



INDRAPRASTHA COLLEGE FOR WOMEN/इन्द्रप्रस्थ महिला महाविद्यालय
University of Delhi/दिल्ली विश्वविद्यालय
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IPC/163/07

27July2018

Tennis Coaching Centre
Tender Notice

Proposals are invited from reputed parties to run a Tennis Academy in the College premises on sharing basis for its students, staff and their family members and members of the community. Quotations can be submitted from 27.7.2018 to 06.8.2018 in the College office on working days during this period.

Terms and Conditions

1. The Contractor will provide coaching to the Tennis team of Indraprastha College for Women and accompany players for all tournaments where College team may have to participate, free of cost.
2. The Contractor will also provide tennis coaching to the College students, College employees, their families and members of community at monthly rates per member as given below:-

(i)	Indraprastha College students -	Free of cost (for specific batches)
(ii)	Staff members (teaching & non-teaching) & Spouse	- Rs.500/- per month
(iii)	Family members of staff	- Rs.500/- (Five days a week for a month)
iv)	Members of Community	- Rs.3000/- (Six days a week for a month)
v)	Members of Community	- Rs-2000/- (Three days a week for a month)
3. The upkeep maintenance and cleanliness of the Tennis Court and its around premises will be the responsibility of the Contractor.
4. The Contractor will appoint the following personnel for maintenance and running of Tennis Court in two shifts, morning and evening (i.e. 6.30 a.m. to 10.30 a.m. and 4.00 p.m. to 8.00 p.m.) at his own expense. The staff should have proper qualifications and experience including knowledge for First Aid. The Contractor will keep a First Aid Box on site.
 - a) Two Trainers / Instructors - per shift.
 - b) 1 Attendant / Helper – per shift
 - c) 1 ball picker – both session
 - d) One person to record entry and exit during shifts.
 - e) Contractor himself / Supervisor – both session

5. The Contractor will adhere to the following Coaching time Schedule approved by the College.

Morning Sessions:-

- i) 6.30 a.m. to 7.30 a.m. (Members of Community, Staff and their family members)
- ii) 7.30 a.m. to 8.30 a.m. (College team) (free of cost)
- iii) 8.30 a.m. to 10.30 a.m. (General students and staff) (free of cost)

Evening Session :-

4.00 p.m. to 8.00 p.m. – Members of Community, Staff and their family members.

During the above two sessions there will be No Parking available to any guest beyond 7.30 a.m. and cars will be towed away from the front gate parking. Guests will provide their car number at the time of registration for the record of I.P. College so that they can be identified for towing.

- 6. The I.P. College's Tennis Coaching Centre membership procedure will be determined and implemented by the College authorities. The Contractor will not entertain any person directly without approval of I.P. College authorities.
- 7. Tennis coaching fee will be collected through Canara Bank, I.P. College.
- 8. Rules governing the services available to members will be defined by the College and communicated via notices on the board. The Contractor will have to adhere to the rules.
- 9. Code of conduct for members will be set down by the College. It will be the responsibility of the Contractor to see that decorum of behavior by all concerned is maintained.
- 10. The Contractor will maintain the attendance record of all members.
- 11. The Contractor will have either the expertise himself or depute personnel to provide first aid to members on the Court. He will also maintain an upgraded first aid kit.
- 12. The Contractor will submit the list of employees along with their address and photo copies of certificates, police verification, bio-data and photographs to Department of Physical Education of I.P. College before signing the contract. He will adhere to the Labour Laws in force for employment and retention of employees.
- 13. It will be the responsibility of the Contractor to ensure that the staff at Tennis be the very same ones whose photographs, certificates, bio-data have been submitted as per para 12 above. In case a change in staff has to be made, it should be done with prior intimation and the approval of I.P. College. The photo copies of certificates, bio-data and photographs must be submitted at the time of seeking approval.
- 14. The Contractor will be liable and also responsible before the Court of Law for any injury/accident of members of Tennis Court and also for own employed staff, who is working and supervising the Tennis Court.
- 15. The Contractor will not allow, under any circumstances, any of his employee's friend or

- relatives to use the Tennis Court without proper authorization by the College authorities.
16. The Principal or her representative reserves the right to inspect the Tennis Court at any time and cancel the contract on the spot in case of violation.
 17. The Principal, I.P. College for Women reserves the right to impose any penalty regarding non provision of satisfactory services and deduct the charges from the bills submitted for payment.
 18. The Bidders and their staff are required to observe the highest standard of ethics during the process of award of this contract by not engaging themselves in corrupt, fraudulent, collusive or obstructive practices as generally defined. Non-compliance of the above will lead to rejection of proposal for award/declaring a firm or individual ineligible even for future bidding.
 19. The Contract will not be sublet.
 20. The contract will be initially for a period of one year which may be extended beyond this period on agreed terms and conditions based on the performance of the contracting firm subject to the approval from the Competent Authority of IP College for Women. The change in rates, if any, may be decided by mutual negotiation between the firm/service provider and the College.
 21. The Contractor will be required to provide additional time slot for the members who want to take advance training/ coaching
 - 22.. The Contractor/Agencies may visit and inspect the Tennis Court from 10.00 a.m. to 1.00 p.m. during working days from Monday to Friday and may seek clarifications, if any, from Ms. Seema Singh Teacher-in- Charge, Department of Physical Education and Sports, IP College for Women Delhi.
 23. Contractor will ensure that no person will sign on behalf of any member. The user has to sign himself or herself before and after using the facility.
 24. Contractor is responsible that the fee receipt is duly received by the member, confirmed through member counter signature on the receipt kept in College.
 25. Contractor is responsible for smooth functioning and upkeep of the facilities wherever a College intervention is required for the same the contractor must bring this in the notice of the College Authorities and follow up continuously until the same has been resolved.



Principal