding Type</b>	Open
<b>Joint Venture</b>	Applicable
<b>Date &amp;Time of Online Submission of Bids</b>	Date:- 17/5/2018 to 7/6/2016 , Up to 16.00 Hrs.
<b>Date &amp;Time of Submission of Tender Fees, EMD &amp; Physical Documents.</b>	Date:- 7/06/ 2018 ,Up to 17.00 Hrs.
<b>Date of Pre-bid meeting</b>	Date:- 25/05/ 2018 ,At 15.00 Hrs.
<b>Date &amp;Time of opening of technical Bid</b>	Date:- 11/06/ 2018, At 15.00 Hrs.
<b>Date &amp;Time Opening of Financial bid (Online)</b>	Date:- 12/06/ 2018 ,At 16.00 Hrs.

**Amount Details**

<b>Bid Document Fee :</b>	Rs. 5000/-
<b>Bid Document Fee Payable To :</b>	DD in favors of Secretary, Sports Authority of Gujarat, Gandhinagar
<b>EMD (INR) :</b>	Rs.216420/-
<b>EMD In Favors Of :</b>	DD in favors of Secretary, Sports Authority of Gujarat, Gandhinagar

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## INTRODUCTION

Integration of sports with education is essence of development of sports in the country in general and Gujarat in particular. The Government of Gujarat (GoG) has taken lead in developing sports schools in various districts of Gujarat through the Sports Authority of Gujarat (SAG). The existing schools having good track record; sufficient space and inclination to develop Olympic sports especially are selected and converted into District Level Sports Schools (DLSS) under a Public Private Partnership (PPP) model.<sup>38</sup> DLSS are functional in districts in the states with 5000 players.

These schools are being developed with the following main objectives:

- a) Broad basing the development of various major/priority sports as per various guidelines of the Government, while creating a sports person centric environment in the school where education needs of the potential (raw) talent and high performing player (athlete) is specially taken care of
- b) Identify and uplift overall skills and proficiencies of talented young sportspersons identified from all over the state to convert Gujarat into a leading state with sportspersons producing excellence in national & international competitions

Project is aimed at:

- a) Identification of budding talent in sports through various batteries of tests at two levels – district and state levels, and provision of admission to such talent into the DLSS
- b) Creation of facilities and infrastructure for physical education and sports in each such identified DLSS
- c) Establishment of high class facilities for sports training for young sportspersons such that they are accessible in each district
- d) Efficient operations and management of the sports schools
- e) Benchmarking with leading practices, nationally and internationally, for Sports Schools
- f) Creation of modern facilities of national/international standards for select sports, for example, basketball, volleyball, hockey, swimming, athletics, badminton hall etc. in select sports schools depending on identified development objectives
- g) Operation and maintenance of all components of the sports school related infrastructure and sports facilities including engaging teaching/non-teaching staff and enrolling students.
- h)

## MINIMUM QUALIFICATION CRITERIA FOR PROJECT MANAGEMENT CONSULTANCY:-

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

- a) Participating Agency's yearly turnover should be minimum Rs. 40 lakhs in any one year from the last two financial years  
(CA certified turnover or audited balance sheet and work order or contract agreement to be produced as proof)
- b) Participating agency should be an authorized project management consultancy with a valid Permanent Account Number (PAN), should be registered with Employee's State Insurance Corporation (ESIC), and registered with Employees Provident Fund Organization (EPFO), GST Registration.
- c) At least one successfully carried out/currently running consultancy projects in sports industry during the last 3 years in Govt./Semi-Govt./Central Autonomous Bodies. The required licenses from Regional Labor Commissioner, if applicable should be submitted.

## SCOPE OF WORK

The overall scope of the consultant would be to perform the role of a Program Manager for the efficient & smooth implementation of the DLSS tasks as mentioned in the project objectives above.

The scope comprises of:

1. Selection of School: Feasibility assessment for selection of potential schools, across various districts in Gujarat, as DLSS; this would include visits to the school to assess appropriate schools on various selection criteria like standard and co-operative school management availability of land, existing sports facilities, residential facilities, academic results, sports performance in various recognized competitions, staff & management.
2. Assistance to SAG in management & coordination of sports talent identification and admission process of selected students to the DLSS.
3. Development of sports specific curriculums in DLSS School
4. Monitoring mechanism of training, coaching, accommodation, diet etc.
5. Consultancy on diet, Equipment's - all matter related to training

6. Overall structuring of scheme for granted and non-granted schools, residential and non-residential academies
7. Coordination & communication with all stakeholders in SAG and partners; this would require travel to the DLSS
8. Providing technical inputs to the Project Implementation Unit (PIU) of SAG for various sports infrastructure Specifications, during development of sports facilities in the DLSS and academies
9. Bid management for DLSS related procurements of sports equipments, specialist and other associated services.

This would include

a) development of EOI/Request For Proposal (RFP) documents, including but not limited to technical specifications, terms of reference, qualification criteria, key performance indicators, relevant technical & financial bid formats, concession agreements (if any), etc.

b) development of 'terms of reference' documents comprising scope of work, qualification & selection criteria, for hiring experts in the support areas like sports medicine, sports psychology, etc.

10. Collection of data pertaining to operations and funds utilization in DLSS and provide required Management (MIS and IFMS)

Information System (MIS) reports to SAG. This would include but not limited to:

- a) Training & competition schedules & performance of players
- b) Conduct of in-school sports program in DLSS
- c) Information related to diet & nutrition being provided to players
- d) Facilities for academic education, residence, etc. being provided by the school to the DLSS students and academy players
- e) Utilization of funds for various one-time/capital expenses and/or recurring/operational expenses.
- f) Development of an online Information Technology (IT) system with a one point dashboard to monitor above activities
- g) Provide service for exposure visit various competition from taluka to state & national level

**PROJECT TEAM:-**

Sr. NO.	Role	Work profile and Experience to be considered.	Qualifications	No. of resources
1	State Project Head	Minimum 5 years of work experience with 3 years in project management/consultancy. And minimum 2 years' experience of exclusively sports management projects	<ul style="list-style-type: none"><li>MBA Or Masters in sports management</li></ul>	1
2	Research Managers	Minimum of 3 years work experience with at least 1 in research based activities Preferably graduate or post graduate in computer science / IT	Bachelors or advanced degree in business, mathematics or sciences, strong analytical skills with experience in analysis, advanced proficiency in MS Excel and Microsoft package.	2
3	Program Managers	Minimum 3 years work experience in consultancy/ project management/Facility Management/Event Management. Experience in sports will be preferred	MBA or equivalent Sports Management will be preferred. In exceptional cases approvals can be granted by SAG to persons having sports management skill experience.	7
4	MIS Executives	Minimum 3 years work experience in MIS.	Degree in computer science / Bsc IT/MCA Should possess good knowledge of Excel and MS office package	1
5	Office Assistants cum computer operator	Minimum 2 years of work experience as office assistant and computer operator	Graduate. Should be fluent in Gujarati and English typing. And knowledge of MS Office package	4
6	Finance Manager	Minimum 3 years of work experience in finance/Accounting	<ul style="list-style-type: none"><li>B com /M com(Accountancy) Or MBA (Finance) Or Rt. Govt./Semi Govt. Account officer</li></ul>	1

**Note:-1) Laptops to be provided with each one. Except for 4 office assistant cum computer operator.**

**2) State project head has to visit schools for Minimum 6 days in 1 month.**

**3) Program manager has to visit each school 3 times in a month.**

**4) Agency has to provide required vehicle to its team head for site visit.**

## 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**

“Technical Bid – Tender for Requirement of Project Management Consultancy for management of DLSS- <Name of the firm

Secretary  
Sports Authority of Gujarat  
Block 14, 3<sup>rd</sup> Floor,  
Dr Jivraj Mehta Bhavan,  
Gandhinagar, Gujarat -382010”

### **EMD Envelope**

“EMD – Tender for Requirement of Project Management Consultancy for management of DLSS - <Name of the firm >

Secretary  
Sports Authority of Gujarat  
Block 14, 3<sup>rd</sup> Floor,  
Dr Jivraj Mehta Bhavan,  
Gandhinagar, Gujarat -382010”

### **Cover Bid Envelope**

“Bid – Tender for Requirement of Project Management Consultancy for management of DLSS - <Name of the firm >

Secretary  
Sports Authority of Gujarat  
Block 14, 3<sup>rd</sup> Floor,



## OTHER TERMS AND CONDITIONS

- 1) **Period of Contract:** The contract will be initially for a period of 1 year which may be extended further for 1 year, with maximum upward revision of 0 to 7% with mutual consent and depending on the performance of the agency. However, during the term of contract, if SAG is of the opinion that proper services are not rendered by the agency, the same will be discontinued at the notice of one month. It is clarified that the SAG will be at liberty to hire more than one agency for this purpose.
- 2) If any information / facts submitted by the bidder are found misleading / incorrect etc., SAG reserves the right to reject any or all project 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.
- 3) EMD to the unsuccessful bidder will be refunded after finalization of the Tender.
- 4) 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.
- 5) SAG will have the right to reject any or all the bids without assigning any reason.
- 6) SAG taking into accounts past performance of party/Agency, reserves the right to reject any tender.
- 7) In case any dispute arises in regard to the tender, the decision of the Director General, SAG will be final and binding.
- 8) In case of litigation, the courts at Gandhinagar only will have jurisdiction for deciding case according to Indian law in force.
- 9) 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.
- 10) 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.
- 11) After selection Rates should be valid for 12 months. No escalation in price on any account will be acceptable.
- 12) **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.
- 13) **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.
- 14) 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 CLAUSE :-**

- SAG reserves the right to impose penalty in case agency is not able to provide above mentioned Resources consistently and regularly. 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.(as per Rates given in the break up 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 OF BIDS:-**

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

Technical Bid Evaluation	60%
Financial Bid Evaluation	40%

The firm achieving the highest combined technical and financial score will be invited for negotiations.

## 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)  5 years' Exp. as management consultancy work = 5 marks, 5 years' Exp. as Human resource management firm = 5 marks	10
Experience with the Government / Semi Govt. as management consultancy/HR provider/sports management/knowledge partner/sports project in schools – (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 lacks – 5 marks, Turnover more Than 70 lacks – 10 marks,	10
Key professional staff qualification of bidding agency	20
Presentation of the agency <ul style="list-style-type: none"> <li>• Support infrastructure</li> <li>• Project experience</li> <li>• Similar experience key personnel</li> <li>• Methodology</li> </ul>	30
Total	100

Financial Bid will be opened for bidders who get **minimum 60 marks out of the 100 marks.**

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

## APPENDIX 1 –ORGANIZATION BACKGROUND

Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate in the consortium for this assignment.

## APPENDIX 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 project 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

**APPENDIX 3 –DESCRIPTION OF APPROACH & METHODOLOGY & WORK PLAN FOR PERFORMING THE ASSIGNMENT**

This should include the following details in not more than 10 pages.

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing

**APPENDIX 4 –TEAM COMPOSITION**

<b>Name of staff</b>	<b>Consortium firm</b>	<b>Experience area</b>	<b>Position assigned</b>

**APPENDIX 5 – OVERALL EXPERIENCE OF THE FIRM (AS HR AND MANAGEMENT CONSULTANCY)**

WHICH YEARS	ORGANIZATION NAME	CONSULTANCY TYPE	WORKORDER NO./DATE

**APPENDIX 6 – SPECIFIC EXPERIENCE OF THE FIRM ON GOVERNMENT**

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

**Note:-** Copy of work orders should be attached with the tender documents

**APPENDIX 7 – CURRICULUM VITAE OF PROPOSED TEAM**

Information Requested	Details
Name of staff	
Date of Birth	
Nationality	
Education	
Languages known	
Employment record	Employer 1: Date : From _____ To _____ Designation held _____
Certification	
Signature of staff	I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.  Signature :
Signature of Authorized signatory of firm/consortium, with stamp	



## APPENDIX 8 – FINANCIAL PROPOSAL FORM

(A)

Sr. No.	Description	Proposed Professional Charges
X	Monthly charges for scope of work with all requirement as given above	

(B)

Sr. No.	Breakup of cost	Proposed Professional Charges
A	Monthly rate for Project Head	
B	Monthly rate for Research Manger	
C	Monthly rate for program Manger	
D	Monthly rate for finance Manger	
E	Monthly rate for MIS executive	
F	Monthly rate for Office Assistant	
G	Charges for laptop	
H	Transportation	
I	Management fees	
J	Total	

Note:-

- (A) Will be considering for the lowest bid calculation.
- (B) will be breakup of (A)
- All rates should be inclusive of with charges except GST
- GST will be applicable as per government norms.

It should be noted that **financial bid is to be submitted online only**.

Increase 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. Agency has to work with the human resource cost as finalized by competent authority of SAG for all qualifications.

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words].

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

**ANEXURE 1**  
**Format for Cover Letter**  
**(on company's / firm's / Lead Member's(in case of JV) letter head)**

To,  
The Secretary,  
Sports Authority of Gujarat,

Date:

**APPLICATION FOR REQUEST FOR PROPOSAL**

Dear Sir,

We hereby make application for providing project management services at Sports Authority of Gujarat, Gandhinagar. In support we are submitting all the necessary information and relevant documents (one original and one copy) for our selection in participation in the procedure for selection of consultant offered under consultancy services.

The application is made by us, on behalf of .....in the capacity of .....duly authorized to submit the expression of interest.

(in case of a joint venture, following paragraph should be added)

This application is submitted on behalf of the proposed joint venture comprising

....., ....., and ..... (Applicant to state the name of

Each member) of which ..... (Applicant to insert name of lead member of joint venture) has agreed to act as lead member.

We understand that SAG reserves the right to reject the application, without assigning any reason.

Yours faithfully,

Signature of Applicant:

Name of signatory:

Designation:

Name and address of firm:

Contact number:

Fax:

Email:

(Should be signed by representative of lead company / firm in case of joint venture).