

EXPRESSION OF INTEREST (EOI)
Appointment for the post of General Manager, Club sector-27, Noida
Noida, Uttar Pradesh

Noida Authority invites “Expression of Interest (EOI)” to undertake the **Appointment for the post of General Manager, Club sector-27, Noida**

Interested eligible bidders for the captioned project can submit the EOI along with the project concept and mentioned documents.

EOI Document can be downloaded from the website: <https://www.noidaauthorityonline.com> from the date of this notification. Last Date of Submission is 03-11-2020. Amendment/Modification in document, if any, shall be uploaded only on website.

Last date of submission of EOI : **03-11-2020 (15:00 hours)**

Pre-submission meeting : **26-10-2020 (15.30 hours)**

The EOI needs to be submitted in hardcopy and addressed to Senior Manager, Work Circle – II, Waterworks compound, Sector-19, Noida, District: Gautambudh Nagar, Uttar Pradesh 201301

Appointment for the post of General Manager, Club sector-27, Noida

EXPRESSION OF INTEREST (EOI)

for

Appointment for the post of General Manager, Club sector-27, Noida

NEW OKHLA INDUSTRIAL DEVELOPMENT AUTHORITY

October 2020

Issued by:

**New Okhla Industrial Development Authority
Administrative Office, Sector 6
Noida, Uttar Pradesh**

Appointment for the post of General Manager, Club sector-27, Noida

Contents

1. Disclaimer	3
2. Expression of Interest (EOI) for Appointment for the post of General Manager, Club sector-27, Noida	
1. Background	5
2. About Project	5
3. Eligibility of Bidders.....	5
4. Qualification of Bidders	5
5. Selection Process.....	6
6. Application Registration and Instructions.....	6
7. Submission of EOI	6
8. Documents to be submitted.....	7
9. Date of submission.....	7
10. Nodal Officer for Information about the Project EOI.....	7
11. Language	7
3. Formats for Submission of Expression of Interest (EOI).....	9
1. Annexure 1: Format for Covering Letter	9
2. Annexure 2: Details of the Applicant.....	10
3. Annexure 3: Technical Capacity	11
4. Annexure 4: Financial Capacity.....	Error! Bookmark not defined.
5. Annexure 5: Project Concept	12
6. Annexure 6: Floor wise layout and Site Plan.....	

Appointment for the post of General Manager, Club sector-27, Noida

1. Disclaimer

This Expression of Interest (EOI) Document for “**Appointment for the post of General Manager, Club sector-27, Noida**” contains brief information about the parking space intended for development.

While all efforts have been made to ensure the accuracy of information contained in this EOI Document, this Document does not purport to contain all the information required by the Applicants. The Applicants should conduct their own independent assessment, investigation 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 application/s. New Okhla Industrial Development Authority (“NOIDA” or “the Authority”) or any of its employees or advisors shall incur no liability under any law, statute, rules or regulations as to the accuracy or completeness of the EOI Document.

NOIDA reserves the right to change any or all conditions/information set in this EOI Document by way of revision, deletion, updating or annulment through issuance of appropriate addendum as NOIDA may deem fit without assigning any reason thereof.

NOIDA reserves the right to accept or reject any or all applications without giving any reasons thereof. NOIDA will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the bid applications to be submitted in terms of this EOI Document.

Appointment for the post of General Manager, Club sector-27, Noida

2. Expression of Interest (EOI) for Appointment for the post of General Manager, Club-sector 27, Noida Operation

Background

- Noida Authority has recently constructed club situated in sector-27, Noida for providing various facilities to Noida Authority Staff & local residents having club member ship.
- The Total Floor area of building is 4800 sqm. Ground floor area is 1600 sqm, 1st floor area is 1600 sqm & 2nd floor area is 1600 sqm.
- Various facilities proposed are Table tennis, Billiard, Badminton court, Lawn Tennis court, Gym, Sauna, Jacuzzi, Aerobic Hall, Library room etc.
- In this regard the Authority now invites E-bids for **Appointment for the post of General Manager, Club-sector 27, Noida Operation** for a tenure of 3 (three) year further extendable by a period of 1+1 year upto 5 years on basis of performance review.

About Appointment post

Proper Management of Club sector-27 & above facilities is required by appointment of a General Manager. Provision of various furnitures etc and software system for club is to be done by Noida authority in coordination with General manager, club. Person having good management skills & experience is suitable for this post of General Manager.

Eligibility of Bidders

Experienced individual having experience of management of club or similar facilities can submit the EOI. The applicant must be an Indian citizen.

Qualification of Bidders

To be eligible for qualification and short-listing, the Bidders shall have to satisfy the following conditions of eligibility

Technical Capacity

The bidder should have undertaken similar works of management of club or similar facilities.

Appointment for the post of General Manager, Club sector-27, Noida

Selection Process

- The EOI is issued only with a purpose of collection of information from interested individuals and Noida Authority reserves the right to proceed ahead with the Project. However, the applications received shall be reviewed carefully and interactions with the applicants is likely to take place before finalization of Project terms and conditions.
- A meeting shall be called for the bidders on **26-10-2020 at 3:30 PM** at the Boardroom in NOIDA Administrative Office Complex, Sector 6, Noida to present their concept plan and seek clarifications, if any. Time allocation for each presentation would be 15 minutes.
- Any change in the mentioned date and time shall be communicated to the bidders vide email/ NOIDA website.

Application Registration and Instructions

- Applicants are advised to study all instructions, forms, terms, requirements and other information in the EOI carefully.
- Applicant shall be deemed to have applied after careful study and examination of the EOI Document with full understanding of its implications.
- The response to this EOI should be full and complete in all respects. Failure to furnish all information required by the EOI or submission of a proposal not substantially responsive to the EOI in every respect will be at the Applicants' risk and may result in rejection of its eligibility.
- It is desirable that each Applicant submits its Application after inspecting the site. The site visit maybe facilitated by NOIDA. A prospective Applicant may notify NOIDA in writing 3 days prior to site visit. NOIDA would endeavour to facilitate site visit depending on availability of concerned officials

Submission of EOI

- Complete application process will be offline. All the notifications & detailed terms and conditions regarding this EOI notice hereafter will be published on the Noida Authority web site
- The application should be submitted in hardcopy in a sealed envelope within the deadline as specified in point no. 9
- Applicant should fill in information in prescribed formats for Pre-Qualification as mentioned in the EOI.
- Applicant shall submit all formats with the EOI document.

Appointment for the post of General Manager, Club sector-27, Noida

Documents to be submitted

The EOI to be submitted by the Interested Parties shall include:

- Cover Letter expressing interest to participate in the form and manner prescribed hereunder as Annexure 1;
- Details of Applicants in the form & manner as prescribed hereunder as Annexure2;
- Details of the Technical Capacity in the form and manner as prescribed hereunder as Annexure 3;
- Experience in similar nature of work in the form and manner as prescribed hereunder as Annexure 4;

Date of submission

The Interested parties shall submit their respective details in aforesaid format latest by **03/11/2020 [3:00 PM]** at Authority's herein below mentioned address:

Senior Manager,
Work Circle – II,
Water works compound, Sector 19
Noida -201301
District:- GautamBudh Nagar, Uttar Pradesh
Email: pewc2noida@gmail.com

Applications received by the Authority after the specified time on the Application Due Date shall not be eligible for consideration and shall be summarily rejected.

Nodal Officer for Information about the Project EOI

Applicants may obtain further information/ clarifications pertaining to this Application from the office of Sr. Manager, Work Circle – II, Water works compound, Sector 19, Noida -201301, District Gautambudh Nagar, Uttar Pradesh.

Language

The Applications prepared by the Applicant and all correspondence and documents relating to the applications exchanged by the Applicant and the Authority, shall be written in English language, provided that any printed literature furnished by the Applicant in another language shall be accompanied by an English translation in which case, for purposes of interpretation of the application, the English translation shall govern.

If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Applicant.

Appointment for the post of General Manager, Club sector-27, Noida

OSD(RK)
New Okhla Industrial Development Authority (NOIDA),
Sector-6, Noida,
District Gautam Budh Nagar, Uttar Pradesh

Appointment for the post of General Manager, Club sector-27, Noida

3. Formats for Submission of Expression of Interest (EOI)

❖ Annexure 1: Format for Covering Letter

Date:

To,

Senior Manager

Work Circle - II

New Okhla Industrial Development Authority (NOIDA)

Water works compound, Sector 19, Noida -201301,

District Gautam Budh Nagar, Uttar Pradesh

Sub: Expression of Interest (EOI) for Appointment for the post of General Manager, Club sector-27, Noida

Dear Sir,

With reference to your EOI document dated _____, I/We the undersigned am/are hereby expressing our Interest to, **Appointment for the post of General Manager, Club sector-27, Noida.**

We understand that the shall be undertaken and based on responses, the Authority shall finalize the concept and other requirements. Further, the issue of this EOI does not imply that the Authority is bound to appoint any applicant, as the case may be, for the Project.

We have prepared our expression of interest for the captioned project as specified in EOI Document.

I/We hereby declare that all the information and statements made in this EOI are true.

(Name and Title of the Signatory)

(In the capacity of)

Company Seal

(Name of the Entity)

Appointment for the post of General Manager, Club sector-27, Noida

Annexure 2: Details of the Applicant

1A.

S. No.	Particulars	Details
1 (a)	Name of Entity	
(b)	Legal Status (Company/LLP/etc.)	
(d)	Registered Address	
(e)	Telephone / Mobile No.	
(f)	E-Mail Address	
(g)	Number of years of experience in the relevant field	
(h)	Brief profile of the Entity	

2	Details of individual(s) who shall serve as the point of contact/ communication for NOIDA:	
(a)	Name	
(b)	Telephone / Mobile No.	
(c)	E-Mail Address	

Appointment for the post of General Manager, Club sector-27, Noida

Annexure 3: Technical Capacity

S.No	Client's name	Duration of Operation (in years)	Location	Role in Contract

Name of the Applicant

Signature of the Applicant

Appointment for the post of General Manager, Club sector-27, Noida

Annexure 5: Project Concept

The Project Concept should include the following (but may not be limited to):

S.No.	Heads
1	Brief understanding of the Operation & Maintenance of Sport facility.
2	Any other point to explain the proposed plan and concept.
3	Indicative project cost and broad assumptions for various revenue and cost heads.

Appointment for the post of General Manager, Club sector-27, Noida

Annexure 6: Club Location

