

**Sports Authority of India**  
**Gate 10, JLN Stadium,**  
**New Delhi.**

No. 01-20005/3/2024-HO - ES Division

Dt: 01.03.24

**Circular**

**SOP for appointment of a management operator for Operating and Maintenance of various unutilised/underutilised infrastructure of SAI.**

This is in pursuance to the approval of the Governing Body of SAI in its 56<sup>th</sup> Meeting vide agenda no. 14 pertaining the Utilisation of Unutilised/Under Utilised FOPs and also in pursuance of the directions of the Finance Committee vide agenda 2 of its 121<sup>st</sup> Meeting, in which it was directed the following.

*“the contracts issued for outsourcing of the Unutilised/Under Utilised Infrastructure of SAI Stadia is to be regularly and meticulously monitored. In this regard, a standing monitoring committee is already formed. The standing monitoring committee has to ensure that there is no deviation from the RFP Terms and Conditions and accordingly approve the execution plan proposed by the successful vendor. DG – SAI may also monitor the same on a quarterly basis”*

Accordingly, the following instructions are being conveyed in regard to the tendering process to be followed for the appointment of a management operator for Operating and Maintenance of various unutilised/underutilised infrastructure of SAI

**In-principle approval:**

After identifying the facilities (FoP and Non FoP), the In-principle approval for initiating the process Utilisation of Unutilised/Under Utilised FOPs and other Infrastructure of SAI shall be obtained from DG SAI.

**Note:**

1. In case of all proposals of the Regional Centres pertaining to the Utilisation of Unutilised/Under Utilised FOPs and other Infrastructure of SAI, the proposals for In principle approval are to be routed through the Operations Division.
2. In case any proposals are received from any interested organisation/company/individuals outside the tendering process (not through the designated RFP), the same shall not be entertained and the interested organisation/company/individuals may be advised to apply through open tender process.

**Estimated Revenue:**

The Estimated revenues/base price shall be prepared with due diligence in a scientific manner by considering all the relevant aspects and the concurrence of the estimates shall be obtained before



floating the tender from the Finance Division at SAI HO for all proposals at SAI HO and the Concerned Finance Division at Regional Centre for all proposals in the RCs.

**Approval for floating of Tender:**

The RFP shall be floated with the approval of the concerned head of the division at SAI HO/ Regional Head of the concerned Regional Centre.

**Committees for Pre Bid / Evaluation:**

The approval for forming the Opening/Pre – Bid/ Technical Evaluation/ Price Bid Evaluation/ Negotiation(if necessary) Committees shall be obtained from the concerned head of the division at SAI HO/ Regional Head of the concerned Regional Centre(as applicable) and the approval of the minutes of the said committees shall be sought from the concerned head of the division at SAI HO/ Regional Head of the concerned Regional Centre (as applicable).

**Finance Concurrence:**

The proposals are to be referred to finance division at SAI HO for concurrence upon the approval of the PBEC/PNC Minutes (as applicable) with due recommendations of the head of the division at SAI HO/ Regional Head of the concerned Regional Centre(as applicable)

Note: In case of all proposals of the Regional Centres pertaining to the Utilisation of Unutilised/Under Utilised FOPs and other Infrastructure of SAI, the proposals for finance concurrence are to be routed through the Operations Division,

**Concurrence of the Internal Finance Committee:**

The proposals if concurred by the Finance Division at SAI HO, may be sent to Secretary SAI through proper channel for placing the issue before the Internal Finance Committee of SAI for examination. Only proposals that are to be examined with a purpose to recommend for the approval of DG-SAI are to be placed before the IFC. In all other instances such as technical evaluation/financial evaluation etc, necessary action may be taken at the appropriate level.

**Approval of the Competent Authority:**

If concurred by the IFC, In all cases outside of SAI HO (Delhi), the proposal shall be put up to DG-SAI for approval for entering into a contract with the successful bidder. In cases at SAI HO (Delhi), the proposal shall be put up for the concurrence of the Finance Committee, upon obtaining the concurrence, the proposal shall be put up for the approval of the Governing Body.

**Vetting of the Draft Contract Agreement**

Further, with the approval of the competent authority, to manage and oversee the implementation of the agreements entered into upon finalisation of the tender process, to ensure that no clause of the agreement is violated and no undue benefit is transferred to the Bidder, a Contract Monitoring Committee has been formed vide notice Dt: 26.12.23. The Contract Monitoring Committee shall vet the draft agreement before entering into the contract with the successful supplier. The

③

committee, chaired by Secretary SAI shall approve the draft agreement before entering into the contract with the successful agency/Bidder.

Further, all the RC/Stadia shall submit a quarterly report on the implementation of such contracts to the Contract Monitoring Committee. The Contract Monitoring Committee shall submit a quarterly report to DG-SAI on the implementation of the contracts.

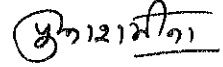
#### **Issue of Contract**

Upon vetting of the contract agreement by the PMC, the respective divisions/RC shall enter into contract with the successful bidders.

The detailed flow chart has been enclosed for the purpose of clarity.

This circular shall come into effect immediately.

This is issued with the approval of DG-SAI



(K C Meena)

Dy. Director (ES)

To,

- i. CVO – SAI
- ii. DDG, SAI HO/Principal LNCPE, Trivandrum/ Sr. ED NRC Sonapat
- iii. All Heads of Regional Centers
- iv. All Heads of Divisions, SAI Head Office
- v. DD to DG, SAI
- vi. Assistant Director, IT-For uploading in website
- vii. Assistant Director, Raj Bhasha- For Hindi Version
- viii. Assistant Director to Secretary SAI
- ix. Office Order Folder

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