

Office of The Principal
Aastha Vidya Mandir English Medium School,
Jawanga , District – Dantewada , C.G.
Phone : 8120199783
Email-asthaeducationdm@gmail.com

Notice Inviting Expression of Interest

For

*“setting up of a horse riding and
equestrian training program for
the students of the Aastha Vidya
Mandir English Medium School
in Dantewada district of
Chhattisgarh.”*

Websites:
[http://dantewada.gov.i
n/](http://dantewada.gov.in/)

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NOTICE INVITING EXPRESSION OF INTEREST

FOR

“ setting up of a equestrian training program for the students of the Aastha Vidya Mandir English Medium School in Dantewada district of Chhattisgarh”

The Aastha Vidya Mandir English Medium School, Dantewada is committed to provide exposure of various sports to its students and has been working on various models and tools to do the same. In the process, School Management has taken decision to establish Horse Riding & Equestrian Training Program to give our students exposure to horse riding and Equestrian during their schooling.

In view of this requirement, Invitation for Expression of Interest from “Firms to establish Horse Riding & Equestrian Training Program to give our students exposure to horse riding and Equestrian in Aastha Vidya Mandir English Medium School” in Dantewada District.

The document detailing out the requirements can be downloaded from the Website: <http://dantewada.gov.in/> Response to this expression of interest shall be deemed to have been done after careful study and examination of this document with full understanding of its implications. This section provides general information about the Issuer, important dates and addresses and the overall eligibility criteria for the parties.

Sealed bids in two parts, i.e., (i) Technical Bid and Earnest Money Deposit (EMD), and (ii) Financial Bid, are invited for the job to be submitted in separate envelopes with clear marking of the type of content on the envelope, bidder's name and address on the top of the sealed envelope, at the following address latest **by 15:00 hrs on 4th October 2018**.

1.1 Issuer

Office of the Principal,
Aastha Vidya Mandir English Medium School,
Jawanga ,Dantewada Chhattisgarh,
Phone : 8120199783
Email-asthaeducationdm@gmail.com

1.2 Address for business query and Correspondence

Office of the Principal,
Aastha Vidya Mandir English Medium School,
Dantewada Chhattisgarh,
Phone : 8120199783
Email-asthaeducationdm@gmail.com

The Technical Bid would be opened in the Office of the Principal, Aastha Vidya Mandir English Medium School, Dantewada Chhattisgarh, on **4th October 2018 at 15:00 hrs** in the presence of bidders who choose to be present and whose EMD is in order

FACT SHEET

1.	Expression of interest No.	
2.	Name of the Work	“To establish Horse Riding & Equestrian Training Program to give our students exposure to horse riding and Equestrian in Aastha Vidya Mandir English Medium School in Dantewada District.”
3.	Name of the issuer of this expression of interest	Office of the principal, Aastha Vidya Mandir English Medium School, Dantewada District
4.	Date of issue of expression of interest document	27 th September 2018
5.	Date for sending Pre Bid Query	01/10/2018 till 5 P.M
6.	Pre Bid Meeting	01/10/2018 at 12:00 noon at Office of the principal, Aastha Vidya Mandir English Medium School, Dantewada District, as per the address of communication mentioned below (pls. refer the instructions for attending pre bid meeting)
7.	Publishing of pre-bid queries response	03/10/2018 on Office of the principal, Aastha Vidya Mandir English Medium School, Dantewada District & website
8.	Last Date for Submission of Bid	04/10/2018 up to 03:00 P.M.
9.	Date of bid opening	04/10/2018 at 4:00 P.M.
10.	Date of technical presentations	04/10/2018 at 4:00 P.M.
11.	Date of Commercial Bid opening	04/10/2018 at 4:00 P.M.
12.	Place of Bid Opening	
13.	Address of Communication	Office of the Principal, Aastha Vidya Mandir English Medium School, Dantewada Chhattisgarh, Phone : 8120199783
14.	Earnest Money Deposit (EMD)	Rs. 25,000 (Rupees twenty five thousand only), DD Drawn in favor of “The Principal,Aastha Vidya Mandir English Medium School” payable at Dantewada
15.	Availability of Expression of interest Document	Eoi can be downloaded from http://dantewada.gov.in/

SECTION I

Background, Job requirements, Eligibility criteria, Instructions to bidders

1. Background

Dantewada district has majorly tribal dominated population and the athletics and sports are the inseparable part of tribal life style. Since past few years, we have been providing exposure of various sports to our students in the Aastha Vidya Mandir English Medium School, Jawanga, District-Dantewada and as a result of that we can proudly say that our students have been excelled in many of these sports like Archery etc and participated in different State and National level competitions. In the view of that , this time we are planning to introduce horse riding and equestrian training program in our school. The objective of this EOI is to attract firms in the field of Equestrianism to establish their Horse riding and equestrian training program and units complete in all aspects including competency increasing, training in the district. These entities bring together opportunities for students interested in sports particularly horse riding thereby further cultivate a culture of sports to the district .

2. Job Requirements

The offers are therefore invited from the reputed and successful firms in the field of equestrian training of athletes and horses for setting up of a equestrian training program for the students of district of Dantewada. The program should consist of various modules and systems which deliver the skills & expertise required to shape our initiative from global standpoint.

The following are the specific requirements the bidder will fulfill:

2.1 Minimum 10 numbers of horses to be maintained by the bidder for the training purpose of the students.

2.2 Equine Maintenance that is Equine health and feed care responsibility will be with the bidder company.

2.3 Maximum number of students should get the exposure/experience on equestrian training.

2.4 Closing the year with the detailed report of the progress made by the students.

2.5 Students should be guided, prepared and nominated for competitions.

2.6 Maintaining trainers and grooms for the athletes and horses.

2.7 The responsibility of physical safety and security of the students during training, will be of the successful bidder company.

2.8 Treatment expenses of injured students/trainees, if there will be any during training will be borne by the successful bidder company.

Other Deliverables and other operational aspects to be fulfilled by the firm:

2.9 Thoroughly understanding the requirements of the school students in terms of imparting the equestrian training.

2.10 Ensuring the participation and exposure of the equestrian training to maximum number of students from schools of Dantewada.

2.11 Developing and designing the modules for students to ensure the sustainability of interest, development of the vision and determination to succeed.

2.12 Providing and maintaining minimum 10 dedicated horses for the training purpose for the students.

2.13 Maintaining and ensuring equine health and feed care .

3. Infrastructure : Aastha Vidya Mandir English Medium School will provide Only the infrastructure for Horse stable, staying for grooms and trainers and ground space for training the students as per standards.

4. Payment Terms: Payment will be made every month for the rental / lease of the horses and the equestrian training for the students, only on fulfilling the conditions mentioned under section-2 of this document.

5. Other Terms and Conditions: Every year, at the end of the session this whole project will be reviewed by a committee established for the purpose by Office of The Principal, Aastha Vidya Mandir English Medium School, Jawanga, Dantewda and after giving due diligence and consideration to the different aspects of the project i.e. cost of the project and output from the project , the project contract will be renewed.

6. Eligibility Criteria

Following is the eligibility criteria for the Firms interested in bidding

S. No.	Basic Requirements	Specific Requirements	Documents Required
1	Bidder Company	The bidder/prime bidder in case Of consortium company should be -registered in India under companies Act 1956 or a firm registered under the Partnership Act 1932 or Limited Liability Act 2008 or A sole proprietorship firm Registered with tax authorities/should have a valid GST number Minimum Turn Over 15 Lakhs in a Year. The bidder should be affiliated member with EFI.	Certificate of Registration as company/firm registered in India GST registration Certificate In case the bidder is a consortium, a Letter of association or agreement between the consortium partners which clearly defines role of each partner and Lead Partner

2	Bidder Experience and Technical Capability	The bidder company should have the experience of equestrian training of students to the national level	1. Documents providing evidence of previous work experience such as work order, Letter of appreciation/recommendations MoU etc.
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7. Pre-Bid Meeting & Clarifications

Bidders Queries

- a) Office of the Principal shall hold a pre-bid meeting with the prospective bidders on Date & time and Address mentioned in Fact Sheet of this document.
- b) The two (2) authorized representative of interested organization may attend pre-bid conference at their own cost after giving prior written intimation to Office of the District Collector
- c) Pre-bid queries of only those bidders will be responded who have registered themselves on or before response of pre-bid queries is released.
- d) Bidders are requested to submit the e-mail address and mobile no. of one authorized person for all communications along with the registration.
- e) The Bidders will have to ensure that their queries for Pre-Bid meeting should reach to Office by email (Excel File only) on or before last date for sending pre-bid queries mentioned in Fact Sheet of this document through the e-mail of only authorized representative of the bidder.
- f) The queries should necessarily be submitted in the following format:

S. No.	EXPRESSION OF INTEREST Document Reference(s) (Section & Page Number(s))	Content of EXPRESSION OF INTEREST requiring Clarification(s)	Points of Clarification
1			
2			

- g) Office of the principal shall not be responsible for ensuring that the bidder's queries have been received by them. Any requests for clarifications post the indicated date and time may not be entertained by the Office of the Deputy Director of Agriculture.
- h) Bidders must confirm their participation in advance.

The purpose of the meeting is to provide Bidders information regarding the EXPRESSION OF INTEREST, project requirements, and opportunity to seek clarification regarding any aspect of the EXPRESSION OF INTEREST and the project. However, the 'Office of Principal' reserves the right to hold or re-schedule the Pre-Bid meeting.

Responses to Pre-Bid Queries and Issue of Corrigendum

- a) The Officer notified by Office of the Principal will endeavor to provide timely response to the queries. However, Office of the Principal makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does Office of the District Collector/Chairman of Aastha Vidya Mandir Society undertake to answer all the queries that have been posed by the bidders.
- b) At any time prior to the last date for receipt of bids, Office of the District collector may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the EXPRESSION OF INTEREST Document by a corrigendum.
- c) The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the Dantewada districts website <http://dantewada.gov.in/>.
- d) Any such corrigendum shall be deemed to be incorporated into this EXPRESSION OF INTEREST.
- e) In order to provide prospective Bidders reasonable time for taking the corrigendum into account, Office of the Deputy Director of Agriculture may, at its discretion, extend the last date for the receipt of Proposals.

8. Submission of Bids

a. Preparation of Bids

The bids are to be submitted in separate sealed envelopes as mentioned below:

- a. EMD to establish Horse Riding & Equestrian Training Program to give our students exposure to horse riding and Equestrian in Aastha Vidya Mandir English Medium School in Dantewada District.
- b. Technical Bid to establish Horse Riding & Equestrian Training Program to give our students exposure to horse riding and Equestrian in Aastha Vidya Mandir English Medium School in Dantewada District.
- c. Financial Bid to establish Horse Riding & Equestrian Training Program to give our students exposure to horse riding and Equestrian in Aastha Vidya Mandir English Medium School in Dantewada District.

b. EMD

A DD of the amount Rs. 25,000 drawn in favor of "The Principal, Aastha Vidya Mandir English Medium School" payable at Dantewada should be submitted in the form of earnest money deposit. This DD should be put up in a separate envelope which should be marked appropriately as mentioned above. The submission of valid EMD is a prerequisite for opening up technical bid and financial bid.

c. Technical Bid:

The Technical bid prepared by the bidder shall be provided in the following **Model Response Format** to be returned duly signed:

Model Response Format

- i. Documents proving previous years experience
- ii. Income tax clearance certificate of the past two years.

- iii. Current company's audited statement of account for the past 2 years and duly stamped by a registered auditor.
- iv. Presentation: During the presentation, the bidder shall focus on the following points
 - (i) Details of the organization
 - (ii) An outline of the training programme.
 - (iii) Any other points worth mentioning
- v. The registered address (along with e mail address, fax and telephone numbers) of the organization (corporate HQ as well as the regional office), contact details (postal address, e mail address and telephone numbers) of the person in charge.

d. Financial Bid:

- i. The financial bid shall indicate the charges per month for providing service by giving application to the office of the Principal, Aastha Vidya Mandir English Medium School (in Indian Rupees).
- ii. Quoted prices should be inclusive of GST applicable
- iii. Prices quoted by the bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable price, quotation will be treated as non-responsive and will be rejected.
- iv. All prices and other information like discount etc. having a bearing on the price shall be written both in figures and words in the prescribed offer form. If there is discrepancy between the price/information, the higher price/information will be treated as final.
- v. Rates should be valid for 11 months from the date of opening of Technical Bids.

e. Sealing and Marking of Bids

- i. The bids (outer envelope) shall be submitted in separate sealed cover, which shall be marked as "Bid for establishment of Horse Riding & Equestrian Training Program in Aastha Vidya Mandir English Medium School in Dantewada District."
- ii. The 3 inner envelopes containing EMD, Technical Bid and Financial Bid shall be marked as "EMD for establishment of Horse Riding & Equestrian Training Program in Aastha Vidya Mandir English Medium School in Dantewada District", "Technical bid for establishment of Horse Riding & Equestrian Training Program in Aastha Vidya Mandir English Medium School in Dantewada District" and "Financial bid for establishment of Horse Riding & Equestrian Training Program in Aastha Vidya Mandir English Medium School in Dantewada District" respectively. The bid shall be addressed to The Principal, Aastha Vidya Mandir English Medium School, Jawanga, Dantewada.
- iii. The inner envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late.
- iv. Bid can be sent by registered post; courier authorized by P&T dept and also can be submitted individually before the deadline. The postal address for sending the bid is: The Principal, Aastha Vidya Mandir English Medium School, Jawanga, Geedam, **Dantewada - 494449.**

- v. Every page of the technical and financial bid shall have the signature and seal of the appropriate authority of the bidder. After closing and sealing the envelope, the seal and signature of the appropriate authority of the bidder shall be placed on the sealed part of the envelope.

f. Deadline for Submission of Bids

- i. Bids must be received by The Principal, Aastha Vidya Mandir English Medium School, Jawanga, Dantewada, at the address given in Section-I not later than the time and date specified on the cover page. In the event of the specified date for the submission of bids being declared a holiday for Dantewada district administration, the bids will be received up to the appointed time on the next working day.
- ii. **The Principal** may, at his discretion extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of **The Principal** and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

g. Late Bids

Any bid received by **The Principal** after the deadline for submission of bids prescribed by the office of the Principal will be rejected and/or returned unopened to the bidder.

9. Bid Opening and Evaluation

9.1 Opening of Technical Bids by Purchaser

Committee appointed by, Principal, will open all technical bids if the EMD (of Rs. 25,000) for establishment of Horse Riding & Equestrian Training Program in Aastha Vidya Mandir English Medium School in Dantewada District is submitted as per requirement, in the presence of bidders' representatives, who choose to attend, at the time, on the date and at the place specified above. The bidder's representatives present there, shall sign a register evidencing their attendance. In the event of the specified date of the bid opening being declared a holiday for district administration, the bids shall be opened at the appointed time and location on the next working day.

9.2 Evaluation of Technical Bid

- i. Detailed evaluation will be carried out according to the eligibility criteria mentioned in Section I and other parameters/requirements. Committee will determine the substantial responsiveness of each bid. For purpose of these Clauses, a substantially responsive bid is one, which conforms to all terms and conditions of the Bidding Documents without deviations.
- ii. A bid determined as not substantially responsive may be rejected by the selection committee and may not subsequently be made responsive by the Bidder by correction of the non-conformity. When necessary, selection committee deemed may seek clarification on any aspect of their bid from bidder and may give the bidder the opportunity to provide clarifying documents.
- iii. Firm will have to make a presentation on outlay of service being offered by the firm along with the technical bid.

9.3 Technical Evaluation Criteria

Project Evaluation Committee (PEC) will evaluate the Technical Proposals of the Pre-Qualified bidders as per the following criteria.

S.No	Criteria	Maximum marks	Document
1	Technically qualified and EFI (Equestrian Federation of India) certified trainer on board of the bidder company for creating the specially crafted modules for the training session.	25	Certification of EFI.
2	Experience of working with schools of more than 2000 students.	15	Contract letter from schools / Institution.
3	Past experience of success rate of the trained equestrian students in terms of participation at national level.	10	Certificates.
4	Standard good quality equipments as recommended by EFI.	10	Certification of the vendor.
5	Recommendation of the quality of the service provided to the institutes.	10	Testimonials.
6	Presentation and outlay of service being offered to fulfill the requirement, given on the day of Bid opening	30	Print Outs of the Presentation given in power point.

9.4 Opening of Financial Bids

- i. The selection committee will open the financial bids of only those bidders, who have scored more than 70 marks in the technical evaluation.
- ii. The Financial Bids of the technically qualified bidders shall be opened in the presence of their representatives, who choose to be present, on a specified date and time and Venue.

9.5 Evaluation and Comparison of the financial Bids

The comparison shall be of all-inclusive price quoted by the bidders. Such price should include all costs as well as taxes payable.

10 Award of Contract

10.1 Award Criteria

In determining the successful bidder, the Purchase committee will give weightage to the marks evaluated on technical bidding and marks evaluated on financial bidding, in the ratio of 70:30 respectively. The committee will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily, for which the Firm may be asked for making a presentation, along with other parameters.

10.2 Notification of award

Prior to the expiration of the period of bid validity Selection Committee will place a Firm order or notify the successful Bidder in writing.

10.3 Signing Of Contract

- i. At the same time as The Principal , Aastha Vidya Mandir English Medium School notifies the successful Bidder that its bid has been accepted, it will send the Bidder the Work Order, incorporating major terms.
- ii. Within seven (7) days of receipt of the Order, the successful Bidder shall acknowledge the same.
- iii. Failure of the Successful Bidder to comply with the requirement of above mentioned clause shall constitute sufficient grounds for the annulment of the award and forfeiture of EMD in which event the DDA may make the award to the next evaluated bidder or call for new bids.

10.4 Corrupt Or Fraudulent Practises

- i. Bidders shall observe the highest standard of ethics during the procurement and execution of the contract.
- ii. The selection Committee will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

11.0. Miscellaneous

- i. Selection Committee reserves the right to accept or reject any bid, in part or full, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the action.
- ii. In case the first successful bidder is debarred, the tender can be awarded to the next lowest bidder or Purchase Committee reserves the right to cancel the tender or call a fresh bid.

ANNEX. –I

BID FORM

(Technical Bid)

(To be submitted on the Firm's letter head and signed by authorized person)

To

**The Principal,
Aastha Vidya Mandir English Medium School,
Jawanga, Geedam
Dantewada**

Ref: Bid for setting up a horse riding and equestrian training program for the students of the Aastha Vidya Mandir English Medium School in Dantewada district of Chhattisgarh

Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to undertake the job of setting up a horse riding and equestrian training program for the students of the Aastha Vidya Mandir English Medium School in Dantewada district of Chhattisgarh as per the requirements and in conformity with the said bidding documents.

We undertake, if our bid is accepted, to deliver the job in accordance with the bidding documents.

If our bid is accepted, our EMD shall be deemed as performance security.

We agree to abide by this bid for a period of 120 days after the date fixed for opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

1. We declare:

- i. That we have years of experience of setting up a horse riding and equestrian training program for the students in various parts of India and hence are capable enough to carry out the work mentioned above

2. We hereby offer to carry out the job at the rates mentioned in the Financial Bid.

3. We enclose herewith the complete Technical Bid as required by you.

4. We have carefully read and understood the terms and conditions of the bid document and the conditions of the contract applicable to the bid document and we do hereby undertake to carry out the work as per these terms and conditions.

5. Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of the sole proprietor,

Or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney,

Or

A company and the person signing the document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariable by duly attested by the person authorized to sign the bid document)

6. We do hereby undertake that, until a formal work order is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the work order, shall constitute a binding contract between us.

Dated this day of _____ 2018

Details of enclosures:

Full Address: _____

Telephone Landline. _____

Mobile: _____

E-mail: _____

COMPANY SEAL

ANNEX. –II**Bid Form (Financial Bid)
(On the letter head of the Firm submitting the bid document)**

To

**The Principal,
Aastha Vidya Mandir English Medium School,
Jawanga, Geedam,
Dantewada.**

Ref: Bid for setting up a horse riding and equestrian training program for the students of the Aastha Vidya Mandir English Medium School in Dantewada district of Chhattisgarh.

Sir,

Having examined the bidding documents and having submitted the technical bid for the same, we, the undersigned, hereby submit the financial bid for translation and/or verification work as per the requirements and in conformity with the said bidding documents.

We hereby offer to undertake the job by paying the lease rent mentioned in the Commercial Bid.

We do hereby undertake that, in the event of acceptance of our bid, the work shall be done as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.

We enclose herewith the complete Financial Bid as required by you. This includes:

1. Bid Letter (Annexure III)

We agree to abide by our offer for a period of 120 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the bid document and we do hereby undertake to carry out the work as per these terms and conditions. The Financial Deviations are only those mentioned in the statement of deviations from financial terms and conditions.

Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of sole proprietor,

Or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/ by virtue of general power of attorney,

Or

A company and the person signing the bid document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections / deletions should invariably be duly attested by the person authorized to sign the bid document.)

We do hereby undertake that, until a formal work order is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the work order, shall constitute a binding contract between us.

Dated this day of _____ 2018

Signature of Bidder

Details of enclosures

Full Address: _____

Tel. Landline: _____

Mobile: _____

E-mail: _____

COMPANY SEAL

ANNEX. – III**Financial Bid (including, service tax, TDS, or any other tax)**

Cost for the Services Offered for setting up a horse riding and equestrian training program for the students of the Aastha Vidya Mandir English Medium School in Dantewada district of Chhattisgarh

Estimated cost is to be provided in the format given below:

Sl. No.	Requirements	Details	Cost (in Rs.) inclusive of all taxes
1	setting up a horse riding and equestrian training program for the students of the Aastha Vidya Mandir English Medium School in Dantewada district of Chhattisgarh	Charges to be quoted per Month	

Details of the applicable taxes and duties if any (expressed in % terms):

The work shall be started within 7 days after submitting acceptance letter

The price quoted should be inclusive of all miscellaneous expenses and inclusive of applicable Taxes.

(Signature of the bidder)

Name:

Place:

Seal

Date:

