

KENDRIYA VIDYALAYA SANGATHAN

Regional Office, KV No.2 Campus, Grand Parade Road, Agra Cantt., Agra (UP) – 282001

Website : <https://roagra.kvs.gov.in> , E-mail : dckvsroagra@gmail.com

PART-I

TENDER/EXPRESSION OF INTEREST FOR OUTSOURCING OF SPORTS FACILITIES FOR CONDUCTING KVS SPORTS MEETS

NOTICE INVITING TENDER/EXPRESSION OF INTEREST

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/Educational Institutes for conducting sports meets at Regional, National, SGFI level Sports in their premises situated in **Agra/Mathura** district.

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 **Deputy Commissioner, Kendriya Vidyalaya Sangathan, Regional Office, KV No.2 Campus, Grand Parade Road, Agra Cantt., Agra (UP) – 282001**. The technical bids submitted by the Private Institutes/ Bidders should accompany the **Earnest Money Deposit of Rs 2,50,000/- (Rupees Two Lakh Fifty thousand only)** in the form of account payee demand draft/ banker’s cheque of any scheduled bank in favour of “**KVS Regional Sports Control Board Agra**”. 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 due on**” and addressed to Dy Commissioner, KVS RO Agra. The tenders will be received upto **1300 Hrs on 14.06.2024**. The tender received after stipulated date and time shall not be considered and liable to be summarily rejected.

The technical bids in envelope “A” will be opened on **14.06.2024** 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 **Deputy Commissioner, Kendriya Vidyalaya Sangathan, Regional Office, Agra**.

The tenders not conforming to the requirements mentioned above and as laid down in the terms of 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 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 500-3000 participants (Boys/Girls) for a period of 3-10 days. |
| 3 Specifications of the items | : As per Scope of work. |
| 4 Earnest Money | : Rs 2,50,000/- (Rupees Two Lakh Fifty thousand only) (only for Private Institutes) |
| 5 Time of Completion | : During the conduct of Sports Meet |
| 6. Last Date/time of submission | : upto 1300 Hrs on 14.06.2024 |
| 7. Date & time of opening Tender | : 14.06.2024 at 1500 Hrs |
| 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 <https://roagra.kvs.gov.in> of KVS Regional Office Agra.

Further, details/hardcopies may be obtained from Kendriya Vidyalaya Sangathan, Regional Office, Agra 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 Agra and it should be reach latest by the stipulated date/time.

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INVITATION FOR TENDER

Kendriya Vidyalaya Sangathan, Regional Office Agra invites sealed envelope tender /expression of interest (EOI) from approved/Affiliated/Registered Government Agencies /Semi Govt. Agencies/ Central Universities/ Sports Universities /Sports Academies/ Sports Colleges/Sports Institutes/Educational Institutes for undertaking /Contract for conduction Regional, National , SGFI/International Sports Competition/ Tournament at their premises situated at in Agra/Mathura district.

The Tender/Contract /EOI 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 of KVS Regional Office, Agra.

Further details/hardcopies may be obtained from Kendriya Vidyalaya Sangathan, Regional Office, and Agra

The eligible Organizations/Institutes/Colleges may submit their responses in sealed envelope in the prescribed format to KVS (RO) Agra and it should be reach latest by **14.06.2024 at 1300 Hrs.**

Applicants Meeting the qualification criteria shall be invited for presentation/ proposal before the appropriate committee of KVS, RO, Agra. The committee may likely visit the venue/premises of the applicant.

Queries if any may be referred in writing to **Deputy Commissioner, Kendriya Vidyalaya Sangathan, Regional Office, Agra.**

S. No	Critical Dates	Date	Time
1	Publishing Date	25.05.2024	
2	Document Sale /Download Start	25.05.2024	
3	EOI Submission Start Date	25.05.2024	
4	EOI Submission End Date	14.06.2024	1300 Hrs

Deputy Commissioner,
Kendriya Vidyalaya Sangathan
Regional Office, Agra

KENDRIYA VIDYALAYA SANGATHAN

Regional Office, KV No.2 Campus, Grand Parade Road, Agra Cantt., Agra (UP) – 282001

1-Background:

Kendriya Vidyalaya Sangathan, an autonomous organization under Ministry of Education, Govt. of India, running about 1250 schools all over the country. KVS has 25 Regional Office located in different states to manage these schools locally/geographically.

As KVS is believing in over all development of children and hence Sports and Games are also given importance in the curriculum. KVS every year religiously conduct Sports competitions – Vidyalaya level, Regional, National and SGFI levels to encourage students to take part in Sports activities. In order to conduct competition in good and fair manner at different levels i.e the Regional & National/SGFI levels, lot of working days are lost both by students and teachers who are otherwise not directly involved in these activities. Hence the Idea of hiring Agencies/Universities/Academies/Sports Colleges / Sports Stadia to conduct these competitions is come. The bulk of Student, Events, No. of play ground/ field/ Court/Arena and Referees/Umpires, officials etc. required. The details is annexed as annexure -1

2- Aims & Objectives:

a - KVS is in a process of getting its annual tasks of conducting Regional /National/ SGFI Sports Meet/ Coaching Camp conducted through Govt. & Semi Govt. Organization/ Sports Universities /Sports Institutes/Sports Academies or any agencies so that academic loss of the students are made a bare minimum.

b - The Successful applicant will work alongside KVS RO, Agra to accomplish the allotted / agreed task in a time bound manner.

c - KVS is looking for optimum cost effectiveness and will seek an agency who can shoulder its plight to organize the championships in different events of sports and games at Regional/National/SGFI Level. KVS will expect the successful Institute to continuously improve the quality of conduction of game through multitasking efforts and imaginative programme to achieve the desired results.

d - A non-refundable processing fee of Rs. **5,000/- (Five Thousand Rupees only)** in the form of a demand draft or a Pay Order drawn in favor of **KVS Regional Sports Control Board Agra** is required to be submitted along with the tender documents / EOI response.

e - Venue & Deadline for Submission of proposal in its complete form in all respects as specified in the Tender/ EOI, must be submitted to KVS RO, Agra at the address specified above. In exceptional circumstances and at its discretion, KVS may extend the deadline for submission of proposals by issuing an amendment to be made available on the KVS website <https://roagra.kvs.gov.in>, in which case all rights and obligations of KVS and the Institute/agency previously subject to the original deadline will thereafter be subject to the deadline as extended. Original deadline will thereafter be subject to the deadline as extended.

3 - Scope of Work & Services:

KVS is seeking a resourceful, Dynamic Sports Institutes / Universities /College /Academy / Agency who has proven record of conducting Sports events in mega scale. The agency should possess the following in order caters the need as per the annexure-1 and inspired approach to conduct the game

- a. Decent Dormitories/Rooms with minimum facilities listed in annexure-2 to accommodate participants during the Sports Meet/Coaching Camp.
- b. Sports facilities (Play Grounds/Field, Playing Courts/Playing Arena/Ring/Rink/400 M Track & Field) well maintained with all amenities to conduct various Games & Sports with sufficient light.
- c. Qualified Officials (if possible as per KVS norms) registered with National/State /District Federation/SGFI/SAI may be arranged as per requirement per Games.
- d. Healthy & Hygienic kitchen (Permanent Mess facilities), Dining areas, to cook and serve meals as per the KVS Menu to all the participants and the official during the meet. (Annexure-3)
- e. Any other work related to publicity & organizing game activities.

4 - Instruction to Firms:

All information of Tender/Expression of Interest (EOI) is to be submitted as detailed below . Two hard copies in separately sealed envelopes and one soft copy in CD in the manner prescribed below:-

- a. Applicant's Expression of Interest as per Format-1.
- b. Organizational Contact Details as per Format-2.
- c. Experience of the organization as per Format-3.
- d. List of three (03) experts/ consultants on payroll as per Format-4.
- e. GST/Income tax paid certificate as per Format-5.
- f. Additional information as per Format-6.
- g. Declaration as per Format-7.
- h. Power of Attorney in favor of Authorized Signatory with long and short-signatures of authorized person.
- i. Consultancy organization must have its office in KVS (RO) Agra.

5- Application Form for Tender/EOI:

EOI documents have been hosted on the website of Regional offices and may be downloaded from the website.

The Applicant is expected to examine all Instructions, Forms, Terms & Conditions and other details in the Tender/EOI document carefully. Failure to furnish complete information as mentioned in the Tender/ EOI document or submission of a proposal not substantially responsive to the Tender/ EOI documents in every respect will be at the applicant's risk and may result in rejection of the proposal.

6. Duration of Engagement

The engagement shall be for an initial period of one-year (**June, 2024 to May, 2025**) which may be extended for One (01) more year subject to maximum of Two (02) years based on performance and mutual agreement.

7. Qualification Criteria:

Following will be the minimum pre-qualification criteria. Each eligible consultant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

S. No.	Pre-qualification Criteria	Supporting Compliance document
1	The applicant shall be a firm/ university/ Agency/ institute registered under the Indian institute /agency /university Act, ---	Copy of registration Certificate
2.	The firm should be in the position of conducting games in large scales like Regional /National SGFI/Inter university games etc.	Such Certificate to be provide
3	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies	Certificate signed by the Authorized signatory
4	PAN No. / GST Tax Registration 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

8. 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) EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of project, strength of their man power, financial Strength of firm and presentation / proposal to the selection committee whose decision will be final.
- c) Agencies who qualify as per the eligibility conditions will be provided a brief about the KVS. The agencies will be required to make a presentation to a selection committee showcasing their proposals. or KVS Committee may physically Verify the lodging boarding and sports facilities of the institution
- d) KVS will take up references and reserves the right to pay due heed to the Bidder's performance elsewhere and any past experience from KVS.
- e) Short listed agencies approved by the selection committee will be issued required Documents and asked to submit their price proposal in a sealed envelope.

9. Response:

A- Institution must ensure that their EOI response is submitted as per the formats attached with this document.

B- Application in sealed cover super scribed, as "EOI for Engagement of Consultant for Firms to conduct Regional/National /SGFI Game".

10. **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, Agra, detailing the conflict in writing as an attachment to this EOI.

B- KVS Regional office, Agra will be the final arbiter in cases of potential conflicts of interest. Failure to notify KVS RO, Agra of any conflict of interest will invalidate any verbal or written agreement

11. Ceilings of Rates quoted by the bidder shall be subject to the maximum limit prescribed by KVS(HQ) in KVS Sports Modalities 2019-20.

12. **Condition under which tender is issued:**

The EOI is not an offer and is issued with no commitment. KVS Regional office, Agra reserves the right to withdraw EOI and or vary any part thereof at any stage. KVS further reserves the right to disqualify any EOI should it be so necessary at any stage.

FORMAT – 1

FORMATS FOR SUBMISSION APPLICANT'S EXPRESSION OF INTEREST

To,
The Deputy Commissioner,
KVS Regional Office,
Agra

Sub: Submission of tender to undertake study on.....

Dear

In response to the notification of your office letter No. -----dated -----for Expressions of Interest (EOI). And reviewed and fully evaluation criteria and information provided, the undersigned hereby applies in response to the EOI document against above purpose, we would like to express interest to carry out the above proposed task. As instructed, We attach 2 sets of the following documents in separately sealed envelopes and one soft copy.

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. List of three (03) experts / consultants on payroll (Format-4)
4. Financial strength of the organization (Format-5)
5. Additional information (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 firm has 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	

Enclose:-

1. Copy of certificate of incorporation
2. Copy of article of association i.r.o 3 above.
3. Undertaking i.r.o 4 above.

Format-3
Experience in related Fields

Sl No	Item	No. of items/events conducted during the past 03 years.	No.of participants	Name of the events of similar nature
1	Experience of assignments of similar nature.			
2	Experience in carrying out similar assignments for government/PSU programme			
	Experience in carrying out similar assignments in Public sector			

Note -Decision of RSCB (concerned Region) Committee in ascertaining “similar nature” and “similar assignment” will be final

Signature of the
applicant
Full name of applicant
Stamp & Date

Format-4

List of three (03)Expert/Consultant of institution

The members of the Consortium Information with regards to Associate In charge. The information regarding role of each Member should be provided as per table below

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

Signature of authorized Person
Name
Stamp & Date

Format-5

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

A -Lodging and Boarding @ Rate of Rs..... per.....as per menu given below-

i) Menu

S. NO.	ITEMS	ITEMS/MATERIALS	QUANTITY/WEIGHT	Charges for per person (in Rs.)
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) (Mandatory with lunch /Dinner)	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	
5	Night (before sleep)	1. Milk with flavor & Sugar - --OR-- Ice-Cream	200m or more ---OR--- 40-60 MI	
Total amount in Rs.				

ii) Stay & other amenities -

S. No.	Items/Articles	Quantity (Functional / Useable only)	Capacity of use At one time	Location /Distance from stay area	Distance from main gate/ Security Room / Control Room	Remarks
1	Hall (Dormitory)					
2	Room					
3	Bed/Cot with Bedroll					
4	Toilets (Fixed and Movable) etc.					
5	Bathroom					
6	Water Storage tank with capacity					
7	Source of Water in campus (Bore well / Submersible)					
8	Kitchen/ Cooking area (Hygienic)					
9	Washing area for kitchen					
10	Dining Hall/Area					
11	CCTV Camera at prominent places					
12	Security Room / Check point at Gate					
13	Security Person in Campus-24x7					
14	Source of Electricity					
15	Generator with load capacity					

B -Sports Infrastructure owned/hired –

S. N.	Name of Games / Events	Age & Group	No. of play ground / Arena /Court / Ring Required	Quality of Play field with light facilities during night matches	Tentative requirement of officials for one play Ground /Court / Field (To be filled)	Requirement of manpower for one play venue	Rent Charges for one play Ground / Arena / Court / Ring of per Day (in Rs.)	Charges of per Day/ per Person (in Rs.)	Available dates for conduct Sports event /Meet
1	CRICKET	Boy U-17 &19	04	Grass surface	06	02			
2	TAEKWONDO	B &G U-14,17 & 19	05	Indoor Mat	08	02			
3	JUDO	B &G U-14,17 & 19	03	Indoor Mat	08	02			
4	BASKETBALL	B & G U-14 & 19	02	Synthetic court	06	02			
5	SHOOTING	B & G U-14,17 & 19	01	Indoor	-	01			
6	HOCKEY	Boys -U-19 Girls U-14 & 19	02	Artificial grass	-	04			
7	HOCKEY (Nehru Cup)	Boys -15	01						
8	FOOTBALL (Subroto Cup)	B&G U- 17	04	Natural grass	06	04			
9	FOOTBALL	Girls U-14 Boys -U-14 & 19							
11	ARCHERY	B & G U-14,17 & 19	01 Field	Outdoor 8-10 target	-	02			
12	BADMINTON	B & G U-14,17 & 19	02 Court	Indoor	-	02			
13	KABADDI	B & G U-14 & 19	02 Court	Mat	-	02			
14	KHO- KHO	B & G U-14 & 19	04 Field	Out/Indoor	06	04			
15	YOGA	B & G U-14,17 & 19	01 Hall	Indoor Hall	06	01			
16	CHESS	B & G U-14,17 & 19	20-30 Table	Indoor Hall	-	02			
17	VOLLEYBALL	B & G U-14 & 19	02 Court	Synthetic court	-	02			
18	TABLE TENNIS	B & G U-14,17 & 19	04 Table	Indoor Hall	-	02			
19	SKATING	B & G U-14,17 & 19	01 Rink	Outdoor Rink	-	02			
20	BOXING	Boys U-14,17 & 19	02 Ring	Indoor Ring	-	02			
21	ATHLETICS	B & G U-14,17 & 19	01 Track & Field	400 M Synthetic	-	06			
22	SWIMMING & DIVING	B & G U-14,17 & 19	01 Pool & Diving Board	50 M Indoor pool	-	04			
23	HANDBALL	B & G U-14 & 19	04 Court	Outdoor/Indoor	-	04			
24	TENNIS	B & G U-14,17 & 19	04 Court	Synthetic Outdoor	-	04			
25	ROPE SKIPPING	B & G U-14,17 & 19	01 Hall	Smooth surface	-	02			

C – Complementary services to participants by Agencies-

S. No.	Name of items	Detail of service	Remark
1	Medical Facilities etc.		
2	Local Transportation		
3	Local Sight seen visit		
4	Token / Honor hampers for participants		
5	Mementos for VVIP's & Dignitaries		
6	Any others		

Signature of Authorized Person
with Name & office seal

D.QUOTES FOR OFFICIALS / MAN POWER *

S.NO.	NATURE OF JOB	RATES PER PERSON (PER DAY)
1.	SELECTOR	
2.	UMPIRE/ REFEREE / OFFICIALS	
3.	GROUNDS MAN	
4.	CASUAL LABOUR	

*Subject to ceilings prescribed by KVSHQ in KVS Sports Modalities 2019.

E. OTHER MISC. SERVICES :

S.NO.	NATURE OF SERVICE	QUANTITY	RATES (AS PER SPECIFICATION)
1.	P.A.SYSTEM	01 SET	
2.	CANOPY/SHAMYANA	PER SQ.FT.	
3.	SOFA	03 SEATER EACH	
4.	CHAIR WITH ARM	01 PC (PLASTC)	
5.	CHAIR WITHOUT ARM	01 PC (PLASTIC)	
6.	CARPET	PER SQ. FT.	
7.	KANAT	PE SQ.FT.	
8.	WATER HUT	01 HUT	
9.	FIRST AID COUNTER	01 COUNTER	
10.	CLOTH CIELLING	PER SQ.FT.	
11.	TABLE WITH COVER	01 TABLE	
12.	TENT COOLER	01 COOLER	
13.	VIDEOGRAPHY (04 CAMERA IN EACH ARENA FOR JUDO, BOXING & TAEKWONDO)	PER ARENA	
14.	STILL PHOTOGRAPHY	PER EVENT	
15.	JUMBO COOLER	PER PIECE	

SIGNATURE OF AUTHORISED PERSON
WITH NAME & OFFICE SEAL

Format-6
Additional Information

1. Distance of Institution from Railway station/Bus stand in K.M.
2. 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
3. Technical feasibility
 - a. No. of Umpires/Referee for said events
4. Medical facilities available in the institute or nearby

It is certify that the Institution/College is personal inspected by the Committee and all arrangements are as per the KVS norms.

Signature of Deputy Commissioner of the Region

Format-7

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-8

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.