



**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 35th National Games – Package 1 (Aquatics)**

Tender No: 120/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 35th 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 35th 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 35th 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**

Phone: +91 471 2302287

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1. Background

The 35th 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 25th 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 35th 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;
purchase@kerala2015.com;
technical@kerala2015.com;

8. *Queries & Clarifications*

Bidders may send all their queries and clarifications to purchase@kerala2015.com with a copy to 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: Aquatics | | | | | | | | | |
|----------------------------------------------------------|----------------------------------------------------------------------------------|----------|--------|-------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|----------------------------|
| Tender Number:120/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 | 10 |
| SI No | 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) | Total Value In Rs. (9 x 3) |
| 1 | Ball cage to hold 10 balls | 2 | Number | | | | | | |
| 2 | Ball releasing mechanism | 1 | Number | | | | | | |
| 3 | Limp nets for goal post | 2 | Number | | | | | | |
| 4 | Diving score card water proof size 10" x 6" (0-10 number) | 8 | Number | | | | | | |
| 5 | Lanes storage real aluminium | 12 | Number | | | | | | |
| 6 | Backstroke turn indicators | 4 | Number | | | | | | |
| 7 | Flag for goal judges & Secretaries 35 cm x 20 cm (each set 3red, 3 wite, 1 blue) | 2 | Set | | | | | | |

| | | | | | | | | | |
|-----------------------------------|---------------------------------------------------------------------------------------------------------|----|--------|--|--|--|--|--|--|
| 8 | Water Polo field indicator flags mounted on stand total height 18" (White, Red, Yellow & Green 5 each) | 20 | Number | | | | | | |
| 9 | Sprinkler Mechanism agitator | 1 | Number | | | | | | |
| 10 | Competitors robe carry Plastic deep dry baskets | 20 | Number | | | | | | |
| 11 | False start rope 35mts Length | 4 | Number | | | | | | |
| 12 | Floating Goal post (as per FINA specification) | 4 | Number | | | | | | |
| 13 | Water Polo Field float ropes with different colors as per FINA specification 2 x 32 mts and 2 x 26 mts. | 2 | Number | | | | | | |
| 14 | Anti wave lanes 50mts long | 12 | Number | | | | | | |
| 15 | Water polo balls for Men | 25 | Number | | | | | | |
| 16 | Water Polo Balls for Women | 20 | Number | | | | | | |
| 17 | Water Polo ear protector caps with number sets | 4 | Number | | | | | | |
| 18 | Brass Bell(brass/Gun metals)4" dia with handle(8"x 10" height) | 10 | Number | | | | | | |
| 19 | Stop watches 1/100 sec | 30 | Number | | | | | | |
| Total Amount (in Figures): | | | | | | | | | |

Total Amount (in Words):

Signature with date and Seal of the Tenderer

Annexure D: List of items to be supplied

| Sl No | Discipline | Item | Quantity | Units |
|-------|------------|---------------------------------------------------------------------------------------------------------|----------|--------|
| 1 | Aquatics | Ball cage to hold 10 balls | 2 | Number |
| 2 | | Ball releasing mechanism | 1 | Number |
| 3 | | Limp nets for goal post | 2 | Number |
| 4 | | Diving score card water proof size 10" x 6" (0-10 number) | 8 | Number |
| 5 | | Lanes storage real aluminium | 12 | Number |
| 6 | | Backstroke turn indicators | 4 | Number |
| 7 | | Flag for goal judges & Secretaries 35 cm x 20 cm (each set 3red, 3 wite, 1 blue) | 2 | Set |
| 8 | | Water Polo field indicator flags mounted on stand total height 18" (White, Red, Yellow & Green 5 each) | 20 | Number |
| 9 | | Sprinkler Mechanism agitator | 1 | Number |
| 10 | | Competitors robe carry Plastic deep dry baskets | 20 | Number |
| 11 | | False start rope 35mts Length | 4 | Number |
| 12 | | Floating Goal post (as per FINA specification) | 4 | Number |
| 13 | | Water Polo Field float ropes with different colors as per FINA specification 2 x 32 mts and 2 x 26 mts. | 2 | Number |
| 14 | | Anti wave lanes 50mts long | 12 | Number |
| 15 | | Water polo balls for Men | 25 | Number |
| 16 | | Water Polo Balls for Women | 20 | Number |
| 17 | | Water Polo ear protector caps with number sets | 4 | Number |

| | | | | |
|----|--|-----------------------------------------------------------------|----|--------|
| 18 | | Brass Bell(brass/Gun metals)4" dia with handle(8"x 10" height) | 10 | Number |
| 19 | | Stop watches 1/100 sec | 30 | Number |

Annexure E: Format for Compliance Statement

| Name of Bidder: | | | | |
|------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------|--------------------------------|
| | | Details of equipment offered by Bidder | | |
| Sl No | Item | Make | Model | Detailed Specifications |
| 1 | Ball cage to hold 10 balls | | | |
| 2 | Ball releasing mechanism | | | |
| 3 | Limp nets for goal post | | | |
| 4 | Diving score card water proof size 10" x 6" (0-10 number) | | | |
| 5 | Lanes storage real aluminium | | | |
| 6 | Backstroke turn indicators | | | |
| 7 | Flag for goal judges & Secretaries 35 cm x 20 cm (each set 3red, 3 wite, 1 blue) | | | |
| 8 | Water Polo field indicator flags mounted on stand total height 18" (White, Red, Yellow & Green 5 each) | | | |
| 9 | Sprinkler Mechanism agitator | | | |
| 10 | Competitors robe carry Plastic deep dry baskets | | | |
| 11 | False start rope 35mts Length | | | |
| 12 | Floating Goal post (as per FINA specification) | | | |
| 13 | Water Polo Field float ropes with different colors as per FINA specification 2 x 32 mts and 2 x 26 mts. | | | |
| 14 | Anti wave lanes 50mts long | | | |
| 15 | Water polo balls for Men | | | |

| | | | | |
|-----------|-----------------------------------------------------------------|--|--|--|
| 16 | Water Polo Balls for Women | | | |
| 17 | Water Polo ear protector caps with number sets | | | |
| 18 | Brass Bell(brass/Gun metals)4" dia with handle(8"x 10" height) | | | |
| 19 | Stop watches 1/100 sec | | | |

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 |
|---------------------------|-------------------------------------------------|-------------------------------------------------------|
| Thiruvananthapuram | | |
| 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 |
| Kollam | | |
| 13 | New Hockey Stadium, Ashramam | Hockey |
| 14 | Lal Bahadur Shastri Corporation Stadium | Rugby 7s |
| Alappuzha | | |
| 15 | Vembanad Lake | Canoeing & Kayaking and Rowing; |
| Ernakulam | | |
| 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 |
| Thrissur | | |
| 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 |
| Kozhikode | | |
| 25 | Corporation Stadium | Football (Men) |
| 26 | Medical College Ground | |
| 27 | VKK Menon Indoor Stadium | Volleyball |
| 28 | Kozhikode Beach | Beach Volleyball |
| Kannur | | |
| 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.