

DELHI DEVELOPMENT AUTHORITY
SPORTS WING: COORDN. CELL
SIRI FORT SPORTS COMPLEX, AUGUST KRANTI MARG
NEW DELHI-110 049

Sub: Notice Inviting Proposal (NIP) for Conducting Coaching in Various Sports at DDA Sports Complexes.

BACKGROUND:

1. Delhi Development Authority (Sports Wing) invites applications from professional sports coaches/agencies for conducting coaching in various sports disciplines for which facilities are available at DDA sports complexes in Delhi on revenue sharing basis.
2. Presently Delhi Development Authority (DDA) operates the following sports complexes which have total membership of over 57067 members excluding dependants and are utilized by approximately 364400 individuals on a monthly basis. Approximately, 169 coaching schemes with over 11020 trainees are being operated at these sports complexes.
 1. Chilla Sports Complex
 2. CWG Village Sports Complex
 3. Poorv Delhi Khel Parisar, Dilshad Garden
 4. Yamuna Sports Complex, Suraj Mal Vihar
 5. Rashtriya Swabhiman Khel Parisar, Pitam Pura
 6. Rohini Sports Complex
 7. Major Dhyan Chand Sports Complex, Ashok Vihar
 8. DDA Roshanara Club
 9. Saket Sports Complex
 10. Siri Fort Sports Complex
 11. Squash & Badminton Stadium, Siri Fort
 12. Vasant Kunj Sports Complex
 13. Netaji Subhash Sports Complex, Jasola
 14. Dwarka Sports Complex, Sector-11
 15. Dwarka Sports Complex, Sector-17
 16. Hari Nagar Sports Complex
 17. Paschim Vihar Sports Complex
3. Coaching is provided at facilities available at the above sports complexes for members as well as non-members. DDA provides the infrastructure as well as maintains the facilities while professional coaches/coaching agencies provide the coaching.

TERMS AND CONDITIONS:

4. Coaching is provided on revenue sharing basis. The share of coaching charges for all outdoor coaching would be 60:40 between the coach/agency and DDA respectively. However, for facilities for which DDA provides most training aids, and indoor facilities, the ratio of sharing would be 50:50.
5. Mandatory free coaching is to be provided by the coaches/coaching agencies to at least 10% of the trainees from economically weaker sections who have potential in the sport. Extension of coaching contracts would not be provided where the coaches/agencies have not imparted free coaching to the minimum number of trainees. If the Management considers appropriate to impart coaching to economically weaker section

more than 10% of the total number of trainees, then the Management would pay the coaches/agencies their share of the coaching fees for the additional number of EWS trainees over and above the mandatory 10%.

6. The days of the week and timings for imparting coaching would be decided by the Management as per requirement and availability of facilities.
7. Professional coaches/coaching agencies should submit detailed proposals indicating the preference of sports complex in order of preference. Proposals should contain details of coaches/assistant coaches. Details of awards for recognition in coaching and achievement of trainees should also be furnished.
8. The agency (if applicant is agency and not an individual) should have prior experience of atleast 5 years of imparting coaching in the sport in which it has applied. Coaching experience to be enclosed should be from clubs, govt recognized schools / colleges / other educational institutions, sports federations, govt bodies, etc. If applicant is an individual then he / she should be the head coach.
9. If details of the same Head Coach and other coaches including Asst Coaches are submitted by more than one agency, then evaluation of bids of these agencies would not be done. Besides, coaches, Assistant Coaches and support staff would be required to give undertaking that they have submitted their willingness to be part of coaching programme only for a particular agency and not for any other agency.
10. The documents submitted by the bidder will be self attested by the authorised signatory of the Agency. The bio-data and certificates of coaches enclosed with applications will be self attested by the coaches and assistant coaches.
11. A maximum of two sports complexes would be awarded to any coach/coaching agency in any discipline.
12. Sports facilities at the sports complexes during peak hours, i.e., 6.00 a.m. to 8.00 a.m. and 6.00 p.m. to 8.00 p.m. would generally not be available for coaching and utilization of facilities during these timings would be exclusively for members. However, if there is any spare capacity, as assessed by the Secretary of the complex, coaching can be permitted during these hours also, subject to conditions.
13. At each sports complex, in each discipline generally only one coaching contract would be awarded for a particular level of coaching. However, for different levels of coaching, i.e., basic, intermediate and advance in the same discipline, there can be different coaches/agencies at a particular complex. However, depending on the requirement and availability of facilities, more than one coaching contract in any level of coaching can also be awarded at a sports complex.
14. Differential in coaching rates for members and non-members at all sports complexes would be uniform at 25% additional charges for non-members.
15. The proposed monthly charges to be paid by members should be clearly indicated in figures and words in the financial bid of the proposal. The charges for non-members would be 25% more than that payable by members. Applicable GST would be charged on the coaching fees. The proposed monthly fees to be charged from members should

be submitted in a separate sealed envelope as per proforma at Annexure-III. However, over and above the monthly coaching charges, coaches/agencies would not be permitted to charge any refundable/non-refundable entry fees. Coaching charges would be collected by the respective sports complex and the share of the coach/agency would be remitted by NEFT / RTGS by the complex on or before the 7th day of the following month. Trainees would be charged coaching fees for only one month in advance at a time.

16. Rates for similar level of coaching in a particular discipline should be comparable between complexes according to the location and membership profile of the complex.
17. Coaches / agencies would need to clearly state in their proposal details of cost of additional inputs, training aids and playing equipment which they intend to provide to the trainees on request. Specifications and rates for these inputs, equipment, etc., would require to be approved by the management of the complex and would be displayed on the notice board of the sports complex as well as mentioned in the coaching contract. Apart from the items mentioned therein, no other item can be provided to trainees on payment basis. For any change of rates of approved items, prior approval of the management is required to be obtained by the coaches / agencies. Payment for these approved items can be received directly by the coaches/agencies and no share of revenue from these need to be paid to DDA. Any deviation from this would be considered a breach of contract and would be considered at the time of review for extension of coaching contracts.
18. The Head Coach, coaches and assistant coaches whose name the Agency / applicant has included in the proposal at the time of bidding for the NIP, should submit a letter stating they are available and willing to work as coach for the Agency, if the Agency is awarded the Coaching Contract. Coaches / agencies cannot change the Head Coach submitted in their coaching proposal. Change can be permitted in the assistant coaches and support staff for which approval has to be sought from Secretary of the complex. The staff to be replaced with staff who have similar qualifications and experience as these mentioned in the initial proposal which was evaluated. Non compliance will result in termination of coaching contract.
19. Coaches / agencies would indemnify DDA against any injury, loss of life, etc., caused either directly or indirectly due to the training.
20. Coaches / agencies would be solely responsible for participation of trainees in any event not approved by DDA.
21. Coaches / academies would be permitted to include name of DDA while naming/branding their academies.
22. No proposals from clubs would be accepted for coaching.
23. All trainees would require to fill up a form with details of terms and conditions of coaching and also indemnify DDA against any injury, loss of life, etc., caused either directly or indirectly due to the training.

EVALUATION OF PROPOSALS:

24. Evaluation would be strictly on the basis of supporting documents and all statements of qualification, experience and achievements will be marked only if supporting documents are submitted alongwith the proposal.
25. A Committee would evaluate all the proposals received for coaching in a particular discipline at each sport complex. Evaluation would be made on the basis of qualifications, experience of coaches and assistant coaches, achievements as a player, achievements as a coach, technical equipment and training kits proposed to be utilized for coaching, proposed methodology of imparting training and monitoring progress of trainees, etc. Evaluation of the technical bids would be for a total of 80 marks. Financial bids of only those coaches/agencies would be opened who obtain minimum 50 out of 80 marks in the evaluation of their technical bids. The 20 marks for financial bids would be evaluated as per the following formula:-

$$\frac{L \times 20}{\text{Rate}}$$

Where 'L' is the lowest coaching fees submitted by coach/agency whose financial bid has been opened and 'Rate' is the coaching fees submitted by the coach/agency whose financial bid is being evaluated. Illustration of evaluation of financial bids is as follows:-

Coaching Rate submitted by applicant	Marks out of total 20 for financial bid
Rs. X per month (lowest financial bid)	20
Rs. X+Y per month	13
Rs. X+Y+Z per month	10
Rs. X+Y+Z+A per month	8
Rs. X+Y+Z+A+B per month	6

26. Coaching would be awarded to the coach/agency which secures the highest combined marks from the technical and financial bids. If agencies/coaches obtain the same total marks, then coaching would be awarded to the agency which has obtained the highest marks in technical bid.

OTHER TERMS AND CONDITIONS:

27. Coaching would be awarded on contract for a period of one year, which can be extended annually for a maximum total period of five years. However, coaching contract can be terminated before the total period of five years in case of unsatisfactory performance or non-compliance with the terms and conditions of the contract.
28. Proposed trainer-trainee ratio should be mentioned in the proposal. All proposals should contain detailed profiles of all coaches, assistant coaches and support staff alongwith passport size photographs, identity proof, phone numbers, cell phone numbers and residential address. Performance certificates of coaches/agencies from institutions where they are presently imparting coaching or had imparted coaching in the past should be submitted.

29. Extension of contracts would be considered annually subject to a maximum tenure of five years. The evaluation would be made on the basis of feedback from trainees, parents/guardians, availability of coaches during training, achievement of trainees, number of trainees, trainer-trainee ratio, revenue generated, training aids, equipment and technology utilized and adherence to the rules and regulations of the sports complex.
30. In addition to regular coaching, special coaching camps, especially during summer vacations for students can also be organized subject to prior approval.
31. The infrastructure allotted by DDA for the coaching will be utilized only for the purpose of coaching and no other activity would be permitted therein.
32. If storage space for training equipment is required, this should be clearly specified in the proposal. However, this would be provided at the discretion of DDA, if such storage space is available, on mutually agreed terms and conditions.
33. All applicants are advised to visit the facility at the sports complex for which they wish to submit proposal for coaching and evaluate the potential before submitting their proposals. No representations will be entertained subsequently in this regards.
34. The bid must be page numbered and total number of pages contained in the proposal should be indicated in the covering letter. DDA would not be responsible if any enclosure is not found attached.
35. If the coach or any of the assistant coaches or support staff are presently working in any government department, government undertaking, public sector undertaking, etc., No Objection Certificate (NOC) of the concerned organization to conduct paid coaching is required to be submitted. If NOC is not submitted and subsequently it comes to notice that the individual had conducted unauthorized paid coaching, coaching contract shall be terminated.
36. GST registration details should be submitted. However, if the annual income of the coach/agency is less than Rs. 20 lacs, then coach/agency is not liable for GST registration. However, as and when the turnover exceeds Rs. 20 lacs, GST registration will be immediately obtained. An undertaking in this regard is to be submitted by the coach/agency.
37. The Head coach should personally impart coaching. Annual extensions of coaching would not be made if this is not being done.
38. All original Certificate & documents to be certified by the committee during technical bids evaluation. Agencies are requested to be present during technical evaluation along with originals of documents submitted.
39. In case of a trainee who has been trained by the coach:- Testimonials duly signed with address & mobile number of individual player / trainee to be attached clearly mentioning name of the Head Coach and period of coaching.
40. Detailment of coaches for short duration in National / International tournaments with the team to be considered equivalent to 06 months (period) experience.

41. Letters from concerned recognized sports federation mentioning the period of association will also be considered.
42. Training Aids. (Criteria for Award of Marks)
- 6 to 10 training aids -05 marks
 - 3 to 5 training aids -03 marks
 - 1 to 2 training aids -02 marks
43. Technical bids should be submitted as per Annexures-I & II and Financial bids as per Annexure-III. Technical and financial bids should be submitted in two separate sealed envelopes superscribed "Technical Bid" and "Financial Bid" respectively clearly mentioning the name of the coach/agency. Both these sealed envelopes should be placed within a separate sealed envelope superscribed "Bids for coaching for _____ (discipline) at _____ (sports complex/es)".
44. Detailed proposals including all the above aspects should be submitted to Secretary (Coordn.), Sports Wing, Delhi Development Authority, Siri Fort Sports Complex, August Kranti Marg, New Delhi – 110049 latest by **18.09.2026. (Upto 04.00 p.m.)**. Incomplete proposals will not be entertained. However, clarifications, if necessary, can be sought from DDA.

TECHNICAL BID
DETAILS OF OFFER FOR COACHING

S. No.	Particulars	Details
1	Name	
2	Registered address	
3	Name of Proprietor/ Director/ Administrative Head/Coach	
4	Type of Ownership	
5	Proof of Support of above	
6	Sport	
7	Level/ Nature of Coaching to be offered	
8	No. of days of coaching/week and timings of coaching proposed (as mentioned in the NIP)	
9	Previous Coaching Experience	
10	Names of Coaches/ Assistant Coaches/ Support staff to impart coaching	
11	Qualification of Head Coach	
12	Qualifications of Assistant Coaches	
13	No. of courts/ infrastructure required	
14	Preference of sports complex in order of preference	
15	Trainer/ Trainee Ratio proposed	
16	Training Aids/ Equipment to be provided	

Place:

Full name and signature of applicant

Date:

Full name and signature of authorized signatory
with seal of establishment (in case of agency)

Address:

Email:

Cell phone / landline No.

TECHNICAL BID**CHECKLIST OF DOCUMENTS TO BE SUBMITTED**

S.No.	Documents to be submitted	Submitted	Remarks
1	Copy of Registration of firms (in case of agency)		
2	Copy of Registration certificate of EPF (in case of agency)		
3	Copy of Registration Certificate of ESI (in case of agency)		
4	Copy of Labour License (in case of agency)		
5	Copy of Income Tax Return for last 2 years		
6	Copy of GST Registration		
7	Copy of PAN/TAN Card		
8	List of clients with dates		
9	Proof of experience		
10	Last 2 years audited statement from Chartered Accountant		

Place:

Full name and signature of applicant

Date:

Full name and signature of authorized signatory
with seal of establishment (in case of agency)

Address:

Email:

Cell phone / landline No.

FINANCIAL BID

1.	Full name of Coach/Authorized signatory and name of agency	
2.	Address, Cell phone number, e-mail ID	
3.	Sports discipline in which coaching is proposed to be conducted	
4.	Names of sports complexes (in order of preference where coaching is proposed to be conducted)	
5.	Number of days per week and timings for proposed coaching (as per NIP)	
6.	Monthly coaching fees for members (25% additional coaching fees for non-members) for each of the above mentioned sports complex(s). (Proposed coaching fees should be mentioned both in figures and words) If there is discrepancy, rate quoted in words would be considered.	

EVALUATION CRITERIA FOR ASSESSMENT (80 MARKS) OF TECHNICAL BIDS : SKATING & OTHERS

Name(s) of Coach/Assistant Coaches/Support Staff
who would personally impart coaching :

Sl. No.	Criteria	Total Marks	Weightage		Marks Awarded
1.	Technical Qualifications of Coach (NIS qualified/ Federation approved certification/International degree/certification in coaching)	10	NIS Certification / Diploma	05	
			International degree / certification	03	
			Additional degree / certification in the sport/sports science	02	
2.	Coaching experience in years (Head Coach)	20	Upto 5 years	05	
			5 to 10 years	06	
			10 years and above	09	
3.	Achievements as a player (Head Coach)	10	Top 3 ranking in national championship recognized by official federation in the sport / Medallist in international meet recognized by official federation in the sport	03	
			Dronacharya/Arjuna/Major Dhyan Chand Khel Ratna award or similar National award in the sport/multiple champion in international meets	03	
			Top 3 Ranking in State Championship recognized by official federation in the Sport	02	
			Represented State in National event as a player / Represented State in University games	02	
4.	Achievements as a Coach	15	Trainee - Medallist at National level championship recognised by Official Federation of Sport	05	
			Trainee - Represented State in National event as a player	02	
			Trainee - Represented State in University games/ School games category in National event	04	
			Trainee - Medallist in State Championship recognized by official federation in the Sport	04	
5.	Technical qualifications, experience and achievements of Assistant Coaches and other support staff	15	NIS Certification / Diploma	05	
			Experience of Assistant Coaches (at least 05 years)	05	
			Technical qualifications and experience of other support staff (at least 03 years)	05	
6.	Technical Equipment and training aids proposed to be utilized in coaching and proposed methodology of imparting training and monitoring progress of trainees	10	Technical equipment and training aids	05	
			Methodology for training and Monitoring progress	05	
7.	Total Marks	80		80	

Proposals for coaching in various sports/fitness disciplines to be submitted for the following DDA sports complexes

<u>S. No.</u>	<u>Name of Sports Complexes</u>	<u>Sports/Fitness Disciplines with number of days and timings for coaching in a week</u>		
		<u>Sports/Fitness Disciplines</u>	<u>Number of days for coaching in a week</u>	<u>Timings for each coaching</u>
1.	Chilla Sports Complex	Skating	6 days	05.00 p.m. to 07.00 p.m.
	Major Dhayan Chand Sprots Complex		6 days	05.00 p.m. to 07.00 p.m.
	Rashtriya Swabhiman Khel Parisar		6 days (Tuesday to Sunday)	Winter & Summer 05.00 p.m. to 07.00 p.m.
	Poorv Delhi Khel Parisar (Basic)		6 days	05.00 p.m. to 07.00 p.m.
	Dwarka Sports Complex Sector - 11		6 days	05.00 p.m. to 07.00 p.m.
	Vasant Kunj Sports Complex		6 days (Tue to Sun)	Winter 04.00 p.m. to 06.00 p.m. Summer 05.00 p.m. to 07.00 p.m.
	Siri Fort Sports Complex		6 days	05.00 p.m. to 07.00 p.m.
	Yamuna Sports Complex		6 days	04.00 p.m. to 06.00 p.m.
	Paschim Vihar Sports Complex		6 days	05.00 p.m. to 07.00 p.m.
	Netaji Subhash Sports Complex		6 days	04.00 p.m. to 06.00 p.m.