

DELHI DEVELOPMENT AUTHORITY
VASANT KUNJ SPORTS COMPLEX
VASANT KUNJ, NEW DELHI – 110070

No. SP/VKSC/0021/2021/F1/-VKSC/5054

Dated: 18/03/2026

NIP No.01/VKSC/DDA/2025-26
INVITING PROPOSALS TO IMPART SWIMMING COACHING
AT VASANT KUNJ SPORTS COMPLEX

The Swimming Pool of Vasant Kunj Sports Complex (VKSC) is likely to open to public shortly. There is a requirement of imparting Coaching at the Swimming Pool.

Proposals are invited from individual/agencies having sufficient experience in conducting swimming coaching in major sports complexes / recreational clubs etc. to impart swimming coaching in Vasant Kunj Sports Complex, DDA, Vasant Kunj, New Delhi. Coaching is to be conducted in the morning from 09:00 a.m. to 11:00 a.m. and in the afternoon from 3:00 p.m. to 5:00 p.m. on six days a week excluding holidays notified by the complex. The individual / agency undertaking to provide coach (s) must have specialized expertise in swimming and the coach should be fully aware of the type of activities to be carried out.

The board terms & conditions for award of contract for coaching are enumerated in the succeeding paragraphs below:

Pre-Qualification Criteria

1. Individuals/ Agencies who have been debarred shall not be permitted to submit offers and any such offers received will be summarily rejected without notice to the party. Any individual who has been debarred is not permitted to submit offers/take part in any negotiations or represent an individual/agency even if he holds a power of attorney on the agencies behalf.
2. Any individual/agency engaging debarred coach(s) is also liable to be debarred in the rendering process and its offer will be rejected.
3. Any individual/agency awarded the contract of providing manpower for deck area for the pool will not be considered for coaching at the same complex. Offers if any will not be considered and will be rejected.

Qualification and Experience

4. The applicant should have executed two works of similar nature in the past three years in pools/ clubs/ schools/ institutions operated by the government/ public sector departments/ or reputed private agencies which have government approval to run such institutions. A certificate of experience from the department/ institution will be attached with the bid. Where the experience is from a school, the school should certify that the pool or swimming facility was in its premises or operated by it. Testimonials in support of the claim will have to be attached.
5. The coaches proposed to be utilized for the actual imparting of coaching must have obtained a coaching qualification from SAI/ NIS/ YMCA/ Army/ Navy/ Air Force institute of Sports or any other recognized body. The DDA reserves the right to reject candidates in case the credentials of the authority awarding the certificate are not verifiable. The applicant will be required to produce all the original certificates of all the coaches. The criteria may be relaxed by the DDA if the applicant has been a National Champion in any Swimming Event for two years or more or has represented India at the international level on three or more occasions. Proof of such participation will be essential. Coaching experience of each individual should not be less than three years. Proof of having conducted coaching would be required duly signed by the Head of Institution wherever coaching was conducted by the individual.
6. Preference would be given to the coaches who have represented at International/ National/ State Level. Testimonials should be attached with the proposal.

7. Preference will also be given to qualified individuals who undertake to impart the coaching in person at the complex.

Terms of Award

8. The period of award will be for a period of six months or less depending on the date of signing of the formal award and closure of the pool. The DDA reserves the right to close the pool earlier than schedule and no compensation will be given for any such closure.
9. The timings, duration of coaching etc. will be as per norms specified by the Secretary of the complex.
10. There will be one coach for every 10 trainees in one shift. In case the number of trainees, increases, or for any other reasons if required by the complex, the individual/ agency will provide additional coaches at short notice.
11. No minor should be engaged.
12. The coach/ individual/ agency shall carry out their work as per orders/ instructions of the Secretary of the complex. All such instructions and orders issued including verbal instruction shall be, for all proposes deemed to have been issued to the individual/agency.
13. The coach should be polite and courteous to the members/participants in the programme. The individual/ agency awarded the work undertakes to ensure that's its staff will maintain due courtesies to all users and decorum and not involve in activities detrimental to a conducive environment for operation at the Swimming Pool.
14. Problems or difficulties with regard to members will be brought to the notice of the complex staff and under no circumstances will the coach take any action that may be in conflict with the decorum at complexes. Cases of breach of discipline/ safety concerns will also be reported to the complex administration immediately on occurrence and if required in writing subsequently.
15. The complex reserves the right to remove a coach in case his conduct is not satisfactory on in case there is a breach of discipline.
16. The coach should wear uniform duly approved by the Secretary of Complex. Coach attending without uniform shall be deemed to be absent from duty.
17. Management will not be responsible for any injury/ loss of life/ untoward incident to users availing the swimming coaching facility. The coach must ensure all safety precautions are taken to prevent any such incidents and able to react to such situation if they do arise for reasons beyond his control.
18. All staff shall be placed only after police verification and confirmation to the Secretary of the Complex.
19. Coaching fee fixed by the DDA, which can be confirmed from the complex, will be collected by the DDA as per prescribed rate per hour per month from trainees. This excludes any charges for use of the pool that are not in the scope of the coaching contract.
20. Coaching timing and duration will be as per DDA's Coaching Policy and these may be changed at the discretion of the DDA.
21. The coach shall be in attendance on the prescribed hours and if coach is found absent from duty a penalty of ₹ 1000/- will be levied on the individual/ agency. In case the coach is unable to attend due to reasons beyond his control or requires leave of absence permission will be taken from the Secretary preferably in writing and the trainees informed. The DDA is liable to deduct a proportionate amount from the share paid to the coach for any absence the extends beyond two days at a time and 10 days in the entire period of contract.
22. Any loss/ damages/ theft caused during the period, the coach/ employee of the individual/ agency is on job, shall be responsibility of the individual/ agency and the DDA shall be entitled to recover the amount from the individual/agency.
23. The coaching will be on revenue sharing basis 50:50 (50% to the individual/ Agency and 50% to the DDA). During the Coaching period fee collected during a month will be shared between the individual/ agency and complex respectively. The individual/ agency share will be paid on monthly basis after the end of the month of the coaching.

24. All payment to the individual/ agency/ coach shall be made through cheque only. Necessary statutory deductions shall be deducted from the share due to the coach/ individual /agency.
25. Noting extra shall be paid except for the share entitled for the number of trainees who avail the coaching after necessary deductions.
26. For all intents and purposes, the coach or suchlike personal provided by the individual/ agency shall be the employees of the individual/ agency. The individual/ agency shall be responsible to provide all admissible and/or fringe benefits to such personnel. The Delhi Development Authority shall not be responsible in any respect whatsoever for payment of any claims of the personnel provided by the individual/ agency.
27. Where an individual/ agency undertakes to provide the coaches, it shall furnish a certificate that payment to the coach(s) has been made in accordance with the rates circulated by the Government of the National Capital Territory of Delhi as applicable during the period of the claim.
28. The proposer hereby acknowledge, having read and understood various statutory provisions as amended up to date including but not limited to Minimum Wages Act, 1948, Contract Labour (Regulation & Abolition) Act, 1970, Employee Provident Fund & Miscellaneous Provision Act, 1952, along with EPF Scheme, Payment of Bonus Act, 1965, Payment of Gratuity Act, 1972 etc. and undertake to ensure compliance of all the statutory provisions of the aforesaid statutes and all other statutes for the time being in force governing the employer, employee relationship between tenderer/contractors on one hand and their employees on the other hand. The parties hereto have clearly understood and acknowledge that DDA shall not be liable in any manner under circumstances for non-compliance of the aforesaid statutory provisions or otherwise and the tenderer/contractors shall be exclusively responsible and liable for all the consequences for non-compliance of aforesaid statutory provisions and other relevant provisions governing the tenderer/contractors and his/their employee and there shall be no obligation of DDA and DDA shall not have privity with the employee of the tenderer/contractors for endorsement of the aforesaid statutes or otherwise.
29. In case of any lapse on the part of the coach, or of the individual/ agency, the orders of the Commissioner (Sports) in that behalf shall be final and binding upon the coach/individual/ agency and shall not be called in questions before any forum. In case of any dispute, after giving due notice and hearing in person or in writing the orders of the Commissioner (Sports) shall be final and binding upon the coach/individual/ agency.

Document to be Submitted with Offer

30. The offer must include the brief bio data of the individuals along with copies of proof of identity, PAN Card, proof of residence as prescribed in KYC norms for banks, education certificates, certificate of coaching. Testimonials of sporting achievements if any should also be attached.
31. Two copies of passport size photographs of the applicant and each coach proposed to be deputed will be submitted.
32. In case of an individual/ agency, the ownership details, income tax returns of the past two years duly certified by a chartered accountant will be attached. In case of a company, the list of directors and primary shareholders along with the annual return submitted to the ROC must be attached.
33. Individual applicants must submit their income tax returns for the last two years with at least two assessment orders in the past four years.
34. The attached checklist will be submitted duly endorsed.

Consideration of Offer

35. The proposal submitted without required documents will not be entertained at all and summarily rejected.
36. Any conditional Proposals shall be summarily rejected.
37. Any Proposal received post/courier etc. shall be rejected.
38. The validity if the Proposal 60 days from the date of the opening of sealed proposals.

39. Commissioner (Sports) reserves the right to reject all or any offer without assigning any reason and the same shall not be questionable before any forum, court or law, etc.

Last date of receipt of proposal is **28/03/2026** upto **3:00 p.m.** The proposals may be placed in a sealed envelope in the tender box provided for at the reception of the complex at following address.

Secretary,
Vasant Kunj Sports Complex, DDA
Sector: D-2, Vasant Kunj, New Delhi -110070
Tel: 011 – 26136731/32
Email: vkscdda@gmail.com

The proposal will be opened on **28/03/2026** at **3:30 p.m.** in the same complex in the presence of all those who have submitted their offers.

-Sd/-
RE / VKSC

Copy to: (Through email):

1. The Secretary (Coordn.), Sports Wing
2. Director (System), DDA – DDA Website
3. All Secretaries, DDA Sports Complexes – to display on complex Notice Board

-Sd/-
RE / VKSC

CHECKLIST OF DOCUMENTS SUBMITTED (ANNEXURE -I)

| Sl. No. | Documents to be submitted | Submitted | Not Submitted | Remarks |
|----------------|---|------------------|----------------------|----------------|
| 1 | Copy of registration of Firms/ Partnership Deed/ Society Registration Certificate | | | |
| 2 | Brief Bio Data of Individual Applicant or Individual/ agency/ partnership profile | | | |
| 3 | Copy of PAN Card | | | |
| 4 | Proof of Identity of Individual (Aadhar Card/ Voter Card) | | | |
| 5 | Proof of Residence (Voter Card/ Bank Certificate/ Utility Bill) | | | |
| 6 | Proof of experience | | | |
| 7 | Bio Data and qualification of coaches | | | |
| 8 | Photographs of coaches | | | |
| 9 | Identity proof of Coaches | | | |
| 10 | Residence proof of Coaches | | | |
| 11 | Testimonials of Performance at International / National/ State Level | | | |
| 12 | Copy of Income Tax Return for last two years | | | |
| 13 | Last 2 Years audited statement from Chartered Accountant | | | |
| 14 | Income Tax Assessment Order | | | |
| 15 | Other Documents (Specify Below) | | | |

Other Documents

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Signature of Bidder Seal of Establishment

CHECKLIST FOR COMPLEX

| Sl. No. | Documents to be submitted | Submitted | Not Submitted | Remarks |
|----------------|---|------------------|----------------------|----------------|
| 1 | Copy of registration of Firms/ Partnership Deed/ Society Registration Certificate | | | |
| 2 | Brief Bio Data of Individual Applicant or Individual/ agency/ partnership profile | | | |
| 3 | Copy of PAN Card | | | |
| 4 | Proof of Identity of Individual (Aadhar Card/ Voter Card) | | | |
| 5 | Proof of Residence (Voter Card/ Bank Certificate/ Utility Bill) | | | |
| 6 | Proof of experience | | | |
| 7 | Bio Data and qualification of coaches | | | |
| 8 | Photographs of coaches | | | |
| 9 | Identity proof of Coaches | | | |
| 10 | Residence proof of Coaches | | | |
| 11 | Testimonials of Performance at International / National/ State Level | | | |
| 12 | Copy of Income Tax Return for last two years | | | |
| 13 | Last 2 Years audited statement from Chartered Accountant | | | |
| 14 | Income Tax Assessment Order | | | |
| 15 | Other documents (specify below) | | | |
| 16 | | | | |
| 17 | | | | |
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| 20 | | | | |

ASSESSMENT SHEET

| Sl. No | Criteria | AE (Civil) | AAO | Secretary |
|--------|----------------------------|------------|----------|-----------|
| 1. | Debarred individual/agency | Yes / No | Yes / No | Yes / No |
| 2. | Debarred Individual | Yes / No | Yes / No | Yes / No |
| 3. | Deck Area Contract | Yes / No | Yes / No | Yes / No |
| | Signatures | | | |

| Sl. No. | Criteria | Marks/ Weightage | Scoring Guide | Marks Awarded |
|---------|--|---------------------|--|---------------|
| 1. | Experience in years | 15 | (0 for 2 years, 5 for 3 years and 1 for each addl year , max 15) | |
| 2. | NIS Qualified/ Armed Forces Certified | 10 | Only one to be awarded | |
| 3. | Other equivalent Qualifications | 5 | Only one to be awarded | |
| 4. | International Experience | 10 | | |
| 5. | National Experience | 5 | | |
| 6. | State Experience | 2 | | |
| 7. | Applicant will coach | 15 | | |
| 8. | Satisfactory Performance Certificate from DDA/ Govt. Agency | 20 | 5 point for each year max of 20 | |
| 9. | Satisfactory Performance certificate from Hotel/ School/Private Agency | 18 | 3 point for each year max of 18 | |
| | Total | 100 | | |

Secretary / VKSC

AAO / VKSC

RE / VKSC