



SPORTS AUTHORITY OF INDIA – LNCPE,
THIRUVANANTHAPURAM

Expression of Interest (EOI) – Operation And Maintenance Of
Tennis Courts (3nos)

At SAI – LNCPE Centre Thiruvananthapuram.

EOI Closing Date	25.01.2019
Address	PRINCIPAL SPORTS AUTHORITY OF INDIA LAKSHMIBAI NATIONAL COLLEGE OF PHYSICAL EDUCATION KARYAVATTOM, TRIVANDRUM- 695581
Contacts Nos.	0471- 2416886

1. Introduction

The Sports Authority of India (SAI), was set up as a Society registered under Societies Act, 1860 in pursuance of the Resolution No. 1-1/83/SAI dated 25th January 1984 of the Department of Sports, Govt. of India with the objective of promotion of Sports and Games as detailed in the Resolution. Subsequently, in order to adopt an integrated approach towards promotion and development of sports consciousness, the erstwhile Society for National Institutes of Physical Education & Sports (SNIPES) consisting of NSNIS Patiala at its centers and the two LNCPEs located at Gwalior and Thiruvananthapuram were merged with SAI w.e.f. 1st May 1987. The LNCPE Gwalior was however, delinked from SAI in September 1995 on attaining the status of a “Deemed University”.

SAI LNCPE owns and developed the complex at Kariyavattom, Trivandrum and it has operated as a tennis centre since 1987. The Centre comprises of three lit, two unlit clay, and one hard tennis courts. There are other sports facilities viz. synthetic athletics track, football ground, gym, etc. for the support of the game.

BROAD OBJECTIVES OF SAI - LNCPE

In order to groom the junior level sports persons in the age group of 06-18 years, SAI Training Centres (STC) are established in a State where the sports infrastructure is provided by the respective State Governments.

Contract

The contract period will be for an initial period of **ONE** year with a further option to extend for a further two years subject to SAI – LNCPE’s discretion.

2. Conditions of EOI

Conditions

- a. The EOI does not constitute an offer of any kind.
- b. Information provided is intended to reflect and summarise information concerning SAI – LNCPE’s Thiruvananthapuram centre.
- c. The information is provided in good faith but without warranty as to its completeness or accuracy.
- d. Prospective bidders are required to provide full details of any proposal

- e. SAI – LNCPE’s Thiruvananthapuram centre accepts no liability or obligation for costs incurred by or on behalf of any person making a submission in response to this call for Expressions of Interest.
- f. The information provided to SAI – LNCPE’s Thiruvananthapuram centre in response to this call for Expressions of Interest will be treated as confidential and will only be used to evaluate the proposal.
- g. Interested parties are expected to undertake their own investigations and enquiries in respect of the site and all issues relating thereto.
- h. The submission of EOI should be in the prescribed format which can be download from SAI- LNCPE website. The EOI with all details as per the notification should reach the SAI- LNCPE office on or before the date shown in the above notification. EOIs received after the prescribed time / Date will not be entertained.

Shortlisting

- a. After the closing date for EOI, SAI – LNCPE reserves the right to contact the parties and seek additional information for the clarification of any matter contained in their EOIs.
- b. After considering the EOI, SAI – LNCPE’s Thiruvananthapuram centre reserves the right to:
 - i. Accept the offer
 - ii. Reject any or all of the EOI and call for new EOI
 - iii. Invite further, detailed information to the proposals
 - iv. Shortlist at SAI – LNCPE’s Thiruvananthapuram centre discretion

3. Contents of the EOI

Each EOI should contain the following details

- a. Name, address and registration details of the tenderer
- b. Whether the party is incorporated, associations, clubs and the names and addresses of the office bearers.
- c. Whether the party is single, state the names and addresses of the individual
- d. Details of any affiliations with associations.
- e. Information on telephone and email contacts of the party
- f. Any other matters considered appropriate
- g. Details of three references (not related to the party).
- h. Evidence of the financial capability of the party to meet the financial obligations of any lease resulting from this EOI (Audited statement of account or attested bank statement for the year 2018)

4. Timetable

The SAI – LNCPE will strive to meet the following timetable but may, in its absolute discretion, alter it at any stage to cater for changed circumstances.

Date	Stage
01/01/2019	Notification
25/01/2019	For submission of EOI
Shall be notified separately	Declaration of selection of agency / party
Shall be notified separately	Date of commencement of contract

5. SAI – LNCPE’s Thiruvananthapuram center contacts.

Any prospective tenderer can contact the following officers prior to 2018 to discuss any aspect of this Expression of Interest or for site inspection:

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6. Assessment of EOI

EOIs will be evaluated in accordance with the following criteria:

Financial Offer	80%
Strategic fit with the programme (Tennis)	20%

SAI – LNCPE’s Thiruvananthapuram will have every right in the evaluation of EOIs and selection process. SAI – LNCPE’s Thiruvananthapuram centre retains absolute discretion as to the manner in which it applies those criteria to select the successful bidder.

Interested parties should inevitably furnish all the details sought under Sections 3, 7 to 13. Parties can also provide any additional information they consider relevant.

7. Financial offer

EOI should in unambiguous terms indicate the financial offer **“that is the percentage of revenue share the party will pay SAI – LNCPE Thiruvananthapuram centre in first Year, and increase proposed for subsequent years.”** in the space provided in the prescribed format.

8. Strategic fit with SAI – LNCPE (To be prepared and submitted separately along with the EOI)

The Centre Operator will be required to work and interact with SAI – LNCPE in a collaborative and mutually benefitting manner. The following matters should be addressed:

How your services and programs will enhance the status of SAI – LNCPE and how it will aid in promoting and organizing tennis programme within its boundaries

The scope and range of the services that you will provide at the facility and the rates of user fee proposed to be changed per month on the customers.

How you will encourage your customer base (especially juniors) to become involved with SAI – LNCPE / affiliated clubs and participate in Association tournaments, competitions and events.

9. Scope of Services

Facility Management

SAI – LNCPE aligns with Tennis objectives to ensure community access to more venues, supporting management that ensures that facilities are great places to play tennis while also engaging the broader community in social and physical activities.

Programs and initiatives should be included in your operating model to cater for all levels of the playing spectrum with easy access, enjoyable play, and engaging programs. SAI – LNCPE’s principles have been identified that underpin healthy, vibrant tennis venues that effectively service their communities.

The proper maintenance and upkeep of the infrastructures.

Service Provider's Requirements

Given below is a set of minimum requirement of service delivery expected from the selected agency but is not designed to be complete and exhaustive with interested parties invited to respond to the below and indicate other services proposed for the venue.

Administration and registration

- a. The bidder must be a registered organization.
- b. Player connectivity with AITA/ITF (registration)
- c. Inclusive programs and services for all tennis players
- d. Annual operational reporting and annual audit of accounts in line with contract requirements / as per MoA of the organization.
- e. All staff to be appropriately experienced and qualified and especially coaching staff must have minimum 3years' experience in tennis coaching in India or abroad.

Programs and Services

- a. Social and community court access - flexible booking process including use of approved online booking systems
- b. Group and private tennis coaching lessons
- c. Beginner / intermediate / advanced tennis coaching programs
- d. Other age appropriate coaching and fitness programs.
- e. School programs
- f. Social competition and tournament participation, including supporting participation in AITA/KTAorganized tournaments, competitions and other events
- g. Events and activations schedule
- h. Retail and Merchandise

10. Centre Management Experience and Skills

Details Required:

- a. The management and staff structure the agency proposes to implement and the defaults of personnel the party proposes to appoint.
- b. A statement of the fees the agency proposes to charge for its court hire / coaching fee and other activities.

11. Court operator's role and responsibilities

Operators Role

Subject to SAI – LNCPE's use, the selected agency may use the Centre, during public hire time, for all purposes permitted under the lease including:

- a. Long term and casual tennis court hire / coaching.
- b. Tennis coaching (under the SAI LNCPE name)
- c. Conducting tennis competitions (under the SAI – LNCPE's name) and retain the income generated from those activities.

Operator's Responsibilities

The agency must:

- a. make all tennis courts at the Centre available for use by the general public when not required for the Lessee/Bidder programs or SAI – LNCPE time and make every endeavor to maximize usage of the centre
- b. operate the Centre, including by staffing, during SAI – LNCPE time (this obligation applies irrespective of whether the Lessee/Bidder is making a profit during any particular time of the day or week)
- c. operate an on-line booking system for the courts, catering for public bookings
- d. Keep the Centre / the courts in a clean, tidy and functional state at all times, including by arranging for removal of all waste, whenever applicable.
- e. proactively carry out day-to-day repair and maintenance of the Centre, including regular grooming of tennis courts
- f. Provide a monthly center utilization report to SAI – LNCPE along with the details of revenue generation with proof.

12. SAI – LNCPE's role and responsibilities

SAI – LNCPE's Role

SAI – LNCPE has the exclusive right to use the Centre during SAI – LNCPE time.

SAI – LNCPE times include time when the institute requires courts for its events such as Training /Tournaments. SAI – LNCPE will give one week prior notice in writing to the operator about such requirements.

SAI – LNCPE's responsibilities

SAI – LNCPE's will pay Energy and water rates,

SAI – LNCPE's will carry out major repairs and will be responsible for normal Capital

Expenditure. If major repairs are required as the result of neglect of the operating agency then the operating agency must indemnify SAI – LNCPE's for the cost of the repairs.

13. Other relevant matters

The following matters should be taken into account by tenderers.

The lease will be for One year with a possible option for a further extension.

The first year's rental will a figure as agreed between SAI – LNCPE's and the successful tenderer. Each succeeding year, on the anniversary of the commencement date, that sum will increase in line with the agreed rate of increase as specified in the agreement.

The Courts are available for use during the following Hours:

Mon-Fri 6.00am – 10.30am and 3.00pm to 8.00pm

Saturday and Sunday 6.00am - 06.30pm

SAI – LNCPE's affairs are conducted by the Regional Director. He will appoint an Assistant / a sub-committee to conduct the tender process. However, the Regional Director will make the final selection of the successful tenderer.

SAI – LNCPE's will seek to keep confidential the terms of any tender proposal it receives.

The successful tenderer will be required to enter into a Lease Agreement with SAI – LNCPE's prior to commencing operations at the Centre. No contractual arrangement will exist between SAI – LNCPE's and the successful tenderer until the Lease Agreement is signed by both parties.

Each tenderer should provide 2 sealed hard copies of the tender, including a soft copy on a Compact Disc, to SAI – LNCPE's office at Kariyavattom.

Scope: SPORTS AUTHORITY OF INDIA – LNCPE, THIRUVANANTHAPURAM - Expression of Interest (EOI) – Operation And Maintenance Of Tennis Courts (3nos)in the campus

I. General Information

Si No	Information required	Details	Remarks if any
1	Name of the Bidder		
2	Address		
3	Registration Details		
4	Details of the Bidder(single entity/Organization)		
5	Disclose Affiliation with associations		
6	Contact numbers, mobile, land, e mail etc.		
7	Two references		
8	Audited statement of account/ Bank Account details of 2018		
9	Legal status of the firm/owner ship details		
10	Objectives and the proposal		
11	Coaches details		
12	Other details, if any		

II. Financial offer

Proposal	The details of revenue share (%) the agency will pay to SAI – LNCPE during the contract period