

Request for Proposal [RFP]

**Request for Proposal (RFP)
for
Optimum Utilization of Sports Infrastructure
and
Security Measures for the New Red Indoor Sports Complex**



**Indian Institute of Tourism and Travel Management, Gwalior
Govindpuri**

CONTENT

1. Introduction	3
2. Scope of Work	3
A. Infrastructure Utilization	3
B. Maintenance of Facilities	3
C. Sports Tourism Activities	3
D. Youth Engagement Through Competitions	3
E. Publicity and Engagement	3
F. Documentation and Reporting	4
G. Security Measures	4
H. Revenue Generation	4
3. Eligibility Criteria	4
4. Proposal Submission Requirements	4
5. Evaluation Criteria	4
6. Timeline	5
7. Contact Information	5
8. Disclaimer	5
9. Appendices	6
1. Company Profile, Experience, and Credentials	
1.1 Company Overview	
1.2 Experience and Track Record	
1.3 Awards and Certifications	
2. Letter of Association/Collaboration	
2.1 Collaboration Details	
2.2 Copy of Official Letter/Agreement	
3. Detailed Methodology and Work Plan	
3.1 Project Methodology	
4. Financial Proposal	
4.1 Cost Estimates	
4.2 Total Project Budget	
4.3 Payment Terms	
5. List of Key Personnel	
5.1 Key Personnel Profiles	
5.2 Female Coach Details	
6. Instructions for Submission	

REQUEST FOR PROPOSAL (RFP)

Subject: Request for Proposal (RFP) for Optimum Utilization of Sports Infrastructure and Security Measures for the New Red Indoor Sports Complex

1. Introduction

Indian Institute of Tourism and Travel Management (IITTM), Gwalior, invites proposals from experienced service providers, agencies, and firms to provide solutions for the optimum utilization of sports infrastructure and implementation of security measures at the New Red Indoor Sports Complex. The goal is to promote sports activities, enhance the institutional environment, and develop IITTM as a hub for sports tourism through innovative and cost-effective solutions.

2. Scope of Work

The scope of work includes but is not limited to the following:

A. Infrastructure Utilization

1. Develop strategies to encourage maximum participation in sports activities.
2. Create structured schedules and programs for tournaments, training sessions, and recreational activities.
3. Maintenance and management of both **indoor** and **outdoor sports facilities** (e.g., badminton courts, gym, cricket ground, etc.).
4. Scheduling training sessions and organizing sports activities for IITTM students and external participants.

B. Maintenance of Facilities

1. Ensure regular maintenance and upgrades for gymnasium and other sports infrastructure.
2. Propose measures to maintain the facilities in top condition.

C. Sports Tourism Activities

1. Plan events, competitions, and exhibitions to position IITTM as a center for sports tourism.
2. Collaborate with travel operators for organizing sports-related tourism activities.
3. Develop and promote **sports tourism programs** in collaboration with travel agencies and tourism departments.
4. Organize **regional, national, and international sports events** on campus, attracting tourists and participants.
5. Combine sports camps with local **tourism activities** (e.g., heritage walks, eco-tours).

D. Youth Engagement Through Competitions

1. Conduct **inter-school, inter-college, and district-level youth competitions** to attract local talent.
2. Include both **individual** (badminton, table tennis, athletics) and **team sports** (football, cricket, volleyball).
3. Introduce **adventure sports** (e.g., trekking, cycling, and rock climbing) to align with IITTM's tourism focus.

E. Publicity and Engagement

1. Prepare promotional material such as banners, posters, and digital content.
2. Develop campaigns to attract students, athletes, and external participants.

F. Documentation and Reporting

1. Provide audio-visual recordings of major events and activities.

G. Security Measures

1. Design and implement a robust security system, including CCTV surveillance, access control systems, and deployment of security personnel.
2. Establish safety protocols for students, visitors, and staff using the sports complex.

H. Revenue Generation

1. Develop a **membership structure** for external users, including local clubs and organizations.
2. Lease facilities for **rental pay and play hourly basis, sports events/tournaments and private sports events.**

3. Eligibility Criteria

The following criteria must be fulfilled for the proposal to be considered:

- At present company is managing multi sport facilities with qualified trainers /coaches.
- Proven track record of organizing sports events and national and international level infrastructure management.
- Priority will be given to registered firms with experience working with government, semi-government, ministries, educational institutes/ schools/colleges.
- The team proposed by the firm should include a female coach.
- The firm must demonstrate adequate technical and financial capability to execute the project, including their investment capacity.
- The company must have an official website.
- Company must have prior experience in sports tourism

4. Proposal Submission Requirements

Interested parties must include the following details in their proposals:

1. Company profile, including experience and credentials.
2. Letter of Association/Collaboration with Government Organisation, Schools or other institution.
3. Detailed methodology and work plan to achieve the project objectives.
4. Financial proposal, including cost estimates for each scope of work item.
5. Proposed timeline for project implementation.
6. List of key personnel to be involved in the project, including details of the female coach.

5. Evaluation Criteria

Proposals will be evaluated based on the following parameters:

1. Experience Managing Sports Activity in multiple discipline (15%)
2. Qualified & Certified Trainers with women coach (10%)
3. Registration of Company with official website (10%)
4. Personal Interview (15%)
5. Experience and past performance (15%)
6. Financial Capacity to invest and develop the sport infrastructure (15%)
7. Financial proposal (20%)

6. Timeline

- **Release of RFP:** 09.01.2025
- **Submission Deadline:** 15.01.2025
- **Evaluation of Proposals:** 16.01.2025
- **Contract Award:** 17.01.2025

7. Contact Information

For further information or clarifications, please contact:

Director, IITTM

Indian Institute of Tourism and Travel Management (IITTM)

Govindpuri, Gwalior

Email: director@iittm.ac.in

8. Disclaimer

IITTM reserves the right to accept or reject any or all proposals without assigning any reason. This RFP does not constitute a binding contract or an offer of employment.

APPENDICES FORMAT FOR RFP SUBMISSION

Appendix 1: Company Profile, Experience, and Credentials

1.1 Company Overview

- Company Name
- Year of Establishment
- Location(s) of Operation
- Legal Status (Private/Public, Registration Number)

1.2 Experience and Track Record

- Brief History of the Company in the Industry
- Major Completed Projects (Project Name, Year, Client, Brief Description, Outcomes)

1.3 Awards and Certifications

- Any relevant awards or certifications

Appendix 2: Letter of Association/Collaboration

2.1 Collaboration Details

- Name of Partner Organisation (Government, School, or Institution)
- Type of Partnership (MoU, Contract, Association)
- Scope of Collaboration

2.2 Copy of Official Letter/Agreement

- Attach scanned copies of signed documents

Appendix 3: Detailed Methodology and Work Plan

3.1 Project Methodology

- Overview of Approach
- Key Strategies for Achieving Objectives

Appendix 4: Financial Proposal

4.1 Cost Estimates

- Detailed Breakdown of Costs per Scope of Work Item
- Labor Costs, Equipment Costs, Material Costs, etc.

4.2 Total Project Budget

- Summary of Overall Costs

4.3 Payment Terms

- Proposed Payment Schedule

Appendix 5: List of Key Personnel

5.1 Key Personnel Profiles

- Name, Role, and Responsibilities
- Relevant Experience and Qualifications

5.2 Female Coach Details

- Name, Certification, and Coaching Experience

Instructions for Submission

- Ensure all appendices are labeled and numbered clearly.
- Submit documents in PDF format unless otherwise specified.
- Provide a table of contents for easy reference.