

**RESEARCH DESIGN AND STANDARD ORGANISATION MANAK NAGAR,  
LUCKNOW, UTTAR PRADESH**

**Bid Document**

**To**

**Run Coaching Academy and Operations & Maintenance of Swimming  
Pool**

**Near RDSO Temple**

**Issued by:**

Research Designs and Standards Organisation Sports Association (RDSO SA),  
Manak Nagar, Lucknow,  
Uttar Pradesh-226011

## Disclaimer

This document for “**Run Coaching Academy and Operations & Maintenance of Swimming Pool near RDSO Temple**” contains brief information about the scope of work and selection process for the Successful **Applicant**. The purpose of the document is to provide the Applicant with information to assist the formulation of their Proposal (“the Proposal”). The services related to the “**Run Coaching Academy and Operations & Maintenance of Swimming Pool near RDSO Temple**” envisaged by the Authority will further be known as “**the Project**”

While all efforts have been made to ensure the accuracy of information contained in this Document, this document does not purport to contain all the information required by the Applicant. The Applicant should conduct their own independent assessment, investigations and analysis and should check the reliability, accuracy and completeness of the information at their end and obtain independent advice from relevant sources as required before submission of their Proposal.

RDSO-SA reserves the right to accept or reject any or all applications without giving any reasons thereof. RDSO-SA will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the entries to be submitted in accordance with the conditions listed in this document.

***Note: In case of any mishappening/ tribulation/ hardship/ calamity at the facility, pertaining to shortage of staff/mismanagement etc. at the facility, the Coach/Agency/Firm/Individual will be SOLELY responsible. RDSO Sports Association will not be responsible for any such mishappening/ tribulation/ hardship/calamity, whatsoever.***

## Data Sheet

1	Name of the document	<b>Run Coaching Academy and Operations &amp; Maintenance (O&amp;M) of Swimming Pool Near RDSO Temple</b>
2	Time-period of contract	Five Months (April 2024 to October 2024)
3	Method of selection	<b>On minimum percentage (%) share quoted basis.</b> <b>(The revenue collected shall be shared between the firm and RDSO SA on quoted % share basis. The upper limit for quoting % share is 65%. Offer of firms quoting % share above 65% shall be liable to be rejected).</b>
4	EMD	Adjustable fee of <b>INR Rs.5,000/-</b> (INR Five Thousand only) Recipient Name: RDSO Sports Association <b>Bank Name: Central Bank of India</b> RDSO-SA Account No. 1304538708 IFSCCode –CBIN0281722 Branch Address: CBI, Manak Nagar, RDSO Colony, Lucknow-226011

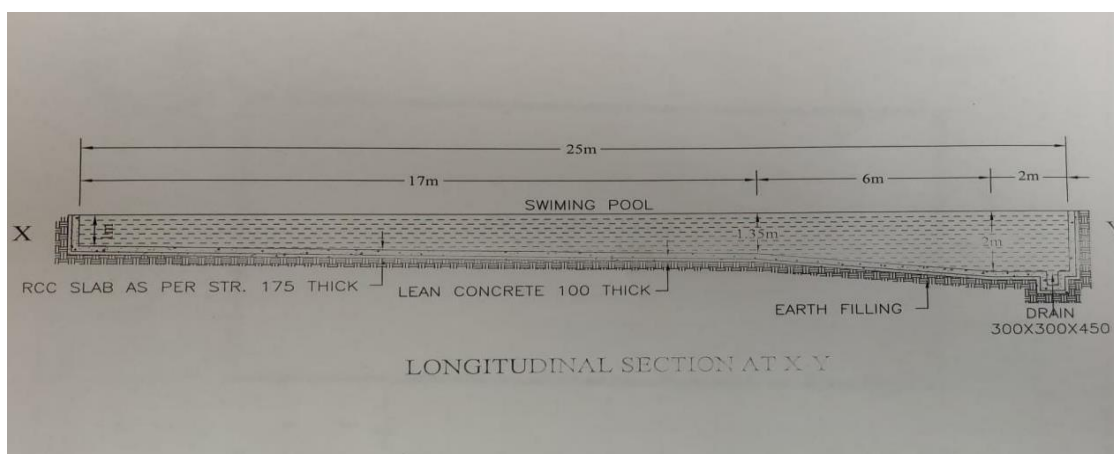
7	Name & contact number of the Authority's for addressing queries and clarifications	<b>Secretary, Swimming Pool</b> +919794863091 (Mob) <b>Manager, Swimming Pool</b> +918052532535(Mob)
8	Document Validity Period	90 days
9	Document Language	Hindi/English
10	Document Currency	INR
11	<b>Schedule of Selection Process</b>	
	<b>Task</b>	<b>Key Dates</b>
	Publication of application	14.03.2024
	Last date of submission of Document Date & Time	22.03.2024 (16:00hrs)
	Opening of Technical Document	22.03.2024 (16:30hrs)
	Presentation	To be communicated, if required
	Issuance of Letter of Award (LOA)	Within 07 days of selection of Preferred/ Successful Applicant

**Note:**

The applicant to ensure submission of their offer containing quoted % share, all documents supporting the credentials of the firm and personnel e.g. Plant operator cum Manager, Coach, Life guard and Cleaning staff cum Helper as envisaged in the bid document before **20.03.2024/ 1600 hrs** in a sealed envelope to **Shri Sanjeev Kumar Tiwari, Ch.OS/RDSO Sports Cell behind Reservation Centre, Ground Floor, RDSO Admin Building.**

**Section I: Introduction and General Information**

1. RDSO SA having a Swimming Pool of dimensions 25 m x 12.41m and depth varying from 1 m to 2 m. Longitudinal cross section of the pool is shown below:



**LONGITUDINAL SECTION NEW SWIMMING POOL**

2. "The Project" is further sub divided into three tasks which are proposed to be awarded to the Applicant as described below:
  - a) Task I: Operate and maintain the swimming pool
  - b) Task II: Provide coaching facilities

c) Task III: Provide safety and lifeguard facilities

Pertaining to this, the Scope of Work as given in next sections of this document includes the details of the activities to be conducted by the selected Applicant.

3. There are two sets of steps leading from the pool side into the water – one set in the deep end and one set in the shallow end.

The changing facilities are on the side of the main entrance hall, male and female separately.

The plant room is situated backside of the pool.

## **Section II: Terms of Reference**

### **Scope of Services**

#### **1. Task I: Operate and maintain the Swimming Pool**

##### **I. Pool timings**

- The Applicant shall be responsible for operating the swimming pool from 6am to 9pm, 6 days of the week (applicable as per the prevailing guidelines). As per the current approved timing by the RDSO-SA, (may change in the future), Monday is weekly off at the Swimming pool which shall be allocated for pool cleaning & maintenance.
- RDSO SA shall prepare a timetable for swimmers where separate timings shall be allotted to RDSO members and outsiders (non-members) for conflict free operations.
- The timetable shall be approved by RDSO-SA where members shall be given priority for usage of the facilities.
- The applicant as well as RDSO-SA shall maintain the attendance log book for all the users.

##### **II. Pool cleaning and maintenance**

The Applicant shall be responsible for all the activities required for the cleaning and maintenance of the pool but not limited to the following:

- i. Maintain a daily log book with records of chemicals used, water tests, cleaning and maintenance activities which may be inspected by RDSO-SA.
- ii. The applicant shall mandatory submit the daily log book report every 15 days to RDSO-SA.
- iii. In case of non-submission, RDSO-SA shall issue a warning along with a show cause notice. After 2 warnings RDSO-SA shall be bound to terminate the contract and forfeit the Security Deposit deposited by the Applicant.
- iv. All the floating dirt shall be removed from both the swimming pool and surrounding areas on a daily basis or whenever asked for by RDSO-SA.
- v. Brushing of the pool walls and floor as required for eliminating algae and other foreign substances every week or whenever asked

for by RDSO-SA.

- vi. The changing rooms, visitors' gallery, office rooms and their toilets/ bathrooms/sanitary units, filtration plants, pumping stations etc. are required to be kept clean and in hygienic condition all times with proper and sufficient use of sanitary materials like phenyl, naphthalene, citronella, room freshener etc.as directed by RDSO-SA.
- vii. Suction sweeper bottom cleaner shall be operated regularly to remove settled dirt from pool floor for maintaining cleanliness and hygienic condition in swimming pool on a weekly basis.
- viii. Water levels in pool shall be checked regularly & balancing tank, filtration plant shall be operated at proper working pressure daily or whenever asked for by RDSO-SA.
- ix. Back washing of the filters shall be done as per the requirements or whenever asked for by RDSO-SA.
- x. Water samples in the presence of representatives of RDSO-SA should be taken and tested if required, checking residual chlorine and pH parameter. Chlorination treatment with other chemical dosing treatment shall be administrated as per water parameters to the satisfaction of RDSO-SA.
- xi. Pool scum/ overflow channels and balancing tank shall be cleaned as per requirement and record of such cleaning are to be maintained in the log book at least once or whenever asked for.
- xii. The record of day to day operation and maintenance with availability of Chlorine and other chemicals shall be recorded in the log book so as to maintain proper stock of material. The log book shall be under RDSO-SA control.
- xiii. The O&M shall be inclusive of all routine maintenance of filtration plant related machinery by applicant. Major and comprehensive maintenance will be done by RDSO SA. Following routine maintenance will include:
  - a) Comprehensive maintenance of filtration plants pumps & Electric motors
  - b) Chlorination plants with all necessary equipment
  - c) Main Electric panel board
  - d) Suctions weeper machine(s) with all necessary equipment
  - e) All valves of Filtration Plants & foot valves
  - f) All sizes of PVC pipes or other pipes of filtration plants
  - g) Any damage/ failure occurring due to the operational negligence shall be the sole responsibilities of the applicants decided by the RDSO-SA
  - h) Repair/ replacement of damaged components/ parts as decided by the RDSO-SA
- xiv. The Applicant shall clean the premises and surrounding area regularly/all time in order to keep swimming pool in perfect

hygienic condition.

### III. **Water Quality Standards**

The Applicant shall be responsible for maintaining the water quality as per the standards.

- a) Free chlorine residuals, pH value, alkalinity, turbidity etc. shall be continuously maintained within the following ranges:

SN	Free Residual Disinfectant	Minimum	Maximum
1	Chlorine	0.2mg/l	0.5mg/l
2	pH	7.5	8.5
3	Total Alkalinity	50mg/l	500mg/l
4	Turbidity		10NTU
5	Odor	Odorless	
6	Taste	Palatable	

Source: Indian Standard Quality tolerances for Water for Swimming Pools IS3328:1993

- b) The Applicant shall get the water quality of the swimming pool checked by a reputed lab at its own cost and submit the report to the RDSO-SA every 30 days from the starting of the Contract or when asked by the RDSO-SA. Samples shall be collected in presence of representatives from RDSO-SA.
- c) In case of non-submission of the water quality report, the Applicant shall be fined up to 1% of the Monthly Revenue or as decide by the RDSO-SA.
- d) In case of non-submission of the report, RDSO-SA shall issue a warning along with a show cause notice. After 2 warnings, the RDSO-SA shall be bound to terminate the contract and forfeit the Security Deposit deposited by the Applicant.
- e) The Applicant shall be liable for a random water quality check by a 3<sup>rd</sup> party as appointed by RDSO-SA. The cost in this case will be borne by RDSO SA.

## 2. **Task II: Provide coaching facilities**

- I. The Applicant shall be responsible for providing coaching facilities pertaining to swimming to the Wards of working and retired RDSO employees, other Railway employees. Preference should be given RDSO employees & their wards.
- II. The Applicant shall maintain, for coaching purposes, an attendance log and prepare a timetable (in consultation with RDSO-SA) to accommodate both members and non-members to avoid conflict of interest between the two. The applicant shall get the time table approved by the RDSO-SA.
- III. It shall be mandatory for the Applicant to maintain ethical code, professional conduct and impart the same in the users by training and

team work.

- IV. *The Applicant shall be responsible for the safety of users, especially females, against any harassment or misconduct. Any such incident will be dealt with severity by the RDSO-SA and the RDSO-SA shall be bound to take legal action against the Applicant and the responsible person/ staff.*

V. **Responsibilities of the coaches:**

- To be present on deck before any swimmer enters the pool without fail on any instance.
- To remain on deck until all swimmers leave the pool deck. After all of the swimmers are out of the water, check the swimming area and then secure the area ensuring that nobody remains inside. The coach may assign this responsibility to one of the lifeguards, as per his convenience.
- To make sure that basic equipment, are in place at the facility. Make sure there are no obstacles or hazards present on the deck
- To ensure that swimmers understand the use of training equipment. Make them aware of the potential accidents that may occur from use of equipment, such as hand paddles, rubber tubing and kick boards etc.
- To establish warm-up procedures to be followed at all practices and meets (eg. No swimmer enters the pool without taking shower).
- To have basic life safety and rescue training and assist the lifeguards in event of any emergency as a team.

3. **Task III: Provide safety and lifeguard facilities**

- i. The Applicant shall be responsible to deploy at least two lifeguards to maintain safety in and around the swimming pool during each session.
- ii. The Applicant shall maintain safety equipment pertaining to rescue and a first aid box to be located at close proximity from the swimming pool accessible to all.
- iii. The lifeguards shall impart basic rescue training to all the users and organize safety drill at regular intervals in order to prevent, recognize, respond to aquatic emergencies and provide care for breathing, cardiac emergencies, injuries, sudden illness etc.

I. **Primary responsibilities of a Lifeguards:**

- Be present on the deck along with trainers at all time when users are in the pool
- Identify potential accident hazards
- Be alert, frequent patrol, identify risk and prevent accidents
- Enforce all pool rules in a consistent manner
- Handle discipline, situations with courtesy and fairness
- Respond quickly, intelligently, decisively and in accordance with established emergency and accident management procedures
- Administer first aid and CPR (Cardio pulmonary resuscitation) as

and when required

#### **4. Requirements and Duties of In-charge cum Plant Operator**

##### **4.1 Requirements:**

- 4.1.1 Age between 18-60 as on 1<sup>st</sup> April'2024
- 4.1.2 At least one years' experience of working as plant operator
- 4.1.3 Educational Qualification-preferably 12<sup>th</sup> class pass

##### **4.2 Duties:**

- 4.2.1 Operate the filter plant daily, at suitable timings
- 4.2.2 Carry out back washing of the filters, as per the requirement.
- 4.2.3 Check the Chlorine content and pH value of pool water daily, during the period of swimming pool in operation and keep its record in a register **(requisite test kit should be arranged by the contractor at his own cost)**
- 4.2.4 Maintain record of use and availability of Chlorine and other chemicals in a register as to maintain proper stock of material.
- 4.2.5 Maintain record of day to day operations and maintenance. Entry and Exit of all the swimmers batch wise to be maintained.
- 4.2.6 Monitor Working of other staff **(Plant Operator cum Cleaner, Lifeguards, Trainer, Cleaning Staff)**
- 4.2.7 Promptly report, in writing, any breakdown or unusual in Plant and Machinery or in water treatment to administration, duly recording in a register.
- 4.2.8 Wear prescribed uniform **(to be arranged by the contractor at his own cost)**
- 4.2.9 Read rules of operation of swimming pool, including how to handle emergencies, and ensure compliance.
- 4.2.10 Maintain perfect discipline while on duty as well as within the RDSO Premises
- 4.2.11 Entry cards of all the participants/swimmers should be made on day to day basis & got signed by Manager/Swimming Pool.
- 4.2.12 Ensure that number of swimmers/trainees/attendees should not exceed **25** in a batch.
- 4.2.13 Other duties as deemed necessary or as required or as assigned.

#### **5. Requirements and duties of Lifeguards**

##### **5.1 Requirements**

- 5.1.1 Age between 18-45 as on 1<sup>st</sup> April' 2024
- 5.1.2 Should possess Lifeguard Training Certificate from a recognized body
- 5.1.3 At least one years' experience of working as Life Guard in a reputed swimming pool of comparable capacity
- 5.1.4 Educational Qualification-preferably 10th class pass

##### **5.2 Duties**

- 5.2.1 Maintain order at the pool facility by preventing accidents through the enforcement of policies, rules and regulations governing the conduct of members.
- 5.2.2 Anticipate problems



- 5.2.3 Intervene early to prevent accidents
- 5.2.4 Intervene to prevent unsafe behavior
- 5.2.5 Keep a close watch over the pool to identify pool users in difficulty and take appropriate action
- 5.2.6 Educate all the swimming pool members how to ask for the help if any problem occurs during the swimming and issue a certificate to this effect.
- 5.2.7 Communicate effectively with pool users and colleagues
- 5.2.8 Carry out rescue, as and when required
- 5.2.9 Provide first aid to members, as and when needed
- 5.2.10 Perform Cardio Pulmonary Resuscitation (CPR), as required
- 5.2.11 Follow procedures and respond in the event of an emergency evacuation
- 5.2.12 Use Whistle **(to be arranged by the contractor at his own cost)**, as per the prescribed code, for attracting attention/warning to members
- 5.2.13 Document, in a register, and report all disciplinary problems and accidents to the Swimming Pool Supervisor
- 5.2.14 Close door of direct entry to swimming pool from changing room, after every swimming session and open it at the start of new session
- 5.2.15 Check swimming pool at the time of change of each swimming session in each shift to avoid any untoward incident.
- 5.2.16 Check change room at the end of morning and evening shifts for any left out material or any other abnormality.
- 5.2.17 Wear prescribed uniform **(to be arranged by the contractor at his own cost)**
- 5.2.18 Make use of elevated chair as per requirement
- 5.2.19 Read rules of operation of swimming pool, including how to handle emergencies, and ensure compliance.
- 5.2.20 Maintain perfect discipline while on duty as well as within the RDSO Premises
- 5.2.21 Other duties as deemed necessary or as required or as assigned.

## **6. Requirements and duties of Trainer/Coach**

### **6.1 Requirements:**

- 6.1.1 Age between 21-55 as on 1<sup>st</sup> April'2024
- 6.1.2 Should possess Swimming Training/Coaching Certification from a recognized body
- 6.1.3 2 years' experience of working as Trainer in a swimming pool
- 6.1.4 Educational Qualification- 10th class pass

### **6.2 Duties**

- 6.2.1 Provide training to the members, as per requirement
- 6.2.2 Maintain decorum
- 6.2.3 Wear prescribed uniform (to be arranged by the contractor at his own cost)
- 6.2.4 Be available in the pool during pool operation time.
- 6.2.5 Read rules of operation of swimming pool, including how to handle emergencies, and ensure compliance.

- 6.2.6 Maintain perfect discipline while on duty as well as within the RDSO Premises
- 6.2.7 Other duties as deemed necessary or as required or as assigned.

## **7. Requirements and Duties of Cleaning staff /Helper**

### **7.1 Requirements:**

- 7.1.1 Educational Qualification-preferably 8th class pass

### **7.2 Duties**

- 7.2.1 Operate suction sweeper, under directions of In-charge, at convenient timings daily to remove settled dirt from pool floor for maintaining cleanliness and hygiene in Swimming Pool.
- 7.2.2 Always maintain water level at appropriate level in pool.
- 7.2.3 Empty and fill up the pool water, as per requirement, in between the contract period.
- 7.2.4 Remove all the floating insects, dirt, leaves, etc. from the pool water, twice daily or more, if required **(required cleaning tools for this to be arranged by the Contractor)**
- 7.2.5 Clean the plant room once every week
- 7.2.6 Other duties as deemed necessary or as required or as assigned.

## **8. Chemicals required**

- 8.1 All chemicals should be arranged by contractor on his own cost, duly maintaining a stock for at least 15 days' requirement
- 8.2 Minimum requirement of chemicals for this pool is as under
  - 8.2.1 TCCA 90% granular -60kg/ month
  - 8.2.2 Copper Sulphate-08 kg /month
  - 8.2.3 Alum- 40 Kg/month
- 8.3 Contractor should add more chemicals, if required, to make the water crystal clear. All work should be carried out to the satisfaction of administration
- 8.4 Chemicals should be procured from standard agencies and contractor will have to produce invoice, if demanded by the administration
- 8.5 Quality of chemicals to be got checked by the Pool Supervisor, from time to time

## **9. Other Terms and Conditions**

### **9.1 Eligibility**

- 9.1.1 The applicant should be a Proprietary Firm/Company/Partnership Firm/LLP registered or any other Legal entity in India. Please include relevant documentary proofs.
- 9.1.2 Firm must have a team on its pay roll or give a declaration to join and must fulfill the condition given in this application.
- 9.1.3 The bidder should submit his application on his firm's letter pad with proof for all the above mentioned with certified true copy of the documents and self-attestation.
- 9.1.4 The bidder should furnish a list of adequate-qualified personnel employed by him.

- 9.1.5 All certificates/evidence shall be duly attached/ certified. All work/ experience **details should be furnished with attested copies of evidence.**
- 9.2** Identity proof, Proof of age, Proof of permanent address, Proof of educational qualification, Proof of professional certification and Proof of experience (as applicable) of persons going to be employed should be submitted to the administration, 7 days before start of the contract period.
- 9.3** Joint inventory of all swimming pool equipments, with general comments on its condition, should be made by the contractor with the Pool Supervisor, 7 days before start and at the end of the contract. These equipments shall be kept in good condition and shall be handed over to the administration in good condition, at the end of the contract period.
- 10. Responsibility of railway administration:**
- 10.1** Carry out periodic and breakdown maintenance of the pool equipment, lights, fans, etc.
- 10.2** Provide supply of necessary amount of water for the pool
- 10.3** Designate a person for coordinating with the Contractor, on behalf of the administration.
- 10.4** Provide necessary space for stocking chemicals, tools and other materials brought by the Contractor for use during execution of the contract.
- 11. Contacting the RDSO-SA**
- a) No Applicant shall contact the RDSO-SA on any matter relating to his/her application, from the time of the application submission to the time the academy work is awarded. If the Applicant wishes to bring additional information to the notice of the RDSO-SA, he/she can do so in writing.
- b) Any effort by an applicant to influence the RDSO-SA in its decisions on application evaluation, work award may result in rejection of the Applicant's proposal.
- c) In the event of any information furnished by the Applicant is found false or fabricated at any stage, strict action will be taken against applicant.
- 12. Security Deposit**
- a) Prior to award of contract, to fulfill the requirement of services, the successful Applicant will deposit Security Deposit amount Rs10000/-.
- 13. Signing of contract**
- a) At the same time as RDSO-SA notifies the successful Applicant that its application has been accepted, the successful Applicant shall have to sign the start the academy within 07 days or as intimated by RDSO-SA.
- 14. Revenue Sharing**
- a) Revenue sharing will be on the basis of minimum percentage share quoted by the firm.
- b) Firm will deposit the share of RDSO SA in the RDSO SA Account fortnightly and will submit a statement containing details of revenue collected during that period. For any delay firm will be penalized by 10% per week of penalty of amount due for deposition.

c) No other activity/business like marriage booking/ pool party etc. will be allowed.

**15.** RDSO SA reserves the right to terminate the contract in case of manipulation of records by the Firm/Representative of the firm or violation of terms and conditions of the contract.

**16. Proper uniform for all the Firms' staff is MANDATORY.**

**17. Fee structure for Swimming**

<b>Item</b>	<b>Fee for Wards of Working &amp; Retired RDSO Employee</b>	<b>Fee for Wards of Working &amp; Retired Railway Employee</b>
Admission Fee (One time fee in a session)	NIL	Rs. 500 per person
Monthly Fee	Rs. 400 per person	Rs. 700 per person
Fee for family upto 4 persons	Rs.1000/-	Rs.2000/-
Baby pool	Rs. 100 per baby	Rs. 300 per baby

- NOTE:**
1. Guest of members shall be allowed @ Rs.200/- per day per person with prior permission of Secretary, Swimming Pool/RDSO SA.
  2. RDSO/Railway wards will be treated as per Pass Rules.
  3. **No non Railways (outsiders) are allowed for admission.**
  4. Any other charges will be decided in consultation with RDSO-SA and Successful bidder.
  5. RDSO SA will operate the swimming pool on revenue sharing model basis. Timely transfer of revenue must be ensured on basis of methodology developed by RDSO-SA.

***Note: In case of any mishappening/ tribulation/ hardship/ calamity at the facility, pertaining to shortage of staff/mismanagement etc. at the facility, the Coach/Agency/Firm/Individual will be SOLELY responsible. RDSO Sports Association will not be responsible for any such mishappening/ tribulation/ hardship/calamity, whatsoever.***