

**REQUEST FOR PROPOSAL (RFP) FOR RUNNING AN EQUESTRIAN CLUB :TWO  
BID SYSTEM AT SAINIK SCHOOL KAPURTHALA**

**ADDRESS :-**

**SAINIK SCHOOL KAPURTHAL,  
DISTT : KAPURTHALA,PUNJAB- 144601**

**REQUEST FOR PROPOSAL (RFP) FOR RUNNING AN EQUESTRIAN CLUB  
AT SAINIK SCHOOL KAPURHTALA**

Tender No.: SSKP/EOI/EQUESTRIAN CLUB dt 03 Jun 2024

1. Sainik School, Kapurthala invites expression of interest from experienced and potential service providers through sealed bids under two bid system i.e. Technical Bid & Financial Bid to run an Equestrian Club for the Cadets of Sainik School Kapurthala.
2. The institute will provide covered & open space of Size on "as is where is basis" where the service provider will house the horses, trainers, groomers and other items for running the club.
3. The interested agencies may visit the institute site before filling the tender documents during office hours from 10.00 a.m. to 02.00 p.m. to have a preview of the area allotted for Equestrian Club on **11 Jun 2024 (Tuesday)**.

**Eligibility :-**

1. The Agency/Firm should have an experience of at least 03 (three) years of running a reputed Equestrian Club or an Equestrian Club in a reputed school.
2. Should possess requirements such as GST registration, PAN Card etc.
3. Tender form Fee Rs 500/- for Tender will be attached if downloaded from the School website or CPPP.
4. Attested copy of GST registration of firm, Pan card of Firms / Proprietor as applicable, Adhaar Card of Proprietor.
5. Income tax return certificate of last three Assessment years of Proprietor / Firm as applicable.
6. Firm Name Bank Account Certificate.
7. Last Three year turnover cert of the firm duly certified by qualified CA for above 150% of the tender Value.
8. Affidavit for non-black listing / no legal litigations (Format for the same is attached as **APPENDIX 'A'** to this RFP).
9. Self-attested along with stamp at all pages of RFP is mandatory.
10. Tender Conditions Acceptance Certificate (Format for the same is attached as **APPENDIX 'B'** to this RFP).
11. Sealed Request for proposal (RFP) document shall be dropped in "Two parts" i.e., (Technical and Financial Bid) for running of an Equestrian Club in the box placed at Main Gate of Sainik School Kapurthala, initially for a period of one year from the date of entering into Agreement and further extendable for two more years upto five year on the basis of satisfactory services, to be decided by the competent authority Principal of Sainik School Kapurthala from time to time.

12. The Request for proposal (RFP) document has been uploaded in the Sainik School Kapurthala website <http://www.sskapurthala.com> or <http://eprocure.gov.in> The willing and eligible bidders can download it from the website and should attach a separate DD/Pay Order of Rs. 500/- (Non-refundable) issued by any nationalized/commercial bank after the date of publication of this notification, as tender processing fee in favour of Principal, Sainik School Kapurthala, payable at Kapurthala, along with the technical bid document. The document without the tender processing fee will not be considered and straightway rejected.

13. The tender document complete in all respects is required to be submitted along with The E.M.D. of Rs. 40,000/- (Rupees Forty thousand only) in the form of D.D. drawn in favour of Principal, Sainik School Kapurthala, payable at Kapurthala. The EMD in the form of DD should be kept with the Technical Bid (DD should have been issued by any nationalized/commercial bank after the date of publication of this notification). No exemption of EMD is applicable. Any document without the EMD with technical bid will not be considered and straightway rejected. EMD of unsuccessful tenders will be refunded.

14. **Security Money Deposit.** Successful bidder is to deposit the security money (@ 3% of total value of the tender (according to Govt of India, Ministry of Finance, Office Memorandum No. F. 9/4/2020-PPD dated 12<sup>th</sup> Nov 2020) within the date intimated by letter. If the bidder fails to deposit the security money on due date, the bid will be treated as cancelled and tender will be awarded to next lowest (L 2) bidder.

#### **IMPORTANT INSTRUCTIONS :-**

1. The last date to drop the completed sealed Request for proposal (RFP) documents (both Technical & Financial bid covers sealed separately and has to be submitted in a single cover) in the Quotation Box placed at the Main Gate of Sainik School Kapurthala is **31 May 2024** upto 1400 hrs. Bids will not be received if sent through Regd./ Speed Post / Courier or by E- mail.

2. The Technical and Financial Bids should be kept in separate sealed covers, with "Technical Bid" and "Financial Bid" super scribed on the envelope. These two sealed covers may be kept in another sealed cover along with the tender documents, with "Tender for Equestrian Club at Sainik School Kapurthala" super-subscribed on the envelope. The name and address of the Agency/Firm must be mentioned on each envelope.

3. The Technical Bids will be opened on **18 Jun 2024 (Tuesday)**, 1530 hrs. at Sainik School Kapurthala by the tender committee of Sainik School Kapurthala in the presence of the tenderers or their authorized representatives. The Bids documents submitted shall be scrutinized through, twostage evaluation process. After evaluating the Technical Bids, the eligible bidders shall be shortlisted for second stage Financial Bids evaluation. The date to open the Financial Bid will be **20 Jun 2024 (Thursday)**.

4. Tenderers are required to visit the institute website regularly for updates. Incomplete tenders and those without proper tender fee and E.M.D. shall be summarily rejected.

Sd/- x-x-x-x-x  
Principal  
Sainik School Kapurthala

**TECHNICAL BID**

Tender No : SSKP/EOI/EQUESTRIAN CLUB dt 03 Jun 2024

(Keep this Technical Bid in Separate Sealed Envelope)

(Technical Bid should be kept in separate sealed cover super scribing "Technical Bid" on it)

1. Name of Tenderer and Agency. :.....  
(Complete Address of the Agency)

2. (a) Details of E.M.D. (Rs.40,000/-)  
Draft No. .... Issuing Bank & Branch-----

(b) Details of Tender fee (Rs.500/-)  
Draft No. .... Issuing Bank & Branch-----

3. The Agency/Firm should have an experience of at least 03 (three) years of running an Equestrian Club in a reputed school.

S No	Period		Organization / Location with full address	Details of Service rendered
	From	To		

**Note : Enclose experience certificate/proofs of experience.**

4. Should possess requirement such as GST registration, PAN Card etc.  
**To enclose copy of GST registration certificate and PAN Card copy.**

**EQUESTRIAN FEDERATION OF INDIA (EFI)** \_\_\_\_\_  
**LIFE MEMBERSHIP No**  
**(Alongwith documents)**

5. **Details of participation in any national or international events\_\_.**

**IMPORTANT NOTE :- NON SUBMISSION OF COPIES OF PROOFS (on Ser 3, 4, 5 & 6) and EMD, Tender cost (at Ser 1 & 2) WILL RENDER REJECTION OF THE TECHNICAL BID.**

Date:

Signature of the Bidder  
with seal

**TERMS AND CONDITIONS FOR AWARD OF CONTRACT TO RUN AN EQUESTRIAN CLUB FOR THE CADETS OF SAINIK SCHOOL, KAPURTHALA**

**Responsibility of Service Provider :-**

1. Service provider will provide English breed (Thorough Bred) A grade horses.
2. The horse riding equipments and items related to horses will be supplied by the service provider for the period of contract. After expiry of the contract the service provider will collect back his horses and equipment. Failure to do so may result into levying penalty on him as decided by the School Management.
3. The Service provider will provide sufficient trainers & groomers. Their number should be proportional to the number of horses demanded by Sainik School Kapurthala i.e one trainer / groomer each for two horses and part thereof .
4. The students will be trained for :-
  - (a) Normal riding
  - (b) Show jumping
  - (c) Dressage
  - (d) Tent pegging
  - (e) Trick Riding
5. The horses to give a grand show on every school visit and function.
6. The staff of horse riding club will follow the prescribed rules and regulations.
7. Participation of school riders in various competitions at different levels will be prime responsibility of the service provider.
8. In case any loss or injury to equipments and horses, the same will be made good by the service provider himself. In case of any ambiguity regarding reasons for loss or injury, the decision of the School Management will be final .
9. The trainer will maintain proper records of rider and their own staff on daily basis and put to the Vice Principal / Principal weekly or as directed.
10. The horses shall be delivered by the service provider at his own cost.
11. If the contractor wishes to replace any horse, the same will be informed in advance and will be of the same quality / breed as mentioned in the contract.
12. Responsibility of safety and security of the cadets of Sainik School Kapurthala lies with the service provider
13. **Design and Construction**: The Service provider is responsible for designing the riding facility layout, including stables, riding arenas, paddocks, safety gears (including body Guards

and helmet) any other necessary infrastructure. They will oversee the construction process / upgradation of the area provided by Sainik School Kapurthala and also ensure that the facility meets safety standards and is conducive to equestrian activities.

14. **Procurement of Equipment and Supplies:** The Service provider will procure all necessary equipment and supplies for the riding facility, including horses, riding gear, grooming tools, feed, bedding, vaccination of their staff and horses etc. They will ensure that all equipment is of high quality and suitable for the intended purpose.

15. **Horse Selection and Management :** The Service provider will select appropriate horses (English breed (Thorough Bred) A grade horses) for the riding school based on factors such as temperament, training level, and suitability for riders of different skill levels. They are responsible for the care, feeding nutrition, grooming, and health maintenance of the horses.

16. **Development of Riding Programs :** The Service provider will develop comprehensive riding programs tailored to students of varying skill levels, from beginners to advanced riders. These programs may include riding lessons, horsemanship training, horse care workshops, and specialized clinics. Developing and designing the modules for cadets to ensure the sustainability of interest.

17. **Instruction and Training :** The Service provider will provide qualified instructors to teach riding lessons and oversee training sessions. Instructors should have expertise in equestrian training and be able to effectively teach students of different ages and abilities.

18. **Facility Maintenance and Management:** The Service provider is responsible for the day-to-day management and maintenance of the riding facility. This includes cleaning stables and arenas, maintaining fencing and footing, and ensuring the overall safety and cleanliness of the premises.

19. **Safety and Risk Management:** The Service provider is to implement safety protocols and procedures to minimize the risk of accidents and injuries during riding activities. This may include conducting safety assessments, providing safety equipment, and enforcing rules and guidelines for riders and staff.

20. **Administrative Duties:** The Service provider will handle administrative tasks related to the operation of the riding facility, such as scheduling lessons and maintaining records and same is to be put up to the Vice Principal & Principal every month.

21. **Community Engagement:** The Service provider may engage with in school community to promote the riding facility and encourage participation in riding programs. This may involve organizing open houses, promotional events, and outreach activities.

22. **Collaboration with School Administration:** The Service provider will collaborate closely with school administration to integrate riding programs into the school curriculum or extracurricular activities. They may coordinate with teachers, coaches, and other school staff to ensure alignment with educational objectives.

**Responsibility of the Sainik School Kapurthala :-**

23. The facilities of stable, water, electricity and accommodation will be provided by the school. Electricity and water bill will be paid by the service provider of accommodation allotted to him.

24. Participation and travelling expenditure of Cadets and fee of the events at all level will be borne by the Cadets/school.

**Payments Terms and Condition :-**

25. No Payments will be made by cash/kind, all the payment will be through digital mode or through an authorised instrument.

26. School will pay for the paid services even if (horse staff are present in school) riding sessions are not conducted due to any examination, weather, holidays and any such reasons. During holidays, the families of the school staff may use this training facility.

27. School will deduct the payment as decided by the School Management for the duration when the number of horses or trainers or groomers are not provided as per the agreement.

**Misc: -**

28. Tenders shall be submitted in official tender form only. If submitted in any other form the same shall be rejected summarily.

29. No tenderer shall be issued more than one tender form.

30. Tenders received without prescribed Earnest Money Deposit (EMD) shall not be rejected.

31. No paper shall be detached from the tender after submitting the tender with the Institute.

32. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, corrections, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instructions laid down herein otherwise the tender is liable to be ignored.

33. The tender is liable to be ignored if complete information is not given there in or if the particulars and date (if any) asked for in the Schedule to the tender are not filled in.

34. An agreement is signed by sole proprietor/firm in the prescribed form after the receipt of the letter awarding the contract, within 10 (ten) working days.

35. The bids should be valid in the case of all the tenders for at least 3 months from the date of opening of the tender and if any bidder withdraws or alters the terms of the tender during the period, the Earnest Money Deposit shall be forfeited. In the case of the successful bidder, rates quoted shall be valid for the entire period of the contract or as mutually agreed upon in case of any changes.

36. Tenders received after due date will not be entertained.

37. Sainik School Kapurthala reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons.

38. The service provider will submit the particulars of all the staff, their identity proofs and their police verification to the School authorities before the commencement the contract.
39. The service provider shall abide by prevailing rules and regulations of Union of India as well as Punjab Government regarding employment of staff and their wages etc ie. Labour Law, Minimum Wages Act, Employment Provident Funds, Employees insurance cover etc.
40. The Service provider shall be further responsible for proper discipline for the employees engaged by him and their work besides observing other obligations.
41. No child labour shall be permitted by Sainik School Kapurthala under this contract and all the provisions of child protection act will be followed.
42. **Contract Extension.** The contract shall remain valid initially for a period of one year from the date of award of the contract/agreement and shall be reviewed every year for further extension as mutually agreed upon for a maximum period of five years. A Committee shall check his services after every three months. The contract cannot be terminate by the service provider before end of contractual period. Sainik School Kapurthala can terminate the contract in mid, if service is not upto the work. Nevertheless, Sainik School Kapurthala shall have the authority to terminated the contract without any notice in case the service provider commits a breach of any of the terms of the contract. Sainik School Kapurthala decision that a breach has occurred will be final and binding to the service provider.
43. The service provider shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labour laws or any other laws both Central & State in force related with Provident Fund, Copy Right-Acts, Employees State Insurance, etc.
44. The service provider shall be responsible to maintain the premises, equipment and other articles, if any, supplied by the School in good condition as the case may be. The Service provider should not make or create any permanent structure/modifications/alterations in the infrastructure/space provided for this service. In case of any damage to the flooring or any infrastructure provided, they shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the Service provider himself. In case of theft or damage, service provider shall replace items lost, broken or damaged with items of the same quality at his own cost and expense.
45. Sainik School Kapurthala shall in no way be responsible for any default with regard to statutory obligation and the service provider will indemnify Sainik School Kapurthala in case of any damage, which may arise on account of action of service provider.
46. On termination of the agreement, the service provider will hand over the building as was provided by the School. If any damages are found, necessary deductions will be carried out from the EMD and the balance amount will be released.
47. Care must be taken to ensure while carrying out the work so that no fittings, fixtures, furnishings are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the service provider, failing which the same will be done at his risk and cost. The decision of the School Management shall be final and binding on the service provider.



48. The workmen employed by the service provider shall be directly supervised and controlled by the service provider and shall have no relation whatsoever with Sainik School Kapurthala. The School shall have no power to control or supervise such workmen or to take any action against them except as permissible under law. Such workmen shall also not have any claim against Sainik School Kapurthala for service or legalization of services by virtue of being employed at Sainik School Kapurthala against any temporary or permanent posts at the School.

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**Appendix 'A'**

**(To be given on Company Letter Head alongwith rubber stamp / E Stamp Paper)**

**To**

The Principal  
Sainik School Kapurthala  
Punjab-144601

**Subject: NON-BLACKLISTING CERTIFICATE**

Dear Sir,

This is to certify that M/s \_\_\_\_\_ has not been blacklisted and no criminal case is pending in any Government Organization. Non-Government or Public Sector organization in India before submission of this bid document.

Yours faithfully,

Date:

(Signature of the bidder, with official seal)

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**TENDER ACCEPTANCE LETTER (To be given on Company  
Letter Head alongwith rubber stamp / E Stamp Paper)**

Date :

To,

The Principal  
Sainik School Kapurthala  
Punjab- 144601.

Subject: **Acceptance of Terms and Conditions of Tender.**

Tender Reference No.:

Name of Tender/Work:

Dear Sir,

1. I/We have downloaded/obtain the tender documents(s) from the above mentioned Tender/Work from the website(s) namely: \_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/We had read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.) which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization too have also been taken into consideration, while submitting the acceptance letter.
4. I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s) in its totality/entirety.
5. In case any provision of this tender are found violated, then your organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the bidder, with official seal)

**BID SECURITY DECLARATION FORM**

**(To be given on Company Letter Head alongwith  
rubber stamp / E Stamp Paper)**

Date : \_\_\_\_\_

Tender No

To

(insert complete name and address of the purchase)

I/We, the undersigned, declare that

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

**I/We accept that I/We may be disqualified from bidding for any contract with you for a period for one year from the date of notification if I am/We are in a breach of any obligation under the bid conditions , because I/We**

- (a) have withdrawn/modified/amended , impairs or derogates from the tender, my /our bid during the period of bid validity specified in the form of Bid or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract , if required or (ii) fail or re-use to furnish the Performance Security, in accordance with the instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed : (Insert signature of person whose name capacity are **shown**)

In the capacity of (Insert legal capacity of person signing the Bid Securing Declaration)

Name : (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for a n on half of insert complete name of Bidder)  
Dated on \_\_\_ days of \_\_\_\_\_(insert date of signing)

Corporate Seal (Where appropriate)

(Note : In case of joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.)

Certified that I hereby accepts all terms and Conditions of this RFP