

**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 Aerobics coaching 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 53386 members excluding dependants and are utilized by approximately 213235 individuals on a monthly basis. Approximately, 158 coaching schemes with over 6175 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. Saket Sports Complex
  9. Siri Fort Sports Complex
  10. Squash & Badminton Stadium, Siri Fort
  11. Vasant Kunj Sports Complex
  12. Netaji Subhash Sports Complex, Jasola
  13. Dwarka Sports Complex, Sector-11
  14. Hari Nagar Sports Complex
  15. Paschim Vihar Sports Complex
  16. Dwarka Sports Complex, Sector-17
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 who would be involved personally in imparting coaching along with their qualifications, experience and achievement as coaches and/or as national and international sports persons. 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 7<sup>th</sup> 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. 1000 per month (lowest financial bid)	20
Rs. 1500 per month	13
Rs. 2000 per month	10
Rs. 2500 per month	8
Rs. 3000 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. 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)".
39. 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 **20.12.2023**. Incomplete proposals will not be entertained. However, clarifications, if necessary, can be sought by DDA.

**Commissioner (Sports)**

**TECHNICAL BID  
DETAILS OF OFFER FOR COACHING**

<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name	
2	Registered address	
3	Name of Proprietor/ Director/ Administrative Head/Coach	
4	Type of Ownership	Proprietary/Partnership/Company/LLP
5	Proof of Support of above	Attach documents in support and list the documents attached here
6	Sport	List only one sport here. If more than one sport is sought then separate proposals to be submitted
7	Level/ Nature of Coaching to be offered	List level and if more than one level is offered then the differentiation to be amplified
8	No. of days of coaching/week and timings of coaching proposed (as mentioned in the NIP)	
9	Previous Coaching Experience	Attach documents in support and list the documents attached here
10	Names of Coaches/ Assistant Coaches/ Support staff to impart coaching	Attach annexure if required and list the same here.
11	Qualification of Head Coach	
12	Qualifications of Assistant Coaches	
13	No. of courts/ infrastructure required	Clearly specify the infrastructure required in terms of courts/grounds, duration proposed to be used and timing proposed.
14	Preference of sports complex in order of preference	List in order of preference. Any number can be listed but the allotment will be as per guidelines listed in the terms and conditions.
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**

<b>S.No.</b>	<b>Documents to be submitted</b>	<b>Submitted</b>	<b>Remarks</b>
<b>1</b>	<b>Copy of Registration of firms (in case of agency)</b>		Attach document as applicable or state not available or applicable
<b>2</b>	<b>Copy of Registration certificate of EPF (in case of agency)</b>		Attach document as applicable or state not available or applicable
<b>3</b>	<b>Copy of Registration Certificate of ESI (in case of agency)</b>		Attach document as applicable or state not available or applicable
<b>4</b>	<b>Copy of Labour License (in case of agency)</b>		Attach document as applicable or state not available or applicable
<b>5</b>	<b>Copy of Income Tax Return for last 2 years</b>		Attach document as applicable or state not available or applicable
<b>6</b>	<b>Copy of GST Registration</b>		Attach document as applicable or state not available or applicable
<b>7</b>	<b>Copy of PAN/TAN Card</b>		Attach document as applicable or state not available or applicable
<b>8</b>	<b>List of clients with dates</b>		
<b>9</b>	<b>Proof of experience</b>		
<b>10</b>	<b>Last 2 years audited statement from Chartered Accountant</b>		Attach document as applicable or state not available or applicable

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

**EVALUATION CRITERIA FOR ASSESSMENT (80 MARKS) OF TECHNICAL BIDS : OTHER THAN DANCE**

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

Sl. No.	Criteria	Total marks	Weightage		Marks awarded	Remarks
1	Technical Qualifications of Coach (NIS qualified/ Federation approved certification/International degree/certification in coaching)	15	NIS degree/ certification	05		
			International degree/certification	05		
			Additional degree/ certification in the sport/sports science	05		
2	Coaching experience in years	15	Upto 5 years	05		
			5 to 10 years	05		
			Above 10 years	05		
3	Achievements as a player	10	Top 3 ranking in national open championship recognized by official federation in the sport	04		
			Medallist in international open meet recognized by official federation in the sport	04		
			Dronacharya/Arjuna/ Major Dhyan Chand Khel Ratna award or similar National award in the sport/multiple champion in international meets	02		
4	Achievements as a Coach	15	Trainee – medallist at national championship recognised by official federation in the sport	05		
			Trainee – medallist in international championship recognized by official federation in the sport	05		
			Multiple trainees – Medallists at national/international championships recognized by official federation in the sport	05		

5	Technical qualifications, experience and achievements of Assistant Coaches and other support staff	15	Technical qualifications of Assistant Coaches	05		
			Experience of Assistant Coaches	05		
			Technical qualifications and experience of other support staff/assistant coaches	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				

**EVALUATION CRITERIA FOR ASSESSMENT (80 MARKS) OF TECHNICAL BIDS : DANCE**

<b>S. No.</b>	<b>Criteria</b>	<b>Total Marks</b>	<b>Weightage Parameter</b>	<b>Max. Marks</b>	<b>Marks Awarded</b>	<b>Remarks</b>
1	Coaching Experience of agency (in years)	10	Upto 5 years	02		
			5-10 years	03		
			Above 10 years	05		
2	Trainer / Trainee ratio being proposed by agency for every 10 trainees with coaching experience	10	Only One	02		
			Upto Two	03		
			More than Two	05		
3	Qualification of Head Coach	10	Degree/Diploma Course from any recognised university/agency in the activity/associated activity/sport	02		
			Any other State/National level Institute like Kala Academy in the activity/associated activity/sport	03		
			Any International Institute in the activity	05		
<b>4</b>	<b>Qualification of Assistant Coach</b>					
	(a) Name .....	10	Degree/Diploma Course from any recognised university/agency in the activity/associated activity/sport	02		
			Any other State/National level institute like Kala Academy in the activity/associated activity/sport	03		
			Any International Institute in the activity	05		
	(b) Name .....	10	Degree/Diploma course from any recognised university/agency in the activity/associated activity/sport	02		
			Any other State/National level institute like Kala Academy in the activity/associated activity/sport	03		
			Any International Institute in the activity	05		
5	Achievements of Head Coach	10	Level of participation in State level events	02		
			National level events	03		
			International events	05		
<b>6</b>	<b>Achievements of Assistant Coach</b>					
	(a) Name .....	10	Level of participation in State Level events	02		
			National level events	03		
			International events	05		
	(b) Name .....	10	Level of participation in State Level events	02		
			National Level events	03		
			International events	05		
<b>Total Marks</b>		<b>80</b>				

**Note : To qualify, an agency needs to score at least 50 marks out of 80 Marks.**

**Proposals for Aerobics coaching to be submitted for the following DDA sports complexes:**

S. No.	Name of Sports Complexes	Sports/Fitness Disciplines with number of days and timings for coaching in a week		
		Sports/Fitness Disciplines	Number of days for coaching in a week	Timings for each coaching
1.	Saket Sports Complex	Aerobics	5 days	06.00 pm to 07.00 pm & 07.00 am to 09.00 am (Saturday to Sunday)
	Paschim Vihar Sports Complex		6 days	07.00 am to 09.00 am & 05.00 pm to 07.00 pm
	Dwarka Sports Complex Sector – 17		3 days	05.30 pm to 07.30 pm
	Rohini Sports Complex		5 days	05.00 pm to 07.00 pm
	Rashtriya Swabhimaan Khel Parisar		5 days	07.00 am to 08.00 am & 06.00 pm to 07.00 pm
	Chilla Sports Complex		6 days	07.00 am to 09.00 am & 06.00 pm to 08.00 pm
	Yamuna Sports Complex		5 days	07.15 am to 08.15 am & 06.00 pm to 07.00 pm
	Squash and Badminton Stadium		6 days	06.30 am to 10.00 am & 04.00 pm to 08.00 pm
	Siri Fort Sports Complex		5 days (Tuesday to Saturday)	Morning 07.10 am to 08.10 am 08.30 am to 09.30 am 10.30 am to 11.30 am Evening 05.30 pm to 06.30 pm 06.30 pm to 07.30 pm