



**National Games Secretariat  
for and on behalf of the  
Directorate of Sports & Youth Affairs,  
Government of Kerala**

**Chandrasekharan Nair Stadium, Palayam, Thiruvananthapuram, Kerala**

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**Tender Name: Request for Proposal (RFP) for Supply of Sports Goods and Equipment  
for the 35<sup>th</sup> National Games – Package 8 (Lawn bowls and Squash)**

**Tender No: 127/NGOC/2014-15**

The National Games of India is the premier Multi Discipline Sporting Event held in the country, once in every two years. The 35<sup>th</sup> National Games is now scheduled to be held in Kerala from January 31 to February, 14, 2015. This **“Request for Proposal” (“RFP”) for Supply of Sports Goods and Equipment for the 35<sup>th</sup> National Games** is issued by the **“National Games Secretariat” (“NGS”)** for and on behalf of **Director, Sports and Youth Affairs, Government of Kerala, on behalf of Governor of Kerala**. NGS is the Nodal Agency of the State Government of Kerala and is registered as a society under Travancore – Cochin Literary Scientific and Charitable Societies Act – 1955 mandated with the responsibility of organizing the 35<sup>th</sup> National Games.

NGS is in the process of procuring the items listed in Annexure D for the conduct of the Games. Further details of the Tender are given in this document.

**Chief Commissioner & Principal Coordinator  
National Games Secretariat,  
Chandrasekharan Nair Stadium, Palayam,  
Thiruvananthapuram, Kerala, India**

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## **1. Background**

The 35<sup>th</sup> National Games will be held in 31 Venues located across seven Districts of Kerala. Competitions will be held in 31 Disciplines, which will attract the crème-de-la-crème of the Sports Fraternity of India to the State of Kerala to participate in this largest multi-sport Event of India.

## **2. Scope of Work**

The Equipments/Goods covered in this RFP, listed in Annexure D, are to be delivered, unpacked and assembled for ready use at the Consignee Site. The respective Consignee Sites for each Sports Discipline is listed in Annexure F.

## **3. Delivery Period**

All the items listed in Annexure D of the RFP have to be delivered, assembled and installed at the respective consignee sites by 25<sup>th</sup> January, 2015.

## **4. Payment Modalities**

### **(i) On Delivery, Inspection and Acceptance**

90% of the total contract value after Inspection and acceptance, after all items have been supplied. NGS undertakes to get this inspection done within 3 days of delivery. The following documents have to be submitted on delivery:

1. Supplier's invoice showing contract number, Details and Description of goods, Quantity of Supplies , unit price and total amount;
2. Purchaser Receipt Certificate;
3. Packing list identifying contents of each package;

### **(ii) After Closing Day of Games**

10% payment after the Closing Day of the Games:

## **5. Bid Process:**

NGS is inviting Request for Proposal (RFP) from suitably qualified Agencies for this assignment. The RFP involves a two stage process, comprising of Technical Evaluation, followed by Financial

Evaluation of those technically qualified Agencies. To be considered for the technical evaluation, the Applicant should meet the minimum eligibility criteria set out below:

**A. Eligibility Criteria**

1. The Bidder should have at least 3 years of experience in the supply of sports goods/equipment as a supplier / trader / manufacturer.
2. Where ever applicable, the sports goods/equipment offered by the Bidder should have been approved by the National Sports Federation OR should have been used in at least 1 national level sporting event recognised by the National Sports Federation concerned.

**B. Technical Evaluation**

NGS has constituted a Technical Evaluation Committee for evaluating the Bids. As a first step NGS shall carry out the examination of the eligibility of the Bidder as a supplier / trader / manufacturer.

Then the Committee shall examine the technical acceptability of the sports goods / equipment offered. The products offered by the Bidder should be of a quality suitable for use in the National Games. The Committee shall assess the make, model and specifications of the goods / equipment offered to determine the suitability for use in the 35<sup>th</sup> National Games. This will be done on the basis of the brochures, certificates and other documents produced.

If found necessary, NGS may ask the Bidder to produce samples for completing evaluation.

**C. Financial Evaluation**

The Financial Bids of only the technically qualified Bidders shall be opened and the Bidder quoting the lowest amount for each item shall be selected as the “Successful Bidder”.

The Financial Bid quoted shall include the cost of supply, packing charges, duties, taxes, transport charges to the respective site, transit insurance, unloading charges and installation cost at site, if applicable. The Bidder may quote for supply of any item or all the items given in the List of requirements stated in **Annexure D**. The Bidder may identify the location of the applicable Venue from **Annexure F**.

## 6. *Timeline of Bid Process*

No	Events	Details
1	Issue of RFP Document	December 29, 2014
2	Last date for issue of Clarifications / Corrigenda	January 3, 2014
3	Last date & time for Submission of Bid	5 pm on January 7, 2015
4	Date and Time for Opening of Technical Bid	5.30 pm on January 7, 2015
5	Opening of Financial Bids	Will be intimated later

## 7. *Submission of Tender*

- A. Interested Bidders may submit their bid to the address mentioned below in a sealed envelope, superscribing the **Tender Name** and **Tender Number** on the Outer Envelope.
- B. Inside the Outer Envelope, there shall be two sealed Envelopes:
- i. The First Envelope shall contain the **Technical Bid** comprising of **Annexure A – Proforma for Technical Bid** and the Documents listed in **Annexure B**, superscribed “**Technical Bid**”.
  - ii. The Second Envelope shall contain the **Financial Bid** comprising of the financial quote given in **Annexure – C**, shall be submitted in duplicate, superscribed “**Financial Bid**”.
- C. The three Envelopes shall be superscribed with the following address and shall be delivered by hand / by post / by Courier at the below mentioned address before the closing time and date mentioned above:.

**Chief Commissioner & Principal  
Coordinator  
National Games Secretariat,  
Chandrasekharan Nair Stadium, Palayam,  
Thiruvananthapuram, Kerala, India**

**Phone: +91 471 230 2287**  
**Fax: +91 471 230 2267**  
**Email: [ngoc@kerala2015.com](mailto:ngoc@kerala2015.com);**  
**[purchase@kerala2015.com](mailto:purchase@kerala2015.com);**  
**[technical@kerala2015.com](mailto:technical@kerala2015.com);**

### **8. *Queries & Clarifications***

Bidders may send all their queries and clarifications to [purchase@kerala2015.com](mailto:purchase@kerala2015.com) with a copy to [technical@kerala2015.com](mailto:technical@kerala2015.com).

**Annexure – A**

**PROFORMA FOR TECHNICAL BID**

TO BE FILLED BY THE BIDDER

1. Name of the firm :
2. Address :
3. Telephone Nos. :
4. Mobile Phone Numbers with name of the contact person :
5. E-mail I.D. :
6. Name & Address of Proprietors/  
Partners/Directors of the applicant :
7. Permanent Account Number (PAN) of the Applicant (Attach Photocopy) :
8. Whether all the terms and conditions of the Tender Document are acceptable (*if not filled, it will be presumed that all the terms and conditions are acceptable*) :

Signature with date and Seal of the Tenderer

## **Annexure – B**

### **Documents to be submitted**

#### **A. List of Documents to be submitted along with the Technical Bid**

1. Completed Proforma of Technical Bid (**as per Annexure A**)
2. Demand Draft for **Rs 10,000/-** towards Earnest Money Deposit (Demand Draft should be in favour of “CEO & Secretary, National Games Secretariat”, payable at Thiruvananthapuram.)
3. Demand Draft for **Rs 1,050/-** towards Document Fee of Rs. 1,000/- plus VAT @ 5% (Demand Draft should be in favour of “CEO & Secretary, National Games Secretariat”, payable at Thiruvananthapuram.)
4. Photocopy of PAN card of Bidder
5. Compliance Statement (As per **Annexure E**)
6. Brochures, Certificates, Purchase orders and other relevant documents.
7. Documentary proof for approval of goods by National Federations or usage in National level sporting event.

#### **B. Financial Bid (in separate sealed cover)**

1. Financial Bid filled in and submitted in duplicate in the format given as **Annexure – C**.

## Annexure – C: Proforma for Financial Bid

Tender Name: Lawn bowls and Squash

Tender Number:127/NGOC/2014-15

Bidder's Name:

Price Schedule: To be entered in Indian Rupees (INR/Rs.)

1	2	3	4	5	6	7	8	9	
SI No	Category	Item	Quantity	Units	Ex-factory / Ex-Godown Basic Price (Price per Unit in Rs.)	"Cost of Packing and Forwarding (Price per Unit in Rs.)"	"Excise Duty, if applicable And CST/VAT (Price per Unit in Rs.)"	"Freight to NGS Site, Transit Insurance, Unloading and incidental Costs till NGS's Site (Price per Unit in Rs.)"	Landed Cost at NGS's Site (Price per Unit in Rs.) (5+6+7+8)
1	Lawn Bowls	25m Marker pegs (Iron)	8	Number					
2		Jack Marker Pegs	20	Number					
3		Rink Numbers (2 per number, double sided)	24	Number					
4		40m string (6mm) rolls	4	Number					
5		Lawn Bowls Scoreboard (Manual) Points 0-9, with Scoreboard Name Plates (multiple name plate for each Team)	10	Set					
6		Bowl Disk Sticker (60 Small, 60 Big, x 8 different colours)	960	Number					
7		Lawn Bowls Cloth (Lawn Bowl Towel)	250	Number					
8		Box String measure with auto release / rewind	24	Number					



9		Calibrated Wedges (Sets) Rubber	24	Set					
10		Grip and Polishing Cream	4	Set					
11		Mats (2 per set)	12	Set					
12		Measuring Callipers (12")	4	Number					
13		Measuring Callipers (6")	4	Number					
14	Squash	Squash Balls (Double Dot)	72	Number					
15		Stringing Machine	1	Number					
<b>Total Amount (in Figures):</b>									
<b>Total Amount (in Words):</b>									

Signature with date and Seal of the Tenderer

**Annexure D: List of items to be supplied**

<b>Sl No</b>	<b>Discipline</b>	<b>Item</b>	<b>Quantity</b>	<b>Units</b>
1	Lawn Bowls	25m Marker pegs (Iron)	8	Number
2		Jack Marker Pegs	20	Number
3		Rink Numbers (2 per number, double sided)	24	Number
4		40m string (6mm) rolls	4	Number
5		Lawn Bowls Scoreboard (Manual) Points 0-9 , with Scoreboard Name Plates (multiple name plate for each Team)	10	Set
6		Bowl Disk Sticker (60 Small, 60 Big, x 8 different colours)	960	Number
7		Lawn Bowls Cloth (Lawn Bowl Towel)	250	Number
8		Box String measure with auto release / rewind	24	Number
9		Calibrated Wedges (Sets) Rubber	24	Set
10		Grip and Polishing Cream	4	Set
11		Mats (2 per set)	12	Set
12		Measuring Callipers (12")	4	Number
13		Measuring Callipers (6")	4	Number
14	Squash	Squash Balls (Double Dot)	72	Number
15		Stringing Machine	1	Number

## Annexure E: Format for Compliance Statement

<b>Name of Bidder:</b>				
		<b>Details of equipment offered by Bidder</b>		
<b>Sl No</b>	<b>Item</b>	<b>Make</b>	<b>Model</b>	<b>Detailed Specifications</b>
<b>1</b>	25m Marker pegs (Iron)			
<b>2</b>	Jack Marker Pegs			
<b>3</b>	Rink Numbers (2 per number, double sided)			
<b>4</b>	40m string (6mm) rolls			
<b>5</b>	Lawn Bowls Scoreboard (Manual) Points 0-9 , with Scoreboard Name Plates (multiple name plate for each Team)			
<b>6</b>	Bowl Disk Sticker (60 Small, 60 Big, x 8 different colours)			
<b>7</b>	Lawn Bowls Cloth (Lawn Bowl Towel)			
<b>8</b>	Box String measure with auto release / rewind			
<b>9</b>	Calibrated Wedges (Sets) Rubber			
<b>10</b>	Grip and Polishing Cream			
<b>11</b>	Mats (2 per set)			
<b>12</b>	Measuring Callipers (12")			
<b>13</b>	Measuring Callipers (6")			
<b>14</b>	Squash Balls (Double Dot)			
<b>15</b>	Stringing Machine			

Attach Brochures and copies of Purchase Orders / Certificates / other documents as may be available.

Signature with date and Seal of the Tenderer

## Annexure F: List of Venues

Sl No	Name of Venue	Events / Competition Disciplines
<b>Thiruvananthapuram</b>		
1	Aquatic Complex, Pirappancode	Aquatics, comprising of Swimming, Diving & Water Polo
2	University Stadium, Palayam	Athletics
3	Jimmy George Indoor Stadium , Vellayambalam	Gymnastics & Handball
4	Shanghumugham Beach	Beach Handball
5	Sreepadam Stadium, Attingal	Kabaddi & Kho Kho
6	Indoor Stadium, Agricultural College, Vellayani	Netball & Taekwondo
7	NH Bye pass, Kovalam	Triathlon
8	Tennis Complex, Kumarapuram	Tennis
9	Karyavattom Stadium/LNCPE	Wushu
10	Chandrasekharan Nair Stadium, Palayam	Squash
11	LNCPE Velodrome, Karyavattom	Cycling
12	New Shooting Range, Vattiyoorkavu	Shooting
<b>Kollam</b>		
13	New Hockey Stadium, Ashramam	Hockey
14	Lal Bahadur Shastri Corporation Stadium	Rugby 7s
<b>Alappuzha</b>		
15	Vembanad Lake	Canoeing & Kayaking and Rowing;
<b>Ernakulam</b>		
16	Jawahar Lal Nehru Stadium, Kaloor	Archery
17	Rajiv Gandhi Indoor Stadium, Kadavanthra	Badminton & Table Tennis
18	CIAL Trade Fair Centre, Nedumbassery	Fencing
19	CIAL Golf Course, Nedumbassery	Lawn Bowls
20	Munambum Beach	Yachting
<b>Thrissur</b>		
21	Corporation Stadium, Thrissur	Football (Women)
22	VKN Menon Indoor Stadium	Judo & Weightlifting
23	Indoor Stadium, Thriprayar	Boxing
24	Police Academy Shooting Range, Thrissur	Shooting – Trap & Skeet
<b>Kozhikode</b>		
25	Corporation Stadium	Football ( Men)
26	Medical College Ground	
27	VKK Menon Indoor Stadium	Volleyball
28	Kozhikode Beach	Beach Volleyball
<b>Kannur</b>		
29	Indoor Stadium, Mundayad	Basketball & Wrestling

## **Annexure G: Terms & Conditions**

1. **Document Fee:** The Bidder shall be required to remit a non-refundable sum of Rs. 1000/-, plus VAT @ 5% (Total Amount : Rs 1,050/-) towards the cost of the Document Fee as a Demand Draft in favour of “CEO & Secretary, National Games Secretariat”, payable at Thiruvananthapuram. Any Bid that is not accompanied by the Document Fee, shall be summarily rejected.
2. **Earnest Money Deposit:** The bidders are required to send their tenders along with a Demand Draft of Rs.10,000/- (Rupees Ten Thousand only) drawn in favour of “CEO & Secretary, National Games Secretariat” payable at Thiruvananthapuram, as Earnest Money Deposit, which will be refunded to the unsuccessful Bidders on their written request. The Earnest Money of the Successful Bidder will be refunded upon submission of the Performance Security Deposit and award of work. The Earnest Money Deposit shall be forfeited under the following circumstances:
  - i. If a Bidder withdraws his bid or increases the quoted prices during the period of bid validity, or its extended period; or
  - ii. In the case of a successful Bidder, if s/he fails within the specified time limit to:
    - (a) Sign the Contract or,
    - (b) Furnish the required Performance Security Bank Guarantee.
3. **Performance Security:** The successful bidder shall have to give performance security @10% (by way of Demand Draft) of the total amount quoted by the successful bidder within one week from the date of receiving of the Letter of Award, which will be refunded after 60 days from the date of completion of the contract successfully and payment of last Bill whichever is later.
4. **Warranty**
  - a. Wherever applicable, all the equipments supplied by the Selected Agency shall be guaranteed for satisfactory performance for a period of 18 months from the date of delivery at site specified by NGS. If any of the items are found defective due to design, materials or workmanship or from any act or omission of the supplier during these 18 months, the selected bidder shall promptly replace or rectify the defective items within a reasonable time free of cost, at the destination.

- b. If the supplier, having been notified of the defects, fails to rectify/replace the defect(s) in reasonable timeframe, NGS may proceed to take such remedial action(s) as deemed fit by the NGS, at the risk and expense of the Selected Bidder and without prejudice to other contractual rights and remedies, which NGS may have against the supplier.

## **5. Variation of Quantities**

Authority reserves the right to increase/decrease the quantity of goods and services ordered from that in Annexure D without any change in the unit rates and other terms & conditions specified in this document.

## **6. Packing of Equipment**

The Equipment should be provided with suitable strong and durable packing to withstand all sorts of transit hazards, rough handling during transit and storage, till it reach the final designated delivery site.

7. The Tender may be sent by post sufficiently early so as to reach the National Games Secretariat or may be delivered by hand to the office of the undersigned within the closing date and time for submission of the tender.
8. Over-writing/over-typing or erasing of the figures in the tender submitted by the bidder are not allowed and shall render the tender invalid, if it appears to be ambiguous and doubtful.
9. Conditional tenders will be rejected outright.
10. Tender once submitted shall not be allowed to be withdrawn or altered.
11. The National Games Secretariat, in its discretion, reserves the right to reject or accept any or all the tenders, partly or completely, at any time without assigning any reason therefore.
12. The National Games Secretariat reserves the right to terminate the contract at any time, if the services of the successful bidder are not found satisfactory.
13. The supplier shall not claim any interest on payments under the contract.
14. Where there is a statutory requirement for tax deduction at source, such deduction towards income tax and other taxes as applicable will be made from the bills payable to the Supplier at rates as notified from time to time.
15. The supplier shall send its claim for payment in writing, when contractually due, along with relevant documents etc., duly signed with date, to the Purchaser.

16. Indemnity

Successful bidder shall at its expense and to the maximum extent permitted by law, will indemnify NGS from all claims, judgements, actions, suits, proceedings, liabilities, costs, damages arising out of or relating to (a) any negligent act or omission or intentional wrongdoing of the successful bidder; (b) any claim that the provision or utilization of any service or any portion thereof infringes the intellectual property rights of any third party.

17. Independent Contractor

Successful bidder acknowledges that it is acting as an independent contractor and that the successful bidder is solely responsible for its actions or inactions, and nothing will be construed to create an agency or employment relationship between NGS and NGS or its representatives.

18. Jurisdiction

Litigations, if any, arising out of the RFP shall be subject to the jurisdiction of the Courts at Thiruvananthapuram, Kerala, India and will be governed by the Laws of India.

19. Applicable Law

The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.