



## **Request for Proposal (RFP) for Hiring Commercial Space on Lease Rental Basis at the Games Village of the 35<sup>th</sup> National Games**

**Tender No: 153/NGOC/2014-15**

**Date:21.01.2015**

### ***1.1 Notice Inviting Tender***

The Chief Commissioner & Principal Coordinator, National Games Secretariat (NGS), invites manual tenders from reputed Agencies/Vendors for hiring commercial/retail space on lease rental basis in Games Village at Menamkulam developed in connection with the 35<sup>th</sup> National Games, scheduled to be held from 31<sup>st</sup> January 2015 to 14<sup>th</sup> February 2015.

NGS reserves the right to reject all or any of the offers in full or in part without assigning any reason thereof. Canvassing in any form will disqualify the tender. Normal Validity period of the Tender documents shall be 120 days. NGS shall not be responsible for tenders lost in Transit/Postal delay. The tender documents received after the due date and time will not be entertained.

### ***Key Dates***

<b>No</b>	<b>Events</b>	<b>Details</b>
1	Commencement of issuance of RFP document	January 21, 2015
2	Last date for Submission of Bid	11:00 am, January 24, 2015
3	Date and Time for Opening of Technical Bid	11:30 am, January 24, 2015
4	Date and Time of Opening of Financial Bids	2.30 pm, January 24, 2015
5	Declaration of Successful Bidder	3:00 pm, January 24,2015

### ***Document Fee and Earnest Money Deposit***

1	<b>Document Fee</b>	Rs. 1000/- + 5% VAT (Rupees One Thousand Five Hundred+ 5% VAT)
2	<b>Earnest Money Deposit</b>	Rs. 10000/- (Rupees Ten Thousand Only)

1. The Bidders are required to quote for the entire area detailed in Section 1.3, failing which the Bid will not be considered for evaluation.
2. The Bidder quoting the highest amount (H-1 bidder) will be declared as the Successful Bidder.
3. The tender document can be downloaded from the website [www.kerala2015.com](http://www.kerala2015.com)
4. Key Address and Contact Details are as follows:

#### **For all queries and clarifications on the RFP**

Chief Commissioner & Principal Coordinator

National Games Secretariat, Chandrasekharan Nair Stadium, Palayam,

Thiruvananthapuram-695033, Kerala. Phone: +91 471 -2302287

Email: [gamesvillage@kerala2015.com](mailto:gamesvillage@kerala2015.com), [ngoc@kerala2015.com](mailto:ngoc@kerala2015.com), Website: [www.kerala2015.com](http://www.kerala2015.com)

### ***1.2 Background of the Tender***

- a. The National Games of India is the premier Multi Discipline Sporting Event held in the country, once in every two years. As the custodian of the National Games, the Indian Olympic Association (IOA) has allotted the 35<sup>th</sup> National Games to the State of Kerala in South India. The Games are scheduled to be held from 31<sup>st</sup> January 2015 to 14<sup>th</sup> February 2015.
- b. The National Games Secretariat (the “NGS”) is the Nodal Agency of the State Government of Kerala, mandated with the responsibility of organizing the 35<sup>th</sup> National Games of India.
- c. The Games are expected to be held during a 15 day period held from 31<sup>st</sup> January 2015 to 14<sup>th</sup> February 2015, in 29 Competition Venues located across seven Districts of the State of Kerala. Competitions will be held in 31 Sports 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.

- d. Of these, the Event Venue and 12 Competitions Venues are located in Thiruvananthapuram for holding 15 Sports Disciplines and hence 50% of the total participants are to be accommodated in Trivandrum.
- e. A Games Village is being developed in Thiruvananthapuram District for accommodating over 4,000 Sports persons, Team Officials and Coaches coming to the District. It is coming up in 12.50 hectares (31.00 acres) of land in Menamkulam, 3 kms from Kazhakkuttam, in the north-western suburbs of the City.
- f. The Games Village, coming up in a 12.50 hectare (31 acre) parcel of land, along the eastern bank of Parvathi Puthanar Canal, will include:
- A. **Residential Zone** being constructed through Polyurethane Foam (PUF) based Pre-painted GI Steel Sandwich Panel construction comprising of the following:
- 365 Housing Units (190 in Men's Section and 175 in the Women's Section to house athletes and officials;
  - 40 Housing Units for Chef-De-Missions with conference facilities and dining area
- B. **Common Amenities Zone** comprising of Social infrastructure, viz., Welcome Plaza, commercial and retail spaces, Kitchen and Food Court for the participants, Common Dining Area/canteen for visitors, Gymnasiums, Training areas and indoor halls; etc. developed through temporary overlays;
- C. **Village Operation and Support Zone** comprising of Entry Plaza, Security out post, transport mall, and other services developed through temporary overlay;
- D. **Utilities Zone** comprising of Water Storage and Treatment area and distribution network, Sewage Collection and Treatment area and sewerage network, Power and distribution network.
- g. The Games Village (GV) is intended to house up to a maximum of 4,500 participants and is expected to have a maximum of 1,000 visitors on a particular day during the course of 20 days of occupancy period.

In light of the above, the intention of the National Games Organizing Committee (NGOC) is to provide residents with best in class services to make it a memorable living experience, ensuring the provision of cost effective services in line with internationally accepted good practices and applicable laws.

For the convenience of the inmates of the Games Village, NGOC is planning to provide retail outlets for the essential items and is soliciting proposals for selection of an Agency to identify vendors/service providers for a period of 20-25 days.

### **1.3 Commercial Space Offered**

The shopping plaza at the games village is envisaged as a mini shopping mall with an array of shops. Space measuring 3200 Sq ft (80ft x 40ft) is earmarked for shopping plaza which is divided into 10 smaller units of 100 Sq ft 10ft x 10 ft to house different vendors for providing convenience shopping to the residential group at the Games village and 48 Sq ft (6ft x 8ft) for ATM counters as per **Annexure 2**. It is rightly located at the right side upon entrance to the games village adjoining the Housing Units.

The offered premises have 24x7 drinking water supply, 3-phase electricity connection with power back up, toilets and other basic amenities.

The Shopping Plaza includes:

- **ATM Counters**

**ATM** counters shall be strategically located to dispense money for all the occupants.

- **Grocery Stores**

The **grocery store** shall contain items such as Shaving kit, shampoos, soaps, toothpaste, detergents, Hair Oil, and all stationery items. and also have necessary clothing, undergarments, towels, etc.

- **Pharmacy Stores**

The **Pharmacy stores** shall have the all the necessary first aid provisions and also other OTC medicines.

- **Saloon**

The shopping plaza at the games village also features a **saloon** to enable the residents to maintain the grooming standards required by them.

- **Business Centre**

The Business Centre shall contain Photocopying, scanning, printing and internet facilities.

- **Souvenir Stall**

A space is earmarked at shopping plaza shall hold **souvenirs** from the state tourism department, handicrafts Corporation, forest department, etc. that projects the cultural heritage of the state.

## ***1.4 Scope of Tender***

1. The Selected Bidder(s) should take up the bare shell on lease from NGS at Games Village, Menamkulam, Thiruvananthapuram for the duration specified.
2. The Selected Bidder(s) shall identify vendors for setting up shops for sale of items/offering their services by subleasing the space to vendors as listed below:
3. The Selected Bidder(s) is required to provide vendors for the sale of essential items/provision of basic services at Games Village as per the terms and conditions and manage the shopping plaza during the operation period.

## ***1.4 Submission of Tender***

Interested Applicants may submit their bid to the address mentioned below in a sealed Envelope, superscribing “**Request for Proposal (RFP) for Hiring Commercial Space on Lease Rental Basis at the Games Village of the 35<sup>th</sup> National Games**”, before **11:00 am, January 24, 2015**. The envelope should contain:

1. The completed proforma as per **Annexure 1**
2. Demand Drafts for Earnest Money Deposit and Document Fee

**Chief Commissioner & Principal Coordinator  
National Games Secretariat,  
Chandrasekharan Nair Stadium, Palayam,  
Thiruvananthapuram, Kerala, India  
Phone: +91 471 2302287  
Fax: +91 471 2302267  
Email: [ngoc@kerala2015.com](mailto:ngoc@kerala2015.com),  
[purchase@kerala2015.com](mailto:purchase@kerala2015.com)**

## Annexure 1: Proforma for Submitting Bid

From

**Name of Bidder:**

**Address:**

**Contact Person:**

**Telephone:**

**Email:**

To

**Chief Commissioner & Principal Coordinator**

**National Games Secretariat,**

**Chandrasekharan Nair Stadium, Palayam,**

**Thiruvananthapuram, Kerala, India**

**Phone: +91 471 2302287**

Sir,

The all-inclusive rate we offer for hiring the commercial space is given below

S No.	Item	Quantity (A)	Units	Rate per Unit (in Rs), inclusive Of all Taxes and all Other Charges (B)		Total Amount In Rs. (Rate * Quantity) (C)= (AxB)	
				In Figures	In Words	In Figures	In Words
1	Commercial Space	1640	Sq ft				

I/We hereby agree to the Terms and Conditions specified in Appendix 1.

\*I/We am/are remitting/have separately remitted the required amount of Rs.....  
(Rupees..... only) as earnest money.

Yours faithfully

Signature & Seal .....

Address... ..

Date:

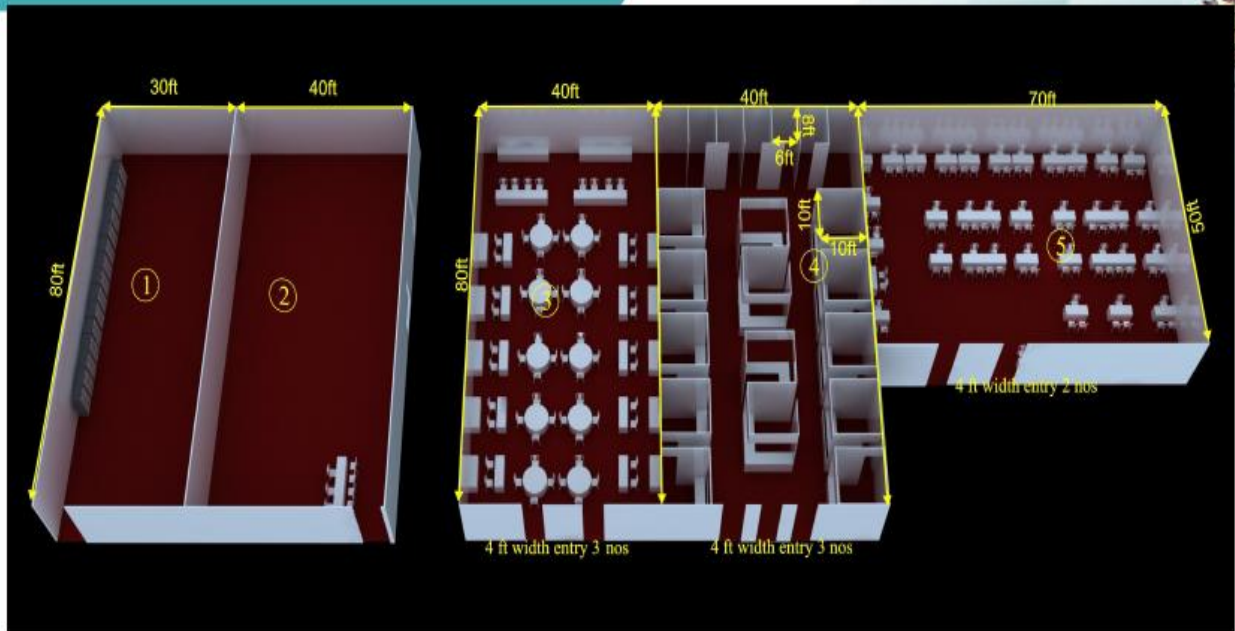
\*(To be scored in cases where no earnest money deposit is furnished)

**Name of Bidder:**

**Signature and Seal of Bidder:**

## Annexure 2: Indicative layout of the space on offer

### Telecom Center, Canteen, Shops & ATM



① CLOAK ROOM(30X80ft)  
>30 Lockers

② TRANSPORTATION DESK(40X80ft)

③ INDEPENDENT CANTEEN(40X80ft)

④ SHOPS AND ATM(40X80ft)

>Shops 10X10ft-14nos

>ATM 6X8ft-5nos

⑤ KIOSK AND TELECOM CENTER(70X50ft)



## Appendix 1: Terms & Conditions

- Document Fee:** The Bidder shall be required to remit a non-refundable sum of Rs. 1,000/-, plus VAT @ 5% 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.
- 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.
- 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 3 days from the date of receiving of the Letter of Award, which will be refunded after 30 days from the date of completion of the contract successfully and payment of last Bill whichever is later.
- NGS reserves the right to not to follow up this RFP, modify the RFP process or terminate the entire RFP Process, without assigning any reason or without any obligation to any of the Applicants.
- This RFP in no way forms any commitment or indication of any business from NGS. Submission of the RFP shall not guarantee an automatic selection or empanelment of the Applicant.
- Each Applicant shall be liable to individually bear the cost of data collection, preparation and submission of this RFP.
- Whilst the information in this RFP has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither NGS, nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed work, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP document or on which this RFP document is based or with respect to any written or oral information made or to be

made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

8. 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 NGS within the closing date and time for submission of the tender.
9. The tender received after due date and/or time and/or without earnest money (unless he is a registered vendor for t for shall be summarily rejected.
10. 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.
11. Conditional tenders will be rejected outright.
12. Tender once submitted shall not be allowed to be withdrawn or altered.
13. 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.
14. 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.
15. Lease Rent shall be paid by the Bidder to NGS on execution of the lease agreement.
16. The offer should remain valid at least for a period of 120 days to be reckoned from the last date fixed for the submission of Tender.
17. NGS reserves the right to vary the space to be offered on lease and also to lease out to more than one agency.
18. Interested Bidders may visit the space offered at the Games Village.
19. Canvassing in any form will disqualify the Tender.