



Government of Andhra Pradesh
Sports Authority of Andhra Pradesh (SAAP)

Request for Qualification

Procurement Notice No. 06/NIT/2017 , Dated:16.08.2017.

Nature of Work:

Engaging of Agency/consultancy for Managing of
Scheme A: Water Sports Academies
for Sports Authority of Andhra Pradesh (SAAP)

**Vice Chairman and Managing Director
Sports Authority of Andhra Pradesh (SAAP)**

Disclaimer

The information contained in this Request for Qualification Document (“RFQ”) or subsequently provided to Agency(s), whether verbally or in documentary form by or on behalf of Sports Authority of Andhra Pradesh (hereinafter referred to as “SAAP”) or any of their employees, is provided to Agency(s) on the terms and conditions set out in this RFQ and such other terms and conditions subject to which such information is provided.

This RFQ is not an agreement and is neither an offer nor invitation by SAAP to the prospective Agency’s or any other party. The purpose of this RFQ is to provide interested parties with information to assist in the formulation of their Proposal (hereinafter referred to as the “RFQ”). This RFQ includes statements, which reflect various assumptions and assessments arrived at by SAAP in relation to the Project. Such assumptions and statements do not purport to contain all the information that each Agency may require. This RFQ may not be appropriate for all persons, and it is not possible for SAAP or their employees to consider the investment objectives financial situation and particular needs of each party who reads or uses this RFQ. The assumptions, assessments, statements and information contained in this RFQ may not be complete, accurate, adequate or correct and each Agency should conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFQ and obtain independent advice from appropriate sources.

SAAP and their employees make no representation or warranty and shall have no liability to any person, including any Agency under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFQ or otherwise, including the accuracy, reliability or completeness of the RFQ and any assessment, assumption or information contained therein or deemed to form part of this RFQ or arising in any way with pre-qualification of Agencies for participation in the RFQ stage.

SAAP may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFQ or even cancel the RFQ.

The issue of this RFQ does not imply that SAAP is bound to select or to appoint preferred Agency, as the case may be for the Project and reserves the right to reject all or any of the RFQ’s without assigning any reasons whatsoever.

Sports Authority of Andhra Pradesh

Schedule of RFQ Activities

S. No.	Activity	Date	Remarks
1.	Issue / uploading of the RFQ Document	16.08.2017	
2.	Submission of RFQ	30.07.2017	
3.	Opening of RFQ	30.07.2017	

Scheme- A: Water Sports Academies

1. Project Brief and scope of services :

Hon'ble Chief Minister, Govt. of Andhra Pradesh has sanctioned State Sports Academies in the State for the year 2017-18 which are owned by sports Authority of Andhra Pradesh to develop grass root talent in competitive sports. Government intends to establish State Sports Academies including water sports academies in the State at the following locations.

Water Sports Academy

S.NO.	CENTRE	DISCIPLINE	STRENGTH	TOTAL
			BOYS & GIRLS	TOTAL
1.	Punnami Ghat, Vijayawada	Rowing	40	40
		Canoeing		
		Kayaking		
TOTAL			40	40

S.NO.	CENTRE	DISCIPLINE	STRENGTH	TOTAL
			BOYS & GIRLS	TOTAL
2.	ERRAKALUVA Reservoir, Jangareddy Gudem, W.G. Dist.	Rowing	40	40
		Canoeing		
		Kayaking		
TOTAL			40	40

S.NO.	CENTRE	DISCIPLINE	STRENGTH	TOTAL
			BOYS & GIRLS	TOTAL
3.	NAGAYALANKA, KRISHNA DIST.	Rowing	20	20
TOTAL			20	20

S.NO.	CENTRE	DISCIPLINE	STRENGTH	TOTAL
			BOYS & GIRLS	TOTAL
4	TATIPUDI RESERVOIR, VIZIANAGARAM DISTRICT	Rowing	40	40
		Canoeing		
		Kayaking		
TOTAL			40	40

Key objectives :

- Specialised training from early age
- Provide best facilities in training to youth
- Provide National & International exposure to youth
- Giving systematic & scientific training to Athletes at Sports Academy will improve chance of winning medals at National & International competitions.
- Nurturing the talent of youth in the newly formed State of Andhra Pradesh.

As per the State Sports Policy, SAAP intends to encourage development of the State Sports Academies in collaboration with private players operating Academies providing quality academic education and hostel facilities.

- The program is a regular activity initiated to train the inmates for a continuous period of 10 years.
- Initially the admission into Academies for talented boys & girls will be under the age group 15 -18 years and above.
- With the above intention SAAP is inviting **RFQ** from reputed agencies/management consultants to manage the State Sports Academies duly providing facilities as per the details provided in the para of **scope of work**.

Scope of work:

The overall objective of the Agency would be to structure the project for development of State Sports Academies.

The Scope comprises of:

- Coaches and trainers, deployment for regular coaching and management framework for State Sports Academies.
- Accompanying by coaches along with trainees to the district to National level selections/competitions by providing III Tier A.C sleeper accommodation to the inmates.
- Assessment of State/National level Sports schemes to understand and suggest suitable operation management models.
- Maintenance of accommodation and boarding facilities to the Athletes (including food arrangement as per SAAP nutrition chart). Food has to be prepared at the Academy premises only and should serve hot to inmates as per the nutrition chart approved by SAAP.
- Agency should provide daily needs to the inmates.
- Selection and Competition Exposure to the inmates i.e., 3 district level, 3 State level and 2 National level competitions.
- Maintenance of water sports facilities at the State Water Sports Academies.
- Maintaining inmates database and providing suitable I.T tools for monitoring the performance of both Agency and Inmates.
- Providing water sports equipment and sports kit for regular practice and competitions (the equipment shall be the property of SAAP once the project is initiated and the agencies/companies cannot claim any authority on the equipment procured for Water Sports Academies).
- The agency shall also quote for maintenance of the equipment that is necessary(including spares and other miscellaneous items).
- The agency shall also be responsible for providing insurance to the equipment that is procured for management of Water Sports Academies.
- Providing of Security to the State Sports Academies.
- Providing of Physiotherapist services along with Health and Accidental Insurance to the inmates whenever necessary.

Note:

- Agency can quote for a all the 4 water sports academies
- SAAP will provide provision for accommodation buildings/ hostels including kitchen only remaining facilities are to be provided by the agency.
- **The payment to the agency shall be made by SAAP on Quarterly basis after due verification of monthly/quarterly/annual reports.**

2. Instructions for prospective to Agency

- I. The Earnest Money Deposit of Rs.3,00,000/- for Agencies in the form of Bank Draft / Banker's cheque / Demand Draft from any nationalized scheduled bank drawn in favour of the Vice Chairman and Managing Director, Sports Authority of Andhra Pradesh payable at Vijayawada will have to be submitted at SAAP Head Office, I.G.M.C Stadium, Bundar Road, Vijayawada-520010 to the concerned officer at the time of bid .
- II. The Earnest Money Deposit of un-successful Agency shall be returned / refunded within 21 working days of award of Tender. In case of successful Agency this shall be retained as security deposit which shall be forfeited in case of any default. The security amount shall be refunded to the agency within 21 days of termination of the agreement in case of successful completion of the agreement.
- III. The successful Agencies shall be liable and responsible for any loss of life and / or physical harm and any type of misbehaviour with the students on account of negligence of employees of agencies during the working hours. The employee of the Agencies should be of the high integrity and moral value.
- VI. The bidders should submit a **non-refundable processing fee of Rs. 1,00,000/-** in the form of in the form of Bank Draft / Banker's cheque / Demand Draft from any nationalized scheduled bank drawn in favour of the Vice Chairman and Managing Director, Sports Authority of Andhra Pradesh payable at Vijayawada will have to be submitted at SAAP Head Office, I.G.M.C Stadium, Bundar Road, Vijayawada-520010 to the concerned officer at the time of bid opening or online.
- VI. Professional agencies should submit detailed proposals **Proposals should contain details of staff who would be involved personally in imparting management along with their qualifications and experience.** In this regard the self attested documentary evidences may be submitted along with the proposal.
- V. The infrastructure allotted by SAAP for the management will be utilized only for the purpose mentioned by SAAP and no other activity would be permitted therein.
- VI. Agencies would indemnify SAAP against any injury, loss of life, etc. caused either directly or indirectly due to the training.

- VII. Agencies would be solely responsible for participation of trainees in any event not approved by SAAP.
- VIII. No proposals from clubs would be accepted for management.
- IX. The safe custody of the facilities and other infra structure available at the premises shall be the sole responsibilities of the agencies during the contract period. In case of theft, damage and accidents occurred in the facilities, the compensation as decided by the technical experts of the Council shall be recoverable from the agencies.
- X. All applicants are advised to visit the facility(s) for which they wish to submit proposal for management and evaluate the potential before submitting their proposals.
- XII. The RFQ documents must be page numbered and total number of pages contained in the proposal should be indicated in the covering letter. SAAP would not be responsible if any enclosure is not found attached. The details of the proposal as per Annexure –I may also be submitted along with the RFQ documents.
- XIII. SAAP reserves the right to alter/modify/enlarge/cancel the RFQ without any reason.
- XIV. The qualified agency should submitted Performance Bank Guarantee(PBG) equal to the value of 2.5 % of Financial Proposal approved by SAAP

Note:

- **Proficiency in Telugu will be an added advantage to the resources.**

XIII. Evaluation of Proposals.

The proposals shall be evaluated by the SAAP through the Evaluation Committee. The SAAP shall evaluate the proposals in respect to the substantive responsiveness of the proposal or otherwise. Selection criteria are as under:

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

Technical evaluation:

This will be done as below:

S.No	Criteria for technical evaluation	Maximum points
1	Experience of bidder relevant to the project	35
2	Overall organization profile, methodology, work plan, & compliance to project requirements	35
3	Key professional staff qualifications	30
Total		100

The bidders shortlisted on the basis of evaluation of technical bid will be required to give presentation including but not limited to their organisation, work done, their ideas about State Sports Academies/In-School Sports Training Programme and expertise in handling such project along with the details of persons to be deployed. The evaluation will be made broadly on (1) work experience of organisation in consultancy work (2) experience and exposure of handling similar projects (3) ideas about State Sports Academies/In-School Sports Training Programme presentation (4) strength of manpower quality.

The final score of technical evaluation would be determined on the basis of the presentation and technical bid.

Financial bids would be opened for bidders (above 60 marks) qualifying in the technical bid evaluation as above.

Financial evaluation:

Financial bid should contain cost which is inclusive of variables & taxes.

Monthly charges should include monthly rate for manpower deployment, maintenance of facilities and services, reporting and all incidental expenses including out of pocket expenses, monthly rate implies an average rate per month considering varying deployment of resources for the various stages of the project.

$$\text{Financial bid} = A+B$$

Where A = Blended monthly rate for 12 months contract period
 B = Rate for additional services/executive

3. Period of contract

I. The period of contract for management shall be for a period of 1 year, which is likely to be renewed every year depending of the performance of the agency for next 3 years from the date of signing of the agreement which will be signed with the successful agency and the conditions described in this document shall be also be part of the agreement.

II. The successful agency shall execute an agreement / contract for the fulfilment of the contract on Rs. 100/- non judicial stamp paper, within ten days from the date of issuance of work award/LOA letter on acceptance of the proposal, failing which the letter of acceptance issued by SAAP will expire and the successful agency will have no right for the same.

III. The incidental expenses of execution of agreement / contract shall be borne by the successful Agency.

IV. The conditions stipulated in the agreement / contract should be strictly adhere to and violation of any of these conditions will entail termination of the contract without prejudice to the rights of the SAAP and forfeiture of security deposit with SAAP.

V. There will be no extension of this agreement beyond the prescribed period.

4. Validity Period of the RFQ

RFQ shall remain valid for a period of 60 days (sixty days) from the last date of submission of the RFQ. SAAP reserves the right to reject RFQ as non-responsive if:

- (i) Such RFQ is valid for a period which is less than specified
- (ii) Such RFQ is not in accordance with the RFQ document,

SAAP shall not be liable to send an intimation of any such rejection to such Agency.

5. Extension of Period of Validity

In exceptional circumstances, SAAP may solicit the Agency's consent for an extension of the period of RFQ validity. Any such request by the SAAP and the response thereto shall be made in writing and such extension of RFQ validity period by the Agency should be unconditional. Agency accepting the request of SAAP shall not be permitted to modify its RFQ.

6. PENALTY CLAUSE

If the successful agency fails to provide management services without prior information to SAAP, a penalty will be imposed as under and the penalty will be deducted from the share money of the Agency:-

No. of days	Penalty amount per day
01-02	Rs.500
03-04	Rs.1000
05 to 15 days	Rs.2000
More than 15 days	Agreement will be terminated

7. In the event of the successful Agency not starting the management services within 10 days after signing the agreement, the Earnest money deposited by the Agency shall be forfeited.

8. TERMINATION CLAUSE

I. TERMINATION OF CONTRACT FOR DEFAULT

Sports Authority of Andhra Pradesh, without prejudice to any other remedy available for breach of contract, may terminate the contract in whole by a 30 (Thirty) days' notice in writing to the agency in the event of any one or all of the following:

- a) If the agency fails to provide any one or all services as per this Contract, and conflict fails to set right the disruption in service within the 30 days' notice period or show a valid reason for lapse to the SAAP.
- b) If the agency has engaged in corrupt or fraudulent practices in executing the Contract.

II. TERMINATION FOR INSOLVENCY:

If the agency becomes bankrupt or is otherwise declared insolvent, then SAAP may at any time terminate the contract by giving written notice of 30 (thirty) days to the agency. Such termination shall not prejudice or preclude any right of the action or remedy, which has accrued or will accrue to the SAAP and vice versa.

III. In case of the termination of the contract, no compensation shall be due to the Agency and the entire infrastructure like coaching material, furniture, books and site installations etc. would become the property of SAAP. Any damage to the property / infrastructure of the SAAP shall be rectified by the SAAP at the cost of the agency.

9. Force Majeure

- I. If at any time, during the continuance of the contract, the performance in whole or in part by either party of any obligation under this contract be prevented or delayed by reason of the following events:
 - i. Any war or hostility.
 - ii. Acts of public enemy, civil commotion, sabotage, explosions embargoes general strikes, bandhs.
 - iii. Acts of God
- II. Hereinafter referred to as EVENT, neither party shall, by reason of such EVENT, be entitled to terminate this contract, nor shall any party have any claim to the damages against the other in respect of such non-performance or delay in performance, provided that notice of happening, of any such EVENT is given by either party to the other within 7 (seven) days from the date or occurrence of the EVENT.
- III. Unless otherwise directed by the Vice Chairman and Managing Director, Sports Authority of Andhra Pradesh in writing, the agency shall continue to perform its obligations under the contract as far as reasonably practicable and shall seek all reasonable alternative means for performance not prevented by the Force majeure EVENT.
- IV. Expected work and deliveries under this contract shall resume as soon as practicable after such EVENT comes to an end or ceases to exist.
- V. If the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such EVENT for a period exceeding 90(ninety) days, the Vice Chairman and Managing Director, Sports Authority of Andhra Pradesh may at option, terminate this contract.

VI. In case of termination of contract due to force majeure event, SAAP would not pay any amount to the Agency.

10. Successful Agency shall comply with laws of the land.

11. **Disputes and Arbitration**

In case of any dispute or differences, breach and violation relating to the terms of the agreement, the said dispute or difference shall be resolved with mutual consultation between Vice Chairman and Managing Director, Sports Authority of Andhra Pradesh and agency, failing which SAAP will terminate this contract.

12. **MONITORING SYSTEM:-**

- i. Vice Chairman and Managing Director, Sports Authority of Andhra Pradesh shall act as the nodal officer for the project for the purpose of overall monitoring of the project every **3** months.
- ii. An officer nominated by Vice Chairman and Managing Director, Sports Authority of Andhra Pradesh will act as Assistant Nodal Officer (ANO) to ensure that the management is imparted as per the agreed terms and conditions of the agreement.

13. **Delivery Address for RFQ s**

Hard Copies of RFQ s shall be submitted to SAAP at the following address on the day of evaluation:

Vice Chairman and Managing Director,
Sports Authority of Andhra Pradesh
**I.G.M.C Stadium, Labbipet,
Bundar Road,
Vijayawada-520010**

saapitdept@apsports.in

**For further details contact: +918978981558
+919703290003**

14. Deadline for Submission for RFQ s

The Hard Copies of RFQ should be duly signed and submit to SAAP, at the specified address, on (30.08.2017 at 03.00 P.M.) .In the event of the specified date which is stipulated as the Deadline for Submission of RFQ s is declared as a holiday for SAAP, the RFQ s will be receive the same on appointed time on the next working day.

15. Extension of Deadline for Submission of proposal

If the need so arises, SAAP may, in its sole discretion, extend the Deadline for Submission of RFQ s. In such an event, all rights and obligations of SAAP and Agency previously subject to the earlier deadline will thereafter be subject to the deadline as extended. Any such change in the Deadline for submission of RFQ s shall be notified to the Agency through website of the SAAP.

Annexure – I – Organisation 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.

Annexure – II – Organisation Experience

Information Requested	Description
Name of the firm/consortium	
Address of the firm/consortium	
Project Name (only projects relevant to the scope of work to be provided)	
Client Name	
Nature of Project	
Location	
Duration of Engagement	
Value of the Contract	

Annexure – III – 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.

Annexure – IV – Team composition

Name of Staff	Consortium firm	Experience area	Position assigned	Tasks/ Activities assigned

Annexure – V- Curriculum vitae of proposed team.....

Information Required	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 my wilful misstatement described herein may lead to my disqualification of dismissal, if engaged. Signature:
Signature of Authorized signatory of firm/ consortium, with stamp.	

Annexure 6 – Financial Proposal Form

No	Phase	Proposed charges(INR), inclusive of all expenses and taxes
A	Monthly rate	INR:
B	Rate for additional services/executive	INR:
Total	A+B	INR:

We, the undersigned, offer to provide the management 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 60 days from the date of submission.

Authorised Signatory Name:

Authorised Signatory Designation:

Authorised Signature with stamp: