



## Sports Authority of India

Netaji Subhas Eastern Centre  
Salt Lake City, Sector – III  
Kolkata – 700 106

**Cost of Tender Form Rs.1000/- (One Thousand only)**

**TENDER DOCUMENT FOR COMPREHENSIVE CLEANING, MAINTENANCE OF HORTICULTURE AND VARIOUS GROUNDS & LAWNS AT SPORTS AUTHORITY OF INDIA, NETAJI SUBHAS EASTERN CENTRE, SALT LAKE CITY, KOLKATA-700106**

Tender No. \_\_\_\_\_

Last date & time of sale of Tenders: **08.01.2018 at 13.00 hrs.**

Last date & Time of submission of Tender: **08.01.2018 at 13.30 hrs.**

Date & Time for Opening Tenders: **08.01.2018 at 15.00 hrs.**

### 1. Invitation of Bids.

1.1. Sports Authority of India, Netaji Subhas, Eastern Centre, Salt Lake City, Kolkata – 700098 invites sealed Tenders from reputed and registered agencies/firms with minimum three years experience in the field preferably in Government Organization/PSUs/Large Industries/Corporate Houses for comprehensive cleaning, maintenance of horticulture and various grounds & lawns at Sports Authority of India, Netaji Subhas Eastern Centre, Salt Lake City, Sector – III, Kolkata – 700 098 for a **period of 1 (one) year** from the date of commencement.

1.2. The bidders are required to accept all terms & conditions mentioned in the Tender Document. **SAI reserves the right to reject any or all offers without assigning any reason.**

1.3. It is the responsibility of the bidders to read all terms & conditions of the Tender Document before filling the tender. **Incomplete Tender Documents or bids are liable to be rejected.**

1.4. Tenders received after the due date and time will not be entertained.

1.5. SAI also reserves the right not to accept the lowest tender.

### 2. EARNEST MONEY DEPOSIT(EMD)

Offer for comprehensive cleaning, maintenance of horticulture and various grounds & lawns must be accompanied by a **Bank draft of the Nationalized Bank for Rs.50,000/- (Rupees fifty thousand only) drawn in favour of the SAI Public A/C**, payable at Kolkata as Earnest Money, which will be refundable in due course to the unsuccessful bidder, however, the same will not carry any interest.

**OFFERS NOT ACCOMPANIED BY THE REQUIRED EMD WILL BE REJECTED.**

**Offer submitted with in-complete information will not be considered and EMD will be forfeited.**

The Earnest Money of the successful bidder is liable to be forfeited if the bidder does not fulfill the following terms and conditions:-

i) The successful bidder shall takeover the aforesaid work within fifteen days from the date of receipt of letter conveying the acceptance of offer.

ii) An agreement will be executed within fifteen days from the receipt of draft contract and acceptance of offer.

iii) **Deposit security money with in stipulated timeframe**, which will be released on expiry of the contract.

The earnest money of the successful tenders will be refundable after completion of the above mentioned formalities.

### **3. Schedules of Tender**

3.1 The Tender Document will be available for sale between **1100 hrs to 1300 hrs** on all working days from **18.12.2017 to 08.01.2018**. The intended bidders may purchase the same from Cashier of Sports Authority of India by making payment of **Rs.1,000/- (Rupees one thousand only)** in cash or through A/C Payee Dement Draft/ Pay Order drawn in favour of SAI NS EC Cal.

**The bidders who download the tender documents from given website are required to pay Rs.1,000/- (Rupees one thousand only) in the form of separate Demand Draft/Pay Order in favour of SAI NS EC Cal as cost of tender documents. In case the bid is received without the cost of tender documents, the same would not be considered.**

3.2. Technical & Financial bids shall be received up to **08.01.2018 by 13.30 hrs**. The Technical Bids will be opened on **08.01.2018 at 15.00 hrs**.

3.3. The Financial Bid of only those bidders will be opened whose Technical bid are accepted by the Competent Authority. The date time and venue for opening of Financial Bids shall be communicated to the qualified bidders at a later date. **However, SAI reserves the right for not inviting the unqualified bidders while opening the financial bids.**

3.4. **Any tender received after the date and time given above will not be entertained under any circumstances.**

3.5. **The competent authority reserves the right to reject any or all tender without assigning any reason and shall not bind it self to accept any tender and reserve the right to call for fresh tender.**

### **4. PROCEDURE FOR SUBMISSION OF BIDS.**

4.1. **The Bids shall be submitted in three separate sealed envelopes as under:-**

a) Envelop A – should contain the Bank Drafts (s) for the EMD along with details in (Annexure-I)

b) Envelope B- should contain the Technical Bid Document, (Annexure-II). Tender Document duly signed by the bidder on each page and all necessary documents to be submitted along with the Technical Bid.

c) Envelope C- should contain the Financial Bid Documents (Annexure-III)

d) Envelope D – Certified true copies of following documents to be annexed alongwith submission of bid documents:-

- Valid subsisting license.
- Registration certificate of Proprietorship concern/ incorporation certificates of Partnership concern/company, duly registered copy of Partnership Deed/ MOA of Company.
- Authorization letter / Board Resolution authorizing the person to make the application.
- General Information of the Tenderer.
- Details of work experience including horticulture services certificate highlighting the necessary experience from the respective clients for the last 3 years.

Successful bidder should also submit all the above documents in original without fail within seven days of despatch of notification otherwise SAI may cancel the bid and the bid security would stand forfeited.

4.2. All the four envelopes (i.e., envelopes A, B, C & D ) should be submitted in one single envelope duly sealed, addressed to Director, Sports Authority of India, Netaji Subhas Eastern Centre, Salt Lake City, Kolkata – 700098 and super scribed “**Tender for comprehensive cleaning, maintenance of horticulture and various grounds & lawns at SAI NS EC Salt Lake City Kolkata - 700098**”. The cover should also bear the name and address of the bidder including telephone number.

4.3. The bidder must put his seal and signatures on each page of the bid and also attest all cuttings or corrections etc., if any under his seal and signatures.

4.4. The bid duly completed in all respect should be inserted in a sealed box placed in the Conference Room of SAI NS EC Salt Lake City Kolkata – 700098.

**4.5. The bidder who wish to submit bid duly completed in all respect by post will ensure that the same reaches to this office on or before due date and time given for submission of same. Bid received after due date and time, as a result of postal delay, will not be considered under any circumstances.**

#### **5. BIDDER QUALIFICATION.**

The bidder should have **minimum three years experience of providing comprehensive cleaning, maintenance of horticulture and grounds in Govt.**

**Organisations /PSUs/Large Industries/Corporate Houses. The bidder should enclose satisfactory services certificate from the clients to whom services have been provided during the last 3 years in support the experience.**

The minimum **annual turn over** of the agency should be **Rs.20 lakhs per annum** during the last three preceding years.

#### **6. SCOPE OF WORKS**

**To provide comprehensive cleaning, maintenance of horticulture and various grounds & lawns on daily basis, grass cutting, pruning, watering, marking of grounds by lime under supervision of SAI Officials and to look after horticulture works in the various places, play fields which includes maintenance of existing lawns, flower beds, hedges and other ornamental plants, providing seasonal flowers beds with seasonal flower plant, providing absolute cleanliness in all green areas by providing cow-dung manures, good earth, replanting of doorb grass wherever required and constant maintenance of all green areas with conservancy, cleaning & scavenging services. The work also entails maintenance of existing potted plants and supply of additional potted plants as and when required by Director during VIP function at Sports Authority of India, Netaji Subhas Eastern Centre, Salt Lake City, Kolkata – 700106. Also flowers (seasonal) to be provided in the office of Director, Dy.Directors, Asstt.Directors, Scientific Officers, Incharge (Academics) under SAI, NSEC Kolkata.**

#### **7. Terms & Conditions of Contract**

7.1. The Agency should have qualified and experienced personnel, having sufficient experience in above area of work.

7.2. After award of comprehensive cleaning, maintenance of horticulture and various grounds contract, the agency shall provide a list of staff along with police verification deputed by the agency at Sports Authority of India, Netaji Subhas Eastern Centre, Salt Lake City, Kolkata – 700098 to the Director in the following format for records. The agency will issue its own photo identity cards to its employees deployed in SAI offices for above contract purposes.

##### **i) Expanded Names**

**ii) Father's Name(Expanded)**

**iii) Educational Qualification**

**iv) Ex-servicemen/civilian**

**v) Age with date of birth**

**vi) Permanent Address (with authenticated proof)**

**vii) Local Address (with authenticated proof)**

7. 3. To report unusual happening, if any to the Director/ Director /Deputy Director/Assistant Director or any other authorized person.

7.4. The Competent Authority reserves the right to direct Agency to remove any staff for unsatisfactory performance and to provide substitute.

7.5. In case of loss or damage to stores and property in the premises covered under contract by the manpower deployed for the job, the agency will be fully responsible and shall make the losses/damages good in financial terms as may be decided by the Director, Sports Authority of India, Netaji Subhas Eastern Centre, Salt Lake City, Kolkata – 700098. The decision of Director in this regard shall be final.

7.6. The agency will be responsible for preserving good order, discipline and decorum in and around the SAI Complex, on day to day basis, and also at the time of any special functions/events. Agency shall provide uniform, boots and other safety apparels and appliances to its personnel so deployed.

**7.7. The agency is to remove / take out the garbage & materials waste from environmental cleaning to the designated site by the local Municipal authority. He can have a tie-up with local municipal authority for the same but the responsibility of the removal of garbage / waste materials would be of the agency.**

7.8. The successful bidder shall furnish **Security Deposit equivalent to 10% total value of the contract** within six days from the date of receipt of the letter awarding the contract. The security deposited shall not carry any interest.

7.9. The security deposit can be forfeited by the Sports Authority of India in whole or in part if the services rendered are not upto the required standard as specified by the competent authority.

7.10. All materials including manure, chemical, good earth, saplings, doorb grass, lime powder etc. required for the job will be provided by the contractor at his own cost.

7.11. Equipment required for the said job will be arranged by contractor at his own cost.

7.12. The agency will regularly monitor and supervise the work along with SAI nominated Officer/Staff in and around the SAI Complex to ensure proper maintenance of Horticulture and Grounds.

## **TERMS AND CONDITIONS PERTAINING TO PERSONNEL**

7.13. The personnel should be properly turned out during duty hours. The staff deployed by the agency shall be provided proper uniform and kit by the agency including valid authenticated Agency ID Cards for all its employees.

7.14. The agency shall be solely responsible for observing and complying with all employment regulations, labour laws as applicable from time to time and laid down on this behalf in respect of all its employees (Ex- serviceman and civil Man) during the period of Contract including any additional obligations that may arise on account of the contract being performed at SAI premises.

7.15. The agency shall remain the only and principal employer of all the staff recruited and appointed by it. The SAI shall not be responsible for loss of job to any employees of the agency in case of expiry/termination of the contract and employee/staff/representative shall be the sole responsibility and borne by the contractor including any unforeseen accident/incident/death etc.

7.16. The agency will submit the bill with attendance as per para – 7.17 below for services to the Complex by the 5<sup>th</sup> of every month for the preceding month. The SAI will make the payment of the bill within one month from the date of receipt of the bill through a crossed cheque in favour of the agency after deducting TDS etc. as per

rules. Any additional levies, charges, duties as applicable shall be payable by the contractor.

7.17. The attendance register with timings, duty rosters, work sheets will be maintained by SAI Official which will be kept in Security enclosure at SAI Main Gate every day as the attendance will be countable for processing the agency bill for the respective service. The attendance register will be under the custody of Security Supervisor at the SAI Main Gate.

7.18. **In case it is found that work has not been done as per plan submitted by the contractor or otherwise found unsatisfactory there will be deduction of 5% on first occasion, 10% on second occasion and 15% on the third occasion out of monthly payment**, which will be without prejudice to the right of the SAI. SAI reserves the right to terminate the contract or imposition of penalty as deemed fit for unsatisfactory services.

7.19. The contract shall for a period of **one year** from the date of its commencement. The contract may be further extended for **another one year** on the basis of performance of the agency and mutually agreed to by both the parties on the same terms and condition. **The contract shall be terminated by either side on one month's notice or payment in lieu thereof without assigning any reasons.**

7.20. **The validity of the rate quoted by the agency would be for the entire period of the contract. The agency shall not be entitled to claim additional amount for whatsoever reasons during the currency of the contract.**

7.21. As and when there is a change of personnel deployed in SAI, it should be informed by the Agency to the Director, SAI, NSEC at least one day in advance along with the reasons thereof and the substitute should be duly verified by the police for his character, antecedents etc.

7.22. The successful bidder shall enter into a contract with the Sports Authority of India. The above terms and conditions are illustrative in nature and not exhaustive. In other words, SAI reserves the right to issue Notification from time to time and make further additions, alterations or modifications in the above conditions.

7.23. The contractor/successful tenderer will submit proof in support of monthly payment/ payment of ESI, PF and other statutory requirements of the staff deployed for this purpose every month with the bill to the Director, SAI, NSEC, Kolkata.

7.24. The successful bidder should submit all documents in original without fail within a week of despatch of notification, otherwise SAI may cancel the Bid and Bid Security shall stand forfeited. The successful bidder shall furnish **Security Deposit equivalent to 10% total value of the contract** within a week from the date of receipt of the letter awarding the contract. The security deposited shall not carry any interest. Failure to deposit in time, the allotment will be cancelled and EMD would be forfeited.

7.25. The security deposit can be forfeited by the Sports Authority of India in whole or in part if the services rendered are not upto the required standard as specified by the competent authority in case of breach of any terms and conditions of the bidding document, without prejudice to other rights and remedies of SAI.

7.26. On special functions the agency will provide additional manpower as per the requirement of Administrator at a short notice and ensure that the additional

manpower thus deployed is properly briefed and turned out as required by SAI. The payment of the additional deployment will be paid on pro-rata basis.

7.27. Any disputes between the parties whether relating to or arising out of this proposed contract deed or connected therewith shall be adjudicated by the arbitrator to be appointed/nominated by Director, SAI NSEC and the decision of the said sole arbitrator shall be final and binding on both the parties.

7.28. The contractor warrants that it shall undertake and provide the services with reasonable care and skill, and in accordance with Good Industry Practice, the provisions of Applicable Laws and the provisions of the Bidding Documents.

7.29. The Bidder/Contractor shall at all times ensure that the contract is undertaken and the services are provided, at all times, as specified by SAI and other performance parameters, standards, service levels and requirements prescribed or may be prescribed by SAI from time to time.

7.30. Bidder/Contractor shall execute necessary instruments and documents required by SAI in relation to the Bidding Documents and shall adhere to all notifications / amendments as may be issued by SAI from time to time. All costs (including taxes, stamp duties and registration charges, if any) shall be borne by the Contractor / Bidder.

7.31. Contractor to provide desired conservancy, cleaning & scavenging services through specific Personnel (specify number of personnel – Males / Females) with their due bonafides, integrity, good character, politeness and sound health (free from any contagious and chronic diseases etc.).

7.32. Contractor has obtained / procured / complied with all applicable permissions, insurance of its Personnel, licenses, clearances and / or no objections etc., if any, as required for providing desired conservancy, cleaning & scavenging services.

7.33. Contractor will comply with and fully observe all applicable rules, regulations, norms as well as directions issued by SAI from time to time for its due performance and obligations.

7.34. Contractor will ensure that its Personnel duly and spiritedly adhere to the due discipline and dress codes, timings and directions etc. as prescribed by SAI, from time to time.

7.35. It will ensure all and timely compliance of payments, facilitations and benefits etc. to its Personnel and Statutory Authorities etc., as applicable, such as salary, wages, perks, allowances, E.S.I., P.F., insurance premium etc. This agreement shall in no manner create/confer any employer-employee relationship between SAI and the Personnel provided by the Contractor.

7.36. The Contractor also agrees to provide any additional Personnel (at the same prevailing rates) or reduce the existing strength of Personnel as and when SAI desires the Contractor to do so. SAI will decide the strength and duties of Personnel according to its needs from time to time in its sole discretion.

7.37. The contractor shall undertakes to ensure that all its Personnel placed in the SAI premises must perform their duties dedicatedly, diligently and efficiently in order to ensure proper comprehensive cleaning, maintenance of horticulture and various

grounds & lawns of the premises, materials, assets etc. and that the Contractor shall keep SAI indemnified including without limitation from any omission and / or commission on its part or on part of its Personnel causing / threatening to cause any loss, damage, annoyance, inconvenience etc., including any cost of defence etc.

7.38. The relationship between SAI and the Contractor shall be of Principal to Principal only and nothing contained herein would be construed to mean any employee-employer or partnership or joint venture or agency relationship between them or their representatives.

7.39. The comprehensive cleaning, maintenance of horticulture and various grounds & lawns personnel shall at all times shall be deemed to be the employees of Contractors, and in no circumstances whatsoever shall the relationship of master and servant shall be deemed to arise between the SAI and staff and the personnel appointed, or engaged by the Contractor. In case of death, or bodily injury to any such staff, or personnel appointed/engaged by the contractor in the course of carrying out the services, SAI shall not be liable, or bound to pay any monetary compensation, or otherwise be responsible in any way whatsoever.

7.40. In case of any dispute the matter shall be under the jurisdiction of the courts situated in Kolkata (West Bengal)

7.41. These are only proposed draft terms and conditions and can be modified, changed or added to at the time of finally concluding and signing the agreements.

## **8. INSTRUCTIONS FOR BIDDER**

8.1. The intended bidders should visit the complex before bidding to inspect the premises to be given the areas where the service to be required to be provided apart from this any other area the agency like to include may please be specified and work plan in writing accordingly along with the TECHNICAL BID.

8.2. The intended bidder is required to submit an undertaking that **“Staff deployed at the Centre in terms of this contract at all time will remain the employees of the agency exclusively and they shall not be entitled to claim employment Or permanency of job in the Sports Authority of India or any other direct or indirect claim on SAI on the non-judicial paper duly attested by the concerned authority along with TECHNICAL BID”**. Offer without the said undertaking will not be considered.

8.3. The intended bidder is also required to **submit Solvency certificate of minimum of Rs.20 lakh** issued by the Nationalized Bank or Collector along with TECHNICAL BID. **Offer without the said certificate will not be considered.**

Certified that I/We have gone through the contents of the Tender form point wise and thereby convey our acceptance to abide by all the terms and conditions mentioned in the tender documents.

Signature\_\_\_\_\_

Name (In block letters)\_\_\_\_\_

Designation\_\_\_\_\_

Name of the firm\_\_\_\_\_

Address\_\_\_\_\_

Tele No.\_\_\_\_\_

Date:-



**ANNEXURE-I**

**Envelop 'A'**

**DETAILS OF EMD DEPOSITED ALONG WITH TENDER**

1. Name of Agency/Tenderer
2. Last date and time of receipt of Tenders: **at 13.30 hrs.**
3. Time and date of opening of tenders : **at 15.00 hrs.**
4. Place of opening of bids: **Conference Hall, SAI, NSEC, Salt Lake, Kolkata – 106**

Sr.No. Name of Centre Amount Pay/Draft No.& Date Name of Bank

Signature\_\_\_\_\_

Name:(In block letter)\_\_\_\_\_

Name of the Firm\_\_\_\_\_

**ENVELOPE 'B'**

**TECHINICAL BID/DETAILS**

1. Name of the Firm alongwith Postal Address & Telephone Number; Name address and telephone number of the Director/Proprietors and Chief Executive of the Firm. Bio-data of the Director/Proprietors Chief Executive of the Agency would be mentioned and enclosed with the proof of owner ship.
2. Registration No. of firm as Agency should be mentioned(enclose photocopy)
3. Annual turn-over of **Rs.20/- lakhs per annum** during the last three proceeding Financial year duly certified by C.A. from comprehensive cleaning & horticulture work(Enclose Photocopy of Trading / Profit & Loss A/Cs for the last three financial year).
4. PAN and photocopies of I.T. Assessment for last 3 years(copy enclosed)
5. Valid Contract Labour Licence of the Firm obtained From the Competent licensing Office for Executing any work through contract Labour in an establishment(enclose photocopy)
6. Registration No. with Employees State Insurance authorities. Enclose return for the period ending **November' 2017**.
7. Registration No. with Provident Fund authorities Enclose PF return for the period ending **November' 2017** showing return for at least 250 persons per annum.
8. Deployment chart of the personnel with justification

9. Name of the client and the period of contract in comprehensive cleaning & horticulture etc. and also Electrical Maintenance and certificate of satisfactory work from the organizations concerned No. of employees working on each project to be indicated in brackets along with the name of work
10. Solvency certificate of minimum of **Rs.20 lakh (Twenty Lakh only)** issued by the Nationalized Bank or Collector.
11. Certificate Registration of service tax (enclosed copy)
12. Undertaking – See instruction to Bidder 8.2

Signature\_\_\_\_\_

Name:(In block letter)\_\_\_\_\_

Name of the Firm\_\_\_\_\_

Date:

**Envelope 'C'**

**FINANCIAL BID DOCUMENTS FOR COMPREHENSIVE CLEANING SERVICES AND MAINTENANCE OF HORTICULTURE, VARIOUS GROUNDS & LAWNS**

1. Name of bidder \_\_\_\_\_
  2. Address of bidder \_\_\_\_\_
  3. Telephone number of Bidder \_\_\_\_\_
  4. Name of representative of the firm/Company \_\_\_\_\_
  5. Price quoted per annum in lump-sum \_\_\_\_\_
  6. An additional amount if any, to be claimed/ added other than the amount quoted in column no. 5. above.
  7. Total Amount quoted (including column no.5 & 6 )
- Indian currency \_\_\_\_\_

**Justification for quoted price: -**

Sl. No.	DESCRIPTION	Cleaning & Horticulture services
1	Minimum Wage	
2	ESI 4.75% Subject to submission of proof of deposit.	
3	PF 13.61% Subject to submission of proof of deposit.	
4	Bonus 8.33%	
5	National Holidays	
6	Total	
7	Service Charge	
8	Total 6 & 7	

I have gone through the terms & conditions of the contract and offer my rate as above for providing Comprehensive cleaning services and maintenance of horticulture, various grounds & lawns at SAI NSEC KOLKATA.

Signature\_\_\_\_\_

Name:(In block letter)\_\_\_\_\_

Name of the Firm\_\_\_\_\_

Date: