



**OFFICE OF THE CHIEF EXECUTIVE OFFICER
SHRI MATA VAISHNO DEVI SHRINE BOARD, KATRA**
Central Office, Jammu Road, Katra (J&K) – 182301
E-mail: aceodg@maavaishnodevi.net

No.: CO/Sports/07-I/1537

Dated: 23.03.2026

Request for Inviting Quotations (RFIQ)

For and on behalf of Shri Mata Vaishno Devi Shrine Board; through Chief Executive Officer (herein after referred as SMVDSB), offers are hereby invited from the reputed professional firms / companies dealing in manpower services on outsourcing basis for providing Sports Coaches in various discipline of sports at SMVD Sports Complex, Katra for a period of one year:

S. No.	Particulars	No. of Coaches required	EMD (Rs.)
1.	Manpower services on outsourcing basis for providing Sports Coaches in various discipline of sports at SMVD Sports Complex, Katra for a period of one year.	6	20,000/-

1. The bids to be submitted in two envelopes:
 - a) Envelope-A : Technical Bid
 - b) Envelope-B : Financial BidBoth envelopes to be submitted in Sealed Envelope-C

Submission Method:

- (i) Both the **Technical Bid (Cover-I)** and the **Price Bid (Cover-II)** must be sealed in separate envelopes superscribed as “quotation for the providing sports coaches against RFIQ No. CO/Sports/07-I/1537 dated 23.03.2026”, and submitted **in-person** at the office of **SMVDSB, Katra** by **3:00 PM (1500 hrs) on 01.04.2026** or sent via **Registered Post / Speed Post / Courier** addressed to:

**Chief Executive Officer
Shri Mata Vaishno Devi Shrine Board
Central Office, Jammu Road, Katra (J&K)-182301**
 - (ii) **Bids received after the due date and time will not be considered** under any circumstances.
2. The quotations shall be opened by the Committee constituted, at the Office of Chief Executive Officer, SMVDSB, Katra in the presence of the bidders who may choose to be present.

3. The Shrine Board shall not be responsible for any postal delay. Any conditional offer OR offers which are not appropriately sealed as per the format, as explained above, OR offers received after the stipulated date and time, shall not be entertained. Any cutting or overwriting in the Documents will also make the bid liable for rejection.

4. **Technical Bid (Envelope-A)**
(Document to be submitted):

- i Any Sole Proprietorship Firm, Partnership Firm, Public Limited Company or Private Limited Company having an office in Jammu or elsewhere in J&K, subject to the satisfaction of other eligibility criteria in terms of organization, infrastructure, experience and availability of sports coaches. Necessary supportive documents must be enclosed with the technical bid.
- ii Average Annual financial turnover of related services during the last three years, ending 31st March of the previous financial year should be at least Rs. 1 Crore.
- iii The bidder must have successfully executed / completed similar services over the last three years.
- iv The firm should be enclosed copies of Income Tax Return; Balance Sheet and Profit & Loss Account for the last three financial years.
- v The firm should have all Registrations / Certifications of EPF / ESI Registration, GST Registration etc. The bidder shall also possess PAN registration connected to Income Tax.
- vi The firm shall have to produce latest EPF and ESIC Challans of coaches not earlier than 01 year. In support of which an affidavit that stating that their manpower is only for providing coaching services and not for other services should be enclosed by the firm.
- vii The bidder must enclose an undertaking on the letter of firm claiming that it has never been black listed or punished by any court for any criminal offence/breach of contract and no police / vigilance enquiry/criminal case is pending against him or company / agency as the case may be.
- viii Earnest Money Deposit amounting to Rs. 20,000/- pledged to Accounts Officer, SMVDCS, Katra or transfer the amount through **NEFT** in the official account of SMVDCS Account No. 50100417566279, IFSC – HDFC0002344 ("0" Zero).

5. **Financial Bid: (Envelope-B)**

- (i) The price bid shall contain item wise price and total amount, GST, Service Charges etc. as per Annexure-"A"
- (ii) **No firm shall quote service charges as NIL / 0 / 0.00 / Not Quoted. Any offer with such remarks / figures shall be considered as unresponsive / rejected.** The price bid should be absolute and unconditional.
- (iii) Minimum service charges shall not be less than 3.85% or as defined by Ministry of Finance. Not confining the same, shall leads to rejection / disqualification of the bid.
- (iv) The price bid shall be opened in favour of bidders who qualify in the technical bid.

- (v) Price bids not conforming to above standards or suffering from any flaw shall be rejected.

6. **Validity of Rates:**

- i) The validity of quotation should be 45 days from the last date prescribed for submission.
- ii) The period of currency of rate contract shall be of one year from the date of issuance of Work Order. The Contract Order may be extended by another 01 year on the same Terms and Conditions, with 5% escalation subject to satisfactory supply during currency of contract and mutual consent of buyer / seller.

7. **MANPOWER REQUIREMENT:**

- i) Consolidated remuneration excluding EPF, ESI (wherever applicable), service charge and inclusive GST.

S. No.	Discipline	Monthly Salary	Qualification Required
1.	Cricket + Grounds men	38,000/-	<ul style="list-style-type: none"> • B. P. Ed • M. P. Ed • NSNIS Certificate in Sports Coaching in cricket • Represented Jammu Kashmir Cricket Association (JKCA) Senior Team. • 2 years' Experience as Cricket Coach.
2.	Football	27,000/-	<ul style="list-style-type: none"> • B. P. Ed • NSNIS Diploma in Sports Coaching in Football • 2 years' Experience as Coach.
3.	Shooting	38,000/-	<ul style="list-style-type: none"> • Graduation • National Medal in Shooting • NSNIS Certificate in Sports Coaching in Shooting • NRAI National Coaches Course. • OGQ coaches, foundation course. • ISSF Coach License
4.	Table Tennis	27,000/-	<ul style="list-style-type: none"> • Graduation • NSNIS Diploma in Sports Coaching in Table Tennis • 2 years' Experience as Coach.
5.	Basketball	27,000/-	<ul style="list-style-type: none"> • B. P. Ed • NSNIS Certificate in Sports Coaching in Basketball • 2 years' Experience as Coach

6.	Athletics	50,000/-	<ul style="list-style-type: none"> • Graduate • International medal • NSNIS certificate in Sports Coaching in Athletics • State Award • National medal (individual) in athletics
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8. **SECURITY DEPOSIT/ PERFORMANCE GUARANTEE FEES:**

- a) The successful Bidders(s) shall furnish security deposit equivalent to 10% (ten percent) of value of contract in the form of Bank Guarantee from Nationalized / Scheduled Bank pledged to Accounts Officer, Shri Mata Vaishno Devi Charitable Society, Katra valid upto the end of Contract period of two years. The EMD of the successful Bidders will be release after the deposit of Bank Guarantee in full.
- b) The security deposit will be released within one month from the date of completion of agreed contract and no interest will be paid thereon.

9. **Earnest Money Deposit (EMD):**

Participating firm has to submit Earnest Money Deposit in the shape of CDR/FDR amounting to **Rs. 20,000/- (Rupees Twenty Thousand only)** pledged to Accounts Officer, SMVD Charitable Society , Katra or transfer the amount through **NEFT** in the official account of SMVDCS Account No. 50100417566279, IFSC - HDFC0002344. The EMD shall be returned to all un-successful bidders after the issuance of Letter of Award. However, the EMD of the successful bidder (s) shall be retained as Security Deposit till the culmination of contract period.

10. Furnishing of EMD for an amount less that the stipulated amount mentioned in the RFIQ quoting the exemption as Small-Scale Industries or any other reason shall not be entertained and the quotation / offer submitted by the firm shall be rejected out-rightly.

11. **SELECTION CRITERIA:**

The Technical evaluation shall be carried out in 02 Stages and Financial Bid shall be carried out in Stage-III as per the following:

Stage-I - The Stage-I carries 60 Marks

- (i) In the first stage of evaluation, offers shall be rejected if found deficient as per the requirements of RFIQ and other eligibility criteria as set forth in Clause-I of Technical Bid.

Stage-II – The Stage-II carries 40 Marks

- (ii) The firms fulfilling the minimum eligibility criteria shall be called for post bid profile presentation wherein the bidders shall give presentation regarding the profile of the firm and the same shall be evaluated by the committee formed by Chief Executive Officer / Addl. Chief Executive Officer, SMVDSB.

- (iii) The top three bidders qualifying the technical bid (Stage-I & Stage-II) shall only be admitted in process of financial bid evaluation.

Stage-III – Financial Evaluation

- (iv) Financial bids of the technically qualified firms shall thereafter be opened and the firm offering lowest rates for providing manpower (coaches) shall emerged as L-1 bidder and can be considered for the allotment of the contract. In-case of a tie in rates, revised sealed bid can be obtained on the spot and the firm offering lowest rates shall be considered for the allotment of the contract. In-case of tie in the second instance as well, it shall be decided by the process of “draw of lots”.
 - (v) The Shrine Board reserve the right to negotiate the quoted rates, terms & conditions with the lowest firm or any of the other firm to ascertain the suitability of the acceptance offer.
12. The manpower mentioned in the RFIQ is tentative and shall be increased or decreased subject to the demand.
13. The conditional, illegible, ambiguous quotation(s) and quotation(s) received after the stipulated date and time shall be out rightly rejected.
14. **PRE-BID MEETING:**
A pre-bid conference will be held on **28.03.2026 at 12:00 Noon** at Conference Hall, SGC, Katra. The prospective bidders are requested to preferably send their queries at-least 02 days in advance before scheduled pre-bid meeting. **Shrine Board reserves the right to modify the terms & conditions of RFIQ after the pre-bid conference in view of any practical modalities which may emerge during the pre-bid meeting.**
15. **BROAD DUTIES AND RESPONSIBILITES ATTACHED TO THE POST OF SPORTS COACH:**
- (i) To provide coaching and training to emerging and aspiring student players and educate them about the rules of the respective games.
 - (ii) To impart specialized coaching and advanced training to players to help them achieve excellence in sports.
 - (iii) To conduct coaching camps in preparation for participation in various National Games and other National and International tournaments.
 - (iv) To select and recommend appropriate sports equipment and materials for players.
 - (v) To undertake any other work related to the promotion and development of sports and games activities.
 - (vi) To maintain proper records of trainees.
 - (vii) To ensure discipline is maintained at all times.
 - (viii) The deployed coaches shall uphold the discipline, integrity, rules, and regulations of SMVDSB, while maintaining strict confidentiality at all times.

16. **GENERAL TERMS & CONDITIONS:**

- (i) The firm shall execute an agreement with Shri Mata Vaishno Devi Shrine Board (SMVDSB), Katra within 15 days from the date of issuance of the Letter of Award (LoA).
- (ii) The Chief Executive Officer/Addl. Chief Executive Officer, SMVDSB reserves the right to accept or reject any or all tenders without assigning any reason thereof.
- (iii) The firm shall be liable to compensate for any loss or damage caused to the property of the Shrine Board by its workers, whether intentional or unintentional. Failing this, the amount shall be recovered from the firm's due payments or Security Deposit.
- (iv) The firm shall deploy manpower (Coaches) as per the strength indicated in Para No. 07 above. SMVDSB may require additional manpower to meet contingencies, which the firm shall provide on mutually agreed terms.
- (v) In emergent situations, SMVDSB reserves the right to increase or decrease manpower as required.
- (vi) The firm shall implement a Real-Time Work Monitoring System, including location-based attendance tracking (Biometric or Mobile-based) and an employee performance monitoring system.
- (vii) The deployed manpower shall adhere to administrative and disciplinary norms laid down by SMVDSB.
- (viii) Only well-trained and disciplined personnel shall be engaged.
- (ix) Accommodation for employees shall be arranged by the firm at its own cost.
- (x) All deployed manpower must wear proper uniform and company-issued ID cards.
- (xi) Personnel shall be of good character, physically fit, efficient, and skilled. Medical fitness certificates issued by a competent authority must be submitted within 15 days of LoA and thereafter on a half-yearly basis.
- (xii) The Security Deposit shall be forfeited if the firm withdraws prematurely or if services are terminated due to unsatisfactory performance.
- (xiii) Salaries must be credited directly into employees' bank accounts; cash payments are prohibited.
- (xiv) Bank account details of deployed workforce shall be shared at the beginning of the contract and updated upon replacement.
- (xv) A monthly compliance certificate must accompany bills.
- (xvi) Daily Roster
- (xvii) SMVDSB authorities shall decide roaster of the deployed Person/Coach.
- (xviii) Replacement shall only be made with prior consent of the concerned Incharge.
- (xix) The firm shall deduct, contribute, and deposit EPF/PF/CPF amounts along with statutory charges. Proof of deposit must be submitted monthly with bills. SMVDSB shall not be liable for any such obligations.
- (xx) The firm shall comply with all applicable laws including EPF/PF/CPF Act, Minimum Wages Act, Contract Labour Act, Workmen's Compensation Act, and other Central/State/Local regulations.

- (xxi) Any claim or compensation arising from statutory violations shall be the sole liability of the firm. SMVDSB shall not be responsible.
- (xxii) The firm shall abide by all applicable laws including labour laws, Companies Act, tax deductions, and welfare measures for workers.
- (xxiii) The firm shall indemnify and keep indemnified SMVDSB against any claims, damages, costs, or legal proceedings arising from its operations.
- (xxiv) The firm shall ensure adequate protection of materials, equipment, and Shrine Board property from damage or loss.
- (xxv) If a bidder is found indulging in corrupt, fraudulent, collusive, or coercive practices, the bid shall be rejected, EMD forfeited, and the firm debarred for five years.
- (xxvi) Personnel must maintain the sanctity of the Shrine.
- (xxvii) No smoking, alcohol, liquor, or non-vegetarian food consumption.
- (xxviii) Proper decorum, discipline, and respectful conduct must be maintained.
- (xxix) No activity prejudicial to the Shrine's interests shall be permitted.
- (xxx) Performance shall be monitored continuously. A monthly report shall be submitted to the Central Office and shared with the firm's representative.
- (xxxi) At the time of agreement execution, the firm shall submit the list of employees to be engaged. Only listed employees shall perform the work.
- (xxxii) Police verification reports must be submitted within 15 days of LoA. Failure shall attract penalty as per Clause-14(iv)(5), deducted from monthly bills.
- (xxxiii) The firm shall submit a month-wise/year-wise training schedule before execution of the agreement.
- (xxxiv) Each worker must carry an ID card mentioning Aadhaar number and EPF/ESIC number at all times.
- (xxxv) The firm shall install GEO fencing at operational areas for daily shift attendance.
- (xxxvi) Strike Contingency - The firm must make alternate arrangements immediately in case of strike, failure shall constrains to following action:
- First instance - Penalty of ₹10,000/day
 - Second instance - Penalty of ₹50,000/day
 - Third instance - Contract Termination without notice and forfeiture of Security Deposit/EMD.
- (xxxvii) Additional restrictions may be imposed as per security requirements.
- (xxxviii) The firm shall ensure proper conduct of workers. No person of doubtful integrity or bad record shall be engaged.
- (xxxix) No payment shall be made for damage caused by natural calamities. The firm shall be responsible for damage to SMVDSB property.
- (xl) Office space/accommodation may be provided on minimum charges, subject to approval by the Incharge.
- (xli) The firm shall maintain confidentiality and protect all contract-related information.
- (xlii) The firm shall remain responsible for behaviour and conduct of its workers at all times.
- (xliii) After LoA issuance, the firm shall submit the documents contain the name of the Coaches alongwith detail credentials / education and other supporting documents, duly certified

17. **TERMS OF CONTRACT:**

- a) **Period of Contract:** The rates contract shall remain valid for a period of one year from the date of its issuance and can be further mutually extended for a period of another 01 year.
- b) **Sub-Contracting:** The successful bidder shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner.
- c) SMVDSB also reserves the right to modify the Terms and Conditions of the RFIQ at any time.

18. **PENALTY CLAUSE:**

- (i) The Shrine Board is at liberty to impose penalty to the firm on following disobediences:

S. No.	Particulars	Amount (in Rs.)
1.	Non-wearing of I-Card by the Staff.	200/- per employee per violation
2.	Smoking of cigarettes or use of any tobacco products or pan chewing / playing of cards or consumption of liquor / alcohol or eating of non-vegetarian food within or around the premises.	1000/- per complaint
3.	Misbehave	1000/- per complaint.

- (ii) The Competent Authority reserves the rights to increase / decrease the penalty & the same shall be deducted from the monthly bill.
- (iii) The Competent Authority reserves the rights to impose suitable penalties other than mentioned above.
- (iv) Police verification and medical fitness compulsory.

19. **PAYMENT TERMS:**

- (i) The payment on monthly basis shall be released in favour of the firm only after receipt of **Satisfactory Performance Reports** in all respects duly authenticated by the concerned Incharge. The performance of the firm shall have to be of the highest order and the relevant area of operation shall have to be kept spick and span condition all the time during the period of contract. The concerned Unit Head shall give the satisfactory performance report only after the firm has exhibited the work as per the desired quality parameters.
- (ii) Firm also need to submit the previous month bill of salaries released in favour of the manpower deployed along with the Challans of ESIC/EPF/CPF with the bill raised for monthly payment to the SMVDSB from the second months' bill onwards.

20. **TERMINATION OF CONTRACT:**

- (i) That the contract shall be liable to be terminated any time during the period of contract on one month's notice by the Shrine Board or payment of an amount equivalent to one month's sum in lieu of the notice. The contract shall also be liable to be terminated any time during the period of contract on three months' notice by the firm or payment of an amount equivalent to three month's sum in lieu of the notice. The firm shall not sublet the operation to any other agency / person etc. at any time during the period of contract.
- (ii) The contract shall also be terminated, if the Successful bidder fails to take-up the work or execute the agreement with SMVDSB in the stipulated time or fails to deliver / non-compliance as per the terms & conditions of the RFIQ.
- (iii) Shrine Board reserves the right to alter, accept or reject part or all the Tenders without, assigning any reason thereof.

21. This is just a RFIQ and not a Purchase Order.

22. The broad terms and conditions have been included. However, other standard terms and conditions of supply may be incorporated in the Purchase Order to be issued in due course.

23. **ARBITRATION:**

In case of any dispute arising between the parties to this e-tender and all matters connected therewith, both parties shall make every effort to resolve it amicably by direct informal negotiation. If, even after thirty days from the commencement of informal negotiation, the parties have not been able to resolve the dispute amicably, then such disputes / differences shall be resolved by Arbitration as per the Arbitration and Conciliation Act, 1996:

- (a) Either party may request other of its intention that a dispute be submitted to Arbitration and both the parties shall meet within 15 days from the date of receipt of such request, to select a sole arbitrator mutually for the resolution of dispute and venue / seat of Arbitration shall be at Jammu /Katra / Reasi.
- (b) In the event that the parties cannot agree upon the selection of the sole Arbitrator, either party or both of the parties may move an application before the Hon'ble High Court at Jammu, under the Arbitration and Conciliation Act, 1996, for the appointment of sole Arbitration with seat / venue at Jammu for the resolution of disputes between the parties.

However, on failure of resolution of disputes through procedure elaborated above, the Courts at Katra / Reasi alone, shall have the Jurisdiction with respect to subject matter of this e-NIT.

24. **FORCE MAJEURE:**

Any failure or omission to carry out the provisions of the order shall not give rise to any claim by one party against the other, if such failure or omission arises from an "Act of God" which shall include all acts of Natural Calamities such as fire, flood, earthquakes, hurricanes or any pestilences or from civil strikes, compliances with any statute or regulations of the Government lock outs and strikes, riots, embargoes or from any other reasons beyond the control of the parties including the war (Whether declared or not) Civil War or State of Insurrection.

25. **EXTENSION IN TIME:**

The Chief Executive Officer / Addl. Chief Executive Officer, SMVDSB reserves the right to further extend the period of Contract for next one year depending upon the performance with respect to work done in the preceding period, but the same shall not be claimed by the company as a matter of right.

Queries may be addressed to:

**Sh. Sanjeev Kotwal
Deputy General Manager
(Nodal Officer)
Shri Mata Vaishno Devi Sports Complex, Katra
Mob No. 9906019504**

**Director Sports
SMVD Sports Complex,
Katra**

Seal and Sign of the firm

Please read terms & conditions carefully before submitting the quotation

(On the letter head of the firm)
PRICE BID

To,

The Chief Executive Officer,
Shri Mata Vaishno Devi Shrine Board, Katra.

Subject: Quotation for providing coaches at SMVD Sports Complex, Katra

RFIQ No: CO/Sports/07-I/1537 Dated: 23.03.2026

Sir,

I, _____ representative / proprietor from M/s _____ hereby submit my following rates as per the specification / UOM / requirement of Shrine Board, NET rates inclusive of GST and other expenses:

Discipline	No. of Coaches	Price quoted on monthly basis (in Rs.)
Cricket + Groundsmen		
Football		
Shooting		
Table Tennis		
Basket Ball		
Athletics		
GST		
Service Charges		
Any other charges		
Total		

Notwithstanding anything mentioned in our price bid, we hereby accept all the terms and conditions mentioned in the RFIQ which are being signed in token of my acceptance. We hereby undertake and confirm that I/we have understood the conditions properly and shall provide coaches as per the required to SMVD Sports Complex.

I further affirm that in case, I fail to abide-by the conditions or upto the entire satisfaction of the Shrine Board; I shall be liable to the penalties under rules. I further hereby declare that my firm is not blacklisted.

Yours faithfully,

Seal & Signature _____ M/s _____

Full Address _____ Contact Person: _____

Contact No: _____ E-mail Id: _____

*The price to be quoted / offered on the letter head of the firm only as per the price bid format. *