Notice Inviting Quotation (E-Procurement mode)
कोटेशन को आमंत्रित करने की सूचना (इ-प्रोक्योर्मेंट मोड)

INDIAN INSTITUTE OF TECHNOLOGY DELHI
भारतीय प्रौद्योगिकी संस्थान दिल्ली
HAUZ KHAS, NEW DELHI-110016
हौज खास, नई दिल्ली -110016

Dated/दिनांक : 16/07/2024

Open Tender Notice No. / खुला प्रस्ताव नंबर: IITD/SAC(SP-4699)/2024
Indian Institute of Technology Delhi is in the process of service/supply of the following item(s) as per details as given as under.

<table>
<thead>
<tr>
<th>Details of the item आइटम का विवरण</th>
<th>Academy for Running/ maintenance/ operation services for Athletics</th>
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<tbody>
<tr>
<td>Earnest Money Deposit to be submitted बयाना जमा करने के लिए जमा राशि</td>
<td>Rs. 25,000</td>
</tr>
<tr>
<td>Warranty/Duration वारंटी अवधि</td>
<td>3 Years (extendable for another 3 years)</td>
</tr>
<tr>
<td>Performance security निर्माण सुरक्षा</td>
<td>10% of Contract value as per MoF OM No. F.1/2/2023-PPD dated 3-4-2023</td>
</tr>
<tr>
<td>Delivery Schedule डलीवरी स्केड्यूल</td>
<td>03 weeks from the date of PO</td>
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Tender Documents may be downloaded from Central Public Procurement Portal [http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app). Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website [http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app). The portal enrolment is free of cost. Bidders are advised to go through instructions provided at ‘Instructions for online Bid Submission’.

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type ‘IIT’). Thereafter, Click on “GO” button to view all IIT Delhi tenders. Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website [http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) as per the schedule given in the next page.

No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the E-procurement portal).

कोई मैंयुअल बोली स्वीकार नहीं की जाएगी। सभी कोटेशन (तकनीकी और वित्तीय दोनों को ई-प्रोक्योर्मेंट पोर्टल में जमा करना चाहिए)
<table>
<thead>
<tr>
<th><strong>SCHEDULE</strong></th>
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<tbody>
<tr>
<td><strong>Name of Organization</strong></td>
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<tr>
<td><strong>Tender Type</strong></td>
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<tr>
<td><strong>Tender Type</strong> (Open/Limited/EOI/Auction/Single/Global)</td>
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<tr>
<td><strong>Tender Category (Services/Goods/works)</strong></td>
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<tr>
<td><strong>Type/Form of Contract (Work/Supply/ Auction/ Service/ Buy/ Empanelment/ Sell)</strong></td>
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<tr>
<td><strong>Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)</strong></td>
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<td><strong>Currency</strong></td>
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<td><strong>Date of Issue/Publishing</strong></td>
</tr>
<tr>
<td><strong>Document Download/Sale Start Date</strong></td>
</tr>
<tr>
<td><strong>Document Download/Sale End Date</strong></td>
</tr>
<tr>
<td><strong>Date for Pre-Bid Conference</strong></td>
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<tr>
<td><strong>Venue of Pre-Bid Conference</strong></td>
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<tr>
<td><strong>Last Date and Time for Uploading of Bids</strong></td>
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<tr>
<td><strong>Date and Time of Opening of Technical Bids</strong></td>
</tr>
<tr>
<td><strong>Tender Fee (If any)</strong></td>
</tr>
<tr>
<td>(To be paid through RTGS/NEFT. IIT Delhi Bank details are as under: Name of the Bank A/C : Vice President BSA SBI A/C No. : 10773569325 Name of the Bank : State Bank of India, IIT Delhi, Hauz Khas, New Delhi-110016 IFSC Code : SBIN0001077 MICR Code : 110002156 Swift No. : SBININBB547 (This is mandatory that UTR Number is provided in the on-line quotation/bid. (Kindly refer to the UTR Column of the Declaration Sheet at Annexure-II)</td>
</tr>
<tr>
<td><strong>No. of Covers (1/2/3/4)</strong></td>
</tr>
<tr>
<td><strong>Bid Validity days (180/120/90/60/30)</strong></td>
</tr>
<tr>
<td><strong>Address for Communication</strong></td>
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<tr>
<td><strong>Contact No.</strong></td>
</tr>
<tr>
<td><strong>Email Address</strong></td>
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</tbody>
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**Chairman Purchase Committee**  
(Buyer Member)
Instructions for Online Bid Submission/ ऑनलाइन बोली (बिड) के लिए निर्देश:
As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:http://eprocure.gov.in/eprocure/app). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:
http://eprocure.gov.in/eprocure/app

REGISTRATION

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:http://eprocure.gov.in/eprocure/app) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.

2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

बोिंद ता फिर अपने यूजर आईडी / पासवर्ड और डीएससी / इट्केन के पासवर्ड को दर्ज करके सुरक्षित लॉग-इन के माध्यम से साइट पर लॉग ऑन करता है।

SEARCHING FOR TENDER DOCUMENTS/ निविदा दस्तावेजों के लिए खोजना

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

सीपीपी पोर्टल में निर्मित विभिन्न खोज विकल्प हैं, ताकि बोिंद ताओं को कई मापदंडों से सक्रिय निविदाएं खोज सके। इन मापदंडों में निविदा आईडी, संगठन का नाम, स्थान, तिथि, मूल्य आदि शामिल हो सकते हैं। निविदाओं के लिए उत्तर खोज का एक विकल्प भी है, जिसमें बोिंद तादाओं कई नामों को जोड़ सकते हैं जैसे संगठन का नाम, अनुबंध का स्थान, स्थान, सीपीपी पोर्टल पर प्रकाशित निविदा की खोज के लिए तारीख, अन्य कीवर्ड आदि।

2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

बोिंद ताओं ने एक बार निविदाएं चुनी हैं जिसमें वे चुन रखते हैं, उसका वे आवश्यक दस्तावेज / निविदा कार्यक्रम डाउनलोड कर सकते हैं। वे निविदाएं मेरी निविदाओं फ़ोल्डर में ले जाए जा सकती हैं। इससे सीपीपी पोर्टल की बोिंद ताओं को एसएमएस / ई-मेल के माध्यम से सूचित किया जा सकता है, यदि निविदा दस्तावेज में कोई शुद्धि जारी कि गई है।

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

बोिंद ता को प्रत्येक निविदा को निर्दिष्ट अद्वितीय निविदा आईडी का नोट बनाना चाहिए, अगर वे हेल्पडेस्क से कोई स्पष्टीकरण / सहयोग प्राप्त करना चाहते हैं।

PREPARATION OF BIDS / बोिं (बिड) की तैयारी

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

बोिंद ता को अपनी बोिं (बिड) जमा करने से पहले निविदा दस्तावेज पर प्रकाशित किसी भी शुद्धि को ध्यान में रखना चाहिए।

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

कृपया बोिंद ता के भाग के रूप में जमा किए जाने वाले दस्तावेजों को समझने के लिए निविदा विज्ञापन और निविदा दस्तावेज ध्यान से देखें। कृपया उन अंकों की संख्या पर ध्यान दें जिन में बोिंद दस्तावेज जमा करना है, दस्तावेजों की संख्या - जिसमें प्रत्येक दस्तावेज के नाम और सामग्री शामिल हैं, जिन्हें प्रस्तुत करने की आवश्यकता है। इनमें से कोई भी विचलन बोिंद ता को अस्वीकार कर सकता है।

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

बोिंद तादाता, अग्रिम में, निविदा दस्तावेज / अनुबंधी में बताए अनुमार प्रस्तुत करने के लिए बोिं दस्तावेजों तैयार करना चाहिए और आम तौर पर, वे पीडीएफ / एसएमएस / आएआए / डीडब्ल्यूएफ तरीकों में हो सकते हैं। बोिंद दस्तावेजों को 100 डीपीआई के साथ काले और सफेद विकल्प खोल किया जा सकता है।
4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

मानक दस्तावेजों के एक ही सेट को अपलोड करने के लिए आवश्यक समय और प्रयास से बचने के लिए जो प्रत्येक बोली के भाग के रूप में जमा करने के लिए आवश्यक है, ऐसे मानक दस्तावेज अपलोड करने का प्रवाह (जैसे पैन कार्ड कॉपी, वार्षिक रिपोर्ट, लेखा पत्रीक रिपोर्ट पत्र आदि) ) बोलीदाताओं को प्रदान किया गया है। ऐसे दस्तावेजों को अपलोड करने के लिए बोलीकर्ताओं उनके लिए उपलब्ध “मेरा स्पेस” क्षेत्र का उपयोग कर सकते हैं। बोली जमा करते समय ये दस्तावेज़ सीधे “मेरा स्पेस” क्षेत्र से जमा किए जा सकते हैं, और उन्हें बार-बार अपलोड करने की ज़रूरत नहीं है इससे बोली जमा प्रक्रिया के लिए आवश्यक समय में कमी आएगी।

SUBMISSION OF BIDS/ बोली (बिड) का जमा करना

1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

बोलीदाता को बोली प्रदुषण के लिए अच्छी तरह से साइट पर लॉग इन करने के लिए दकसी भी भूल नहीं हो जाए ताकि वह समय पर बोली अपलोड कर सकें या फिर बोली प्रदुषण करने के समय से पहले। अन्य मुद्दों के कारण किसी भी देरी के कारण बोलीदाता जिमेदार होगा।

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

बोलीदाता को निविदा दस्तावेज में दशा एक-एक करके आवश्यक बोली दस्तावेजों को डिजिटल हस्त रक्षा और अपलोड करना होगा।

3) Bidder has to select the payment option as “on-line” to pay the tender fee as applicable and enter details of the instrument. Whenever, Tender fees is sought, bidders need to pay the tender fee separately online through RTGS (Refer to Schedule, Page No.2).

बोलीदाता को निविदा शुल्क / ईएमडी को भुगतान के लिए “ऑन लाइन” के रूप में भुगतान विकल्प चुनना होगा और उपकरण का विवरण दर्ज करना होगा। जब भी, ईएमडी / निविदा शुल्क की मांग की जाती है, बोलीदाताओं को टेंडर शुल्क और ईएमडी अलग-अलग आदेशों के माध्यम से ऑन लाइन पर भुगतान करने की आवश्यकता होती है (अनुसूची, पैज नं. 2 देखें)।

4) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

एक मानक BoQ प्रारूप को सभी बोलीदाताओं द्वारा भरने के लिए निविदा दस्तावेज प्रदान किया गया है। बोलीदाताओं को इस बात का ध्यान रखना चाहिए कि उन्हें आवश्यक प्रारूप में अपनी वित्तीय बोली जमा करनी चाहिए और कोई अन्य प्रारूप स्वीकार्य नहीं है। बोलीकर्ताओं को BoQ फाइल को डाउनलोड करने, इसे खोलने और अपने संबंधित वित्तीय उद्देश्य और अन्य विवरण (जैसे बोलीदाता का नाम) के साथ सम्बंधित ऊर्जा (अनुप्रभावित) कोशिकाओं को पूरा करना आवश्यक है। कोई भी अपूर्व कक्षय का बदला जाना चाहिए। एक बार विवरण पूरा हो जाने पर, बोलीदाता को इसे सहेजना होगा और इसे ऑनलाइन जमा करना होगा, बिना फाइल नाम बदलना। यदि BoQ फाइल को बोलीदाता द्वारा संशोधित किया गया है, तो बोली को हटाना जरूरी है।

5) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS / बोलीदाताओं को सहायता
1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

General Instructions to the Bidders / बोलीदाताओं के लिए सामान्य निदेश
1) The tenders will be received online through portal http://eprocure.gov.in/eprocure/app. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.

2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through https://eprocure.gov.in/eprocure/app. Digital Signature Certificates can be obtained from the
authorized certifying agencies, details of which are available in the web site https://eprocure.gov.in/eprocure/app under the link “Information about DSC”.

3) Tenderer are advised to follow the instructions provided in the ‘Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at https://eprocure.gov.in/eprocure/app.

निविदाकर्ताओं को सलाह दी जाती है कि वे निविदाकर को निर्देश दिए गए हों ताकि ई-प्रोक्योरमेंट के लिए सेंट्रल पब्लिक प्रोकॉम्मिट पोर्टल के जरिए https://eprocure.gov.in/eprocure/app पर ऑनलाइन निविदाएं जमा कर सकें।
NOTICE INVITING QUOTATIONS

Subject: Academy for Running/maintenance/operation services for Athletics

Invitation for Tender Offers

Indian Institute of Technology Delhi invites online Bids (Technical bid and Commercial bid) from eligible and experienced service providers (i.e., Academies) for Running/maintenance/operation services for Athletics. The contract period is three years, with the option to extend for an additional three years, for a total of six years, as stated on page #1 of the tender document. The terms and conditions of the tender document are available on the CPP Portal at http://eprocure.gov.in/epublish/app.

The charges for coaching for the campus community and the maximum number of outsiders permitted for coaching/playing at IITD premises may be clarified during the prebid meeting.

The Institute proposes a 3-step shortlisting and selection process for the academy.

The proposed 3-step process is as under:

1) **Assessment of the technical expertise based on the application (35 marks)**

   a) Demonstrable expertise in training University/Institute/School teams, professionals and amateurs (e.g. Children/adults who are not professionals) & professional qualifications & prior experience of academy’s management team. *(10 marks)*

   b) Assessment of the quality of coaches provided (e.g. number of coaches who have provided training to university/state/zonal/national/International level players, the nature and the extent of training). *(5 marks)*

   c) User feedback: The committee will assess the user feedback from (a) professionals and (b) amateurs currently training with them/have trained with them in the past three years. *(10 marks)*

   d) Specific plan for the IITD community: The committee will also assess the specific plan for the IITD community given by the applicant (this will include the number of coaches, hours of coaching, feasibility, plan for the Institute team, NSO students, and plan for the IITD community). *(10 marks).*

The committee will short-list all applicants with at least 50% of the marks (i.e., 17.5 out of 35) for the site visit (the minimum criteria should be that there be at least one training site in the Delhi-NCR region). Those with less than 50% of the scores in technical evaluation will not be considered further.

2) **Site visit and presentation of the shortlisted applicants (35 marks)**
The committee will visit the local site (Delhi-NCR region) in-person to verify the authenticity of the application and user feedback submitted with the application. Once the authenticity of the application and the feedback are verified, the committee will evaluate the presentation by the tenderer. If the committee finds that the applicant has misstated facts in the application, it is empowered to lower the scores given in step 1 or disqualify the applicant.

3) **Financial bids and final scores for the award of the tender (30 marks):**

   a) **Normalized financial evaluation score:** The highest bidder will get 30 marks (max marks for financial bids). If the H2 bids 25% less than the H1, the scores for H2 financial bid will be 22.5 marks (i.e. 25% less marks for H2 than H1 as H2 has quoted 25% less than H1). Similarly, H3, H4 ...HN will be assigned scores based on the difference in the quote from H1; the marks will be proportional to the difference in the quote from H1.

   b) **Final score:** The final score is the sum of the technical evaluation score (up to 35 marks), site visit and presentation score (up to 35 marks), and the normalized financial score (up to 30 marks). If there is a tie in the final score, the higher bidder will receive the tender, and the financial bid will be used to break the tie. Should the tie still exist, it will be settled by the site visit and presentation score.

A complete set of tender documents* may be Download by prospective bidder free of cost from the website [http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app). Bidder has to make payment of requisite fees (i.e. Tender fees, if any online through RTGS/NEFT only.
## Terms & Conditions Details

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Specification</th>
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<tbody>
<tr>
<td>1.</td>
<td><strong>Due date:</strong> The tender has to be submitted on-line before the due date. The offers received after the due date and time will not be considered. No manual bids will be considered.</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Preparation of Bids:</strong> The offer/bid should be submitted in two bid systems i.e., Technical bid and financial bid. The Technical bid should consist of all technical details.</td>
</tr>
<tr>
<td>3.</td>
<td><strong>EMD:</strong> The tenderer should submit an EMD amount through RTGS/NEFT. The Technical Bid without EMD would be considered as UNRESPONSIVE and will not be accepted. The EMD will be refunded without any interest to the unsuccessful bidders after the award of contract. Refer to Schedule (at page 2 of this document) for its actual place of submission.</td>
</tr>
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<td>4.</td>
<td><strong>Refund of EMD:</strong> The EMD will be returned to unsuccessful Tenderer only after the Tenders are finalized. In case of successful Tenderer, it will be retained till the successful and complete installation of the equipment.</td>
</tr>
<tr>
<td>5.</td>
<td><strong>Opening of the tender:</strong> The online bid will be opened by a committee duly constituted for this purpose. Online bids (complete in all respect) received along with EMD (if any) will be opened as mentioned at “Annexure: Schedule” in presence of bidders representative if available. Only one representative will be allowed to participate in the tender opening. Bid received without EMD (if present) will be rejected straight way. The technical bid will be opened online first and it will be examined by a technical committee (as per specification and requirement). The financial offer/bid will be opened only for the offer/bid which technically meets all requirements as per the specification, and will be opened in the presence of the vendor’s representatives subsequently for further evaluation. The bidders if interested may participate on the tender opening Date and Time. The bidder should produce authorization letter from their company to participate in the tender opening.</td>
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<tr>
<td>6.</td>
<td><strong>Acceptance/ Rejection of bids:</strong> The Committee reserves the right to reject any or all offers without assigning any reason.</td>
</tr>
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<td>7.</td>
<td><strong>Performance Security:</strong> Performance Security may be furnished in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee (including e-Bank Guarantee) from a Commercial bank or online payment in an acceptable form safeguarding the purchaser’s interest in all respects within 21 days from the date of receipt of the purchase order and should be kept valid for a period of 60 days beyond the date of completion of warranty period.</td>
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<td>8.</td>
<td><strong>Delivery and Documents:</strong> The academy should start functioning within a maximum of 03 weeks from the date of the agreement.</td>
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<td>9.</td>
<td><strong>Delayed delivery:</strong> If the delivery is not made within the due date for any reason, the Committee will have the right to impose appropriate penalty based on the contract value / price.</td>
</tr>
<tr>
<td>10.</td>
<td><strong>Notices:</strong> For the purpose of all notices, the following shall be the address of the Purchaser and Supplier. <strong>Purchaser:</strong> Sports officer, Student Activity Centre (SAC) Indian Institute of Technology Delhi Hauz Khas, New Delhi - 110016 <strong>Supplier:</strong> (To be filled in by the supplier) <em>(Supplier should submit its supplies information as per Annexure-II)</em>.</td>
</tr>
<tr>
<td>11.</td>
<td><strong>Supplier Integrity:</strong> The Supplier is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state of the art methods and economic principles and exercising all means available to achieve the performance specified in the contract.</td>
</tr>
<tr>
<td>12.</td>
<td><strong>Termination for Default:</strong></td>
</tr>
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</table>
The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:

i. If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the order or within any extension thereof granted by the Purchaser; or

ii. If the Supplier fails to perform any other obligation(s) under the Contract.

iii. If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

• For the purpose of this Clause:

i. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

ii. “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition;”

• In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

13. As per Ministry of Finance, Deptt. of Expenditure, Public Procurement Division Order (Public Procurement No.1) issued from file No.6/18/2019-PPD dated 23rd July, 2020 regarding Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs) 2017, it is directed that any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with the Competent Authority i.e. the Deptt. for Promotion of Industry and Internal Trade (DPIIT). The said order will not apply to bidders from those countries (even sharing a land border with India) to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects (updated lists of the countries are given in the Ministry of External Affairs)

“Bidder” (including the term ‘tenderer’, ‘consultant’ or ‘service provider’ in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participated in a procurement process.

“Bidders from a country which shares a land border with India” for the purpose of this Order means:

i. An entity incorporated, established or registered in such a country; or

ii. A subsidiary of an entity incorporated, established or registered in such a country; or

iii. An entity substantially controlled through entities incorporated, established or registered in such a country; or

iv. An entity whose beneficial owner is situated in such a country; or

v. An Indian (or other) agent of such an entity; or

vi. A natural person who is the citizen of such a country; or

vii. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
The beneficial owner for the purpose of above will be as under: -

1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercise control through other means.

   Explanation-
   a. “Controlling ownership interest” means ownership of or entitlement to more than twenty-five per cent of share or capital or profit of the company;
   b. “Control” shall include the right to appoint majority of the directors or to control the management of policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;

2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;

3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;

4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;

5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

An agent is a person employed to do any act for another, or to represent another in dealings with the third person.

For Works contracts, including Turnkey contracts, the successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

A certificate shall be submitted by bidders in the tender documents regarding their compliance with the said order. If the certificate submitted by a bidder whose bid is accepted is found to be false, this would be a ground for immediate termination and further legal action in accordance with law.

Annexure VI (For Goods/ Services contracts)/ Annexure VII (For Works contracts, including Turnkey contracts)

14. **Other Details:**
   i. The company/academy must have at least one training location in Delhi-NCR.
   ii. The academy/company will be in charge of giving the institute team(s) and NSO students expert coaching without charging the players or the institute. The sports unit of IIT Delhi will provide the list of probable team(s).
   iii. The academy/company will also be responsible for providing professional coaching to the children of the institute employees at a subsidized rate decided mutually by the sports unit and the academy/company.
   iv. The maximum number of outsiders (those who are not IIT members) that the academy/company may bring is no more than fifty outside players every day.
   v. It should be noted that, at no expense to IIT Delhi, the selected bidder would oversee regularly scheduled cleaning and upkeep of the sports facilities. The specifics of this will be discussed
vi. Please take note that there are extremely few parking spaces available at IIT Delhi. If there are any spaces left, the academy or firm may park their cars exclusively in the visitor’s parking. Vehicle parking in any other unapproved location will be handled in accordance with IIT Delhi policies.

vii. The company/academy abides by IIT Delhi rules and regulations.

viii. Outside members must abide by IIT Delhi rules or face having their membership cancelled for violation.

ix. The contract has a three-year term with a three-year extension option, for a total of six years. Any further extension may be recommended by a committee constituted by the Dean Students Affairs, IIT Delhi.

x. In the event of a change in GoI/IIT Delhi norms or natural calamities (including pandemics) or unforeseen circumstances, the Institute reserves the right to terminate the contract with a notice period of 1 month. Similarly, IITD may also terminate the contract with a 1-week notice period for disciplinary issues caused by the academy/company or its personnel or non-IIT Delhi users.
GENERAL INTRODUCTIONS

- **Project Background**

- IIT Delhi is willing to appoint a Management Operator to operate and maintain Athletics (hereinafter referred to as “The Academy”). In pursuance of the same, IIT Delhi is inviting bids through an online bidding process to associate with IIT Delhi and to operate and manage The Academy. Through this tender, IIT Delhi expects very high standards of output from the selected bidder in terms of quality and adherence to the agreed time schedule.

- The details of facilities available at IIT Delhi for the outsourced Academy is the **Athletics track** along with facilities for conducting field events.

- The selected bidder will be provided with the Athletics Arena only on an “as is where is basis”. All other facilities as required for successful operations and maintenance of The Academy shall be arranged by the selected bidder at his own cost including the provision of *repair/replacement of the track, Fencing, Store Room, housekeeping, security* of the tendered premises etc. in case of replacement, any old equipment, construction material having a value like movable items if procured by selected bidder, bidder will have the right to take along after contract period.

- With permission from the president of the Board for Sports Activities, IIT Delhi, the chosen bidder may install further facilities related to the relevant sport and be required to operate the academy, depending on the available space in the offered space.

Terms of Reference (TOR)

- **Scope of Contract**

1. The Academy has a world-class facility for the development and growth of Athletics in IITD. The details about The Academy are given in Sl. No. 2 under the heading of Project Background.

2. The bidder will guarantee a consolidated advanced yearly fixed fee (s) for the services provided by the institute in the functioning of The Academy. The yearly fee shall be the amount as quoted by the bidder in their price bid at the time of submission of the bid.

3. The bidder is allowed to operate the facility as per the following schedule:

   Athletics: 4.00 pm-6.30 pm (for outsiders)
For IIT Delhi students, employees and their children, the timing and duration will be decided amicably between the company/academy and IIT Delhi.

4. IITD may require the facilities during the tenure of the agreement (for a maximum period of 15 days per year) for organizing any event or for any other purposes and the selected bidder shall provide the same upon request of IITD. IITD will give prior notice of 15 days for the same, however, the selected bidder shall provide the same even on a notice of few days.

5. The broad scope of the project shall include but not be limited to:
   
   i. It shall be mandatory for the successful bidder to maintain an ethical code, and professional conduct and impart the same to the users by training and teamwork.
   
   ii. The successful bidder shall maintain an attendance log.
   
   iii. The agency shall not cause or permit to be caused any damage to the said premises. Under no circumstances, the agency shall make any alteration to the said premises.
   
   iv. The successful bidder shall compensate IITD for any damage or loss caused by the successful bidder or its staff or user to the whole premises (during the allotted time of coaching) if found in such properties. The compensation will be according to the replacement value as decided by IITD. In any case, if the company/academy fails to pay the amount, the same will be recovered from his Security Deposit/Bank Guarantee or the firm has to pay for it separately.
   
   v. Identity cards will be issued by a successful bidder bearing the signatures of the authorized officer from IITD. Only the personnel of the selected bidder holding the identity card will be allowed in the Academy.
   
   vi. Responsibilities of the selected bidder or its employees or coaches:
      a) To be present at the assigned facility.
      b) To make sure that essential equipment, are in place at the facility. Make sure that there is no obstacle or hazard at the assigned facility.
      c) To ensure that users understand the use of training equipment, and make them aware of the potential accidents that may occur from the use of equipment.
      d) To ensure basic safety and security a first aid box should be located in close proximity of the activity area where it is accessible to all.
   
   vii. The selected bidder shall have the right to put hoardings, and advertisements inside the allotted area except directional signs and board at the entry gate of the facility.

6. The cost towards development/improvements/repairs/installations/modifications etc. for the project shall be borne by the selected bidder. The Authority shall make no reimbursements during or after the expiry of the contract period for the investments made by the selected bidder during the contract period.

7. The selected bidder will be responsible for all requisite approvals, licenses, permissions etc. to operate and maintain the property, IITD will provide on time all such approvals, permissions and authorizations that the selected bidder may require or is obliged to seek from in connection with the execution of the work and the performance of the bidder obligations.

8. IITD shall have the right to inspect the premises as and when required or felt necessary.
9. The selected bidder shall not encumber the project site under consideration by way of pledge, hypothecation, mortgage, charge, lien, sub-lease, leave and sub-license or in any other manner. The selected bidder shall not sub-license the whole of its rights and obligations about the project to any party.

10. The selected bidder shall not raise any kind of finance or funding in the name of the property under any conditions whatsoever. The selected bidder will only be allowed to use the property on a ‘Right-to-use’ basis.

11. The selected bidder has to confine his activities only within the specified area handed over to them.

12. The selected bidder must employ adult and skilled manpower and must not employ child labor. The selected bidder shall engage only such workers, whose antecedents and character have been thoroughly verified and other formalities have been completed. The selected bidder shall be responsible for obtaining all requisite approvals & permissions from the concerned authorities as may be necessary or required under various acts & laws applicable to such establishments. The selected bidder shall follow the Minimum Wages Act.

13. It is to be noted that the selected bidder shall be responsible for daily and periodic cleaning and maintenance of the sports facilities at no cost to IIT Delhi. The details of this will be discussed in the prebid meeting.

14. The services, to be provided for the project by the selected bidder shall be in line with the services that are generally provided in projects of a similar nature with best trade practices.

15. Authority may nominate representatives of IITD or institution nominated by IITD. The representative reserves the right to verify and perform quality checking to ensure that the end deliverables provided by the selected bidder are as per the prescribed norms/terms and conditions of the tender.

16. All employees of the agency who work at IIT Delhi should have complete resumes kept on file, complete with passport-sized photos, identity documentation, phone numbers, cell phone numbers, residence address, PAN card, and Aadhar card.
## TECHNICAL SPECIFICATION

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Technical Specifications</th>
<th>Compliance Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The applicants should have their registered offices in NCR Delhi along with at least one academy in the Delhi NCR region. Address details be provided.</td>
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<tr>
<td>2.</td>
<td>The firm should not have been blacklisted by any Central Government/ State Government/ PSU/Govt. Bodies</td>
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<tr>
<td>3.</td>
<td>PAN No./Service Tax Registration Certificate/GST. Please attach relevant documents.</td>
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<tr>
<td>4.</td>
<td>I comply with the all the technical specifications required and have submitted all the necessary documents along with this application</td>
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</table>

I have also enclosed all relevant documents in support of my claims, (as above) in the following pages.

Signature of Bidder

Name: ____________________________

Designation: _______________________

Organization Name: ____________________________

Contact No.: ____________________________
ANNEXURE-II

DECLARATION SHEET

We, _______________________________________ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

This is certified that our organization has been authorized (Copy attached) by the OEM to participate in Tender. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document. Moreover, OEM has agreed to support on regular basis with technology / product updates and extend support for the warranty.

The prices quoted in the financial bids are subsidized due to academic discount given to IIT Delhi.

<table>
<thead>
<tr>
<th>NAME &amp; ADDRESS OF THE Vendor/ Manufacturer / Agent</th>
<th>We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.</th>
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<tbody>
<tr>
<td>1. Phone</td>
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<td>2. Fax</td>
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<tr>
<td>3. E-mail</td>
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<tr>
<td>4. Contact Person Name</td>
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<td>5. Mobile Number</td>
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<td>6. GST Number</td>
<td></td>
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<td>7. PAN Number</td>
<td></td>
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<tr>
<td>8. UTR No. (For Tender Fee)</td>
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<tr>
<td>9. Kindly provide bank details of the bidder in the following format: a) Name of the Bank b) Account Number</td>
<td></td>
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</table>

(Signature of the Tenderer)

Name: ______________________

Seal of the Company
Annexure-III

List of Govt. Organization/Deptt.

<table>
<thead>
<tr>
<th>Name of the organization</th>
<th>Name of Contact Person</th>
<th>Contact No.</th>
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Name of application specialist / Service Engineer who have the technical competency to handle and support the quoted product during the warranty period.

<table>
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<th>Name of the organization</th>
<th>Name of Contact Person</th>
<th>Contact No.</th>
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Signature of Bidder

Name: _______________________

Designation: _______________________

Organization Name: _______________________

Contact No.: ________________________
## PREVIOUS SUPPLY ORDER DETAILS

**Annexure - IV**

### Name of the Firm

<table>
<thead>
<tr>
<th>Order placed by (Full address of Purchaser)</th>
<th>Order No. and Date</th>
<th>Description and quantity of order equipment</th>
<th>Value of order</th>
<th>Date of Completion of delivery as per contract</th>
<th>Has the equipment been installed satisfactorily (Attach a Certificate from the Purchaser/Consignee)</th>
<th>Contact person along with Telephone No., Fax No. and email address</th>
</tr>
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**Signature and Seal of the Manufacturer/ Bidder**

______________________________

**Place:** ____________________________

**Date:** ____________________________
To
The Director,
Indian Institute of Technology Delhi,
New Delhi- 110016

Dear Sir,

We manufacture of original equipment at (…………………………..address of factory……………………………) do hereby authorize M/s (Name and address of Agent) to submit a bid, negotiate and receive the order format against your tender enquiry.

M/s. ………………………………… is authorized to bid and conclude the contract in regard to this business.

We hereby extend our full guarantee and warranty as per clause …………………………… of the terms and conditions NIQ for the goods and services offered by the above firm.

Yours Faithfully,

(Name)
(Name & Seal of Manufacture)

Note: -

1. **Items of indigenous nature or quoted in INR**, more than 1 authorized representative may participate in the same tender and submit their bids on behalf of their OEM/Principal/Manufacturer if the OEM permits more than one authorized bidder in such case as per their policy.

2. **In cases of agents quoting in offshore procurements**, on behalf of their principal manufacturers, one agent cannot represent two manufacturers or quote on their behalf in a particular tender enquiry. **One manufacturer can also authorize only one agent/dealer**

3. The letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. The same should be included by the bidder in its techno-commercial unpriced bid.
CERTIFICATE

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that this bidder is not from such a country.

OR (whichever is applicable)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that this bidder is from __________, (Name of Country) and has been registered with the Competent Authority. I also certify that this bidder fulfills all the requirements in this regard and is eligible to be considered.

(Copy/ evidence of valid registration by the Competent Authority is to be attached)

Signature of Bidder/ Agent

Name: ___________________________
Designation: _______________________
Organization Name: __________________________
Contact No.: ____________________________
CERTIFICATE

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries and hereby certify that this bidder is not from such a country and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority.

OR (whichever is applicable)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries and hereby certify that this bidder is from ___________(Name of Country) and has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I also certify that this bidder fulfills all the requirements in this regard and is eligible to be considered.

(Copy/ evidence of valid registration by the Competent Authority is to be attached)

Signature of Bidder/ Agent

Name: __________________________

Designation: _____________________

Organization Name: __________________________

Contact No. : __________________________
# BID SUBMISSION

## Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in **two** Envelops as explained below:

<table>
<thead>
<tr>
<th>Envelope – 1</th>
<th>(Following documents to be provided as single PDF file)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sl. No.</td>
<td>Document</td>
</tr>
<tr>
<td>1.</td>
<td>Compliance Sheet (Annexure - I)</td>
</tr>
<tr>
<td>2.</td>
<td>Organization Declaration (Annexure - II)</td>
</tr>
<tr>
<td>3.</td>
<td>List of organizations/ clients where the same products have been supplied (in last two years) along with their contact number(s). (Annexure-III)</td>
</tr>
<tr>
<td>4.</td>
<td>Technical supporting documents in support of all claims made at Annexure-I</td>
</tr>
<tr>
<td>5.</td>
<td>Previous Supply Order (Annexure - IV)</td>
</tr>
<tr>
<td>6.</td>
<td>Financial Bid</td>
</tr>
</tbody>
</table>

**Note:** Comparison of prices will be done ONLY on the bids submitted for the Main Equipment and anything asked as ‘Optional’ in the specs is not to be included for overall comparison. Bids for optional items are to be submitted in ‘sheet2_Quote for optional items’.

<table>
<thead>
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<tr>
<td>Sl. No.</td>
<td>Document</td>
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<tr>
<td>1.</td>
<td>Financial Bid</td>
</tr>
</tbody>
</table>

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