

Sports Authority of India

SAI Training Centre, Padma, Hazaribag- 825411

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Cost of Tender Form Rs. 500/- (Five Hundred only)

TENDER DOCUMENT FOR CONSERVANCY CLEANING & SCAVENGING, MAINTENANCE OF HORTICULTURE AND VARIOUS GROUNDS & LAWNS AT SPORTS AUTHORITY OF INDIA, STC Padma, Hazaribag.

Tender No. SAI/STC/PADMA/TENDER/17-18/04

Last date & time of sale of Tenders: 21.11.2017 .at1300hrs.

Last date of receipt of tender 22.11.2017 at 1100hrs.

Date and time for opening tenders 22.11.2017 at 1130 hrs.

1 Invitation of Bids

1.1. Centre incharge, Sports Authority of India STC Padma Hazaribag on behalf of Director, 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 conservancy , cleaning & scavenging, maintenance of horticulture and various grounds & lawns at Sports Authority of India, STC Padma Hazaribag 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 (EMO)

Offer For absolute cleaning & scavenging, maintenance of horticulture and various grounds and lawns must be accompanied by a Bank draft of the Nationalized Bank for **Rs. 25,000/-** drawn in favour of the SAI Sub Centre, Padma, Hazaribag . Payable at Hazaribag as Earnest Money which will be refunded in due course to the unsuccessful bidder. However, the same will not carry any interest.

OFFERS NOT ACCOMPANIED BY THE REQUIRED EMO WILL BE REJECTED.

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 take-over the cleaning & scavenging, maintenance of horticulture and various grounds and lawns with effect from date of issue of Work Order, positively. Letter conveying the acceptance of the offer will be issued before issue of Work Order.
- ii) An agreement will be executed within fifteen days from the receipt of draft contract and acceptance of offer.

- iii) Deposit interest free security money (10% of contract value) within stipulated timeframe, which will be refunded after expiry of contract, subject to any necessary and valid deductions as per tender documents.

If the tenderer commits any breach of terms & conditions as laid down in tender documents the EMD/ Security Deposit shall be forfeited without prejudice to other rights and legal remedies as available under law.

If the allotment is found to be obtained by any misrepresentation obtained by any misrepresentation, concealment, suppression of any material facts by the tenderer, the allotment shall be forfeited and legal action for such misrepresentation, concealment and suppression of material facts shall be taken.

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

The EMD/Security would be forfeited in case the information furnished is found to be incorrect/ misleading with regards to any fact.

3. Schedules of Tender

- 3.1 The Tender Document will be available for sale on & from 31.10.2017 to 21.11.2017 between 11.00 hrs to 1300 hrs on all working days from Cash Section of STC Padma, Hazaribag. The intended bidders may purchase the same from Cashier of Sports Authority of India. STC Padma Hazaribag by making payment of Rs. 500/-(Rupees five Hundred only) by cash or through A/C Payee Demand draft/ Pay order drawn in favour of SAI STC, Padma, Hazaribag

Bidders who download the tender documents from our website are also required to pay Rs. 500/-(Rupees five Hundred only) in the form of separate Demand draft/ Pay order drawn in favour of SAI STC, Padma, Hazaribag as a 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 22.11.2017 by 1100 hrs. The technical bids will be opened on 22.11.2017 by 1130 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 four 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 along with 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 security 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 dispatch 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 centre I/C, Sports Authority of India. STC Padma Hazaribag - 825411 and superscribed tender for cleaning, scavenging & horticulture services at SAI , STC Padma Hazaribag. 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 respects should be inserted in a sealed box placed in the office of Centre I/C, STC Padma Hazaribag".
- 4.5. The bidder who wish to submit bid duly completed in all respects 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 result of postal delay will not be considered under any circumstances.

5. BIDDER QUALIFICATION.

The bidder should have minimum three years experience of providing conservancy, cleaning & scavenging, maintenance of horticulture and grounds in Govt. Organizations /PSUs/ Large Industries/ Corporate Houses. The bidder should enclose at is factory services certificate from the clientstowhom services have been provided during the last 3 years in support the experience.

The minimum annual turnover of the agency should be Rs.5 lakhs per annum during last three preceding years

6. SCOPE OF WORKS

To provide conservancy ,cleaning & scavenging ,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 ,playfields 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 doorbgrass wherever required and constant maintenance of all green areas. The work also entails maintenance of existing potted plants and supply of additional potted plants as and when required by Centre Incharge during VIP function at Sports Authority of India ,STC Hazaribag. Also flowers (seasonal) to be provided in the office of Centre I/C, SAI,STC PADMA Hazaribag.

7. Terms & Conditions of Contract

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

7.2. After award of conservancy, Cleaning & scavenging, maintenance of horticulture and various grounds contract, the agency shall provide a list of staff alongwith police verification deputed by the agency at Sports Authority of India, STC Hazaribag 825411 to the Centre VC, SAI, STC/SAG Centre 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/ Centre In charge of STC Centre 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 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 up to the required standard as specified by the competent authority.

7.10. All materials including manure, chemical , good earth, saplings, doorb grass, limepowder 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 alongwith SAI nominated Officer/ Staff in and around the SAI Complex to ensure proper maintenance of Horticulture and Grounds.

TERMSANDCONDITIONSPERTAININGTOPERSONNEL

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 5th 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 what so ever 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 Centre I/C, SAI, STC Padma, Hazaribag at least one day in advance alongwith the reasons there of 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 condition are illustrative in nature and not exhaustive. In other words SAI reserves the right to issue Notification from time to time and make further addition, Alternation, or modification 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 Centre I/C, SAI, STC Padma, Hazaribag.
- 7.24. The successful bidder should submit all documents in original without fail within a week of dispatch 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 EMO 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 function 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 in pro-rata basis.
- 7.27. Any dispute between the parties whether relating to or arising out of this proposed contract deed or connected therewith be adjudicated by the arbitrator to be appointed/nominated by Director, SAI NSEC and the decision of the said sole arbitrator shall be final 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 ensures 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 duty 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, ESI, P.F., insurance premium etc. The 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 SAil 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 indemnifiedi ncluding without limitation from any omission and/ or commission on its partor 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 conservancy, cleaning & scavenging, 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 what so ever 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. Any disputes between the parties whether relating to or arising out of this contract deed or connected there with shall be adjudicated by the arbitrator to be appointed/ nominated by Regional Director, SAI NSEC and the decision of the said sole arbitrator shall be final and binding on both the parties

7.41. These are only proposed draft terms and conditions and can be modified, change d 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 lime 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.5lakh 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:-
3. Time and date of opening of tenders:-
4. Place of opening of bids : SAI, STC Padma, Hazaribag.

Signature _____

Name : (in Block Letter) _____

Name of the firm _____

ANNEXURE-II

Envelop 'B'

TECHNICAL BID/DETAILS

1. Name of the firm alongwith postal Address & 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. 5.00 Lakhs (Five Lakh) per annum during the last three proceeding Financial year duly certified by C.A. from conservancy, cleaning, scavenging & 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 October 2017 .
7. Registration no with Provident Fund authorities Enclose PF return for the period ending October 2017 showing return for at least 20 persons per annum
8. Deployment chart of the personnel with justification
9. Name of the client and the period of contract in conservancy, cleaning, scavenging & 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. 5 Lakh (Five Lakh) issued by the Nationalized Bank or Collector.
11. Certificate Registration of Service tax/ GST (enclosed copy)
12. Undertaking- See instruction to Bidder 8.2

Signature _____

Name : (in Block Letter) _____

Name of the firm _____

Date :

ANNEXURE-III

Envelop 'C'

FINANCIAL BID DOCUMENTS FOR CONSERVANCY, CLEANING & SCAVENGING AND MAINTENANCE OF HORTICULTURE, VARIOUS GROUNDS & LAWSN

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 then the amount quoted in column no 5. Above.
7. Total Amount quoted (including column no. 5 & 6)

Indian currency _____

Justification for quoted price :-

SI No	DESCRIPTION	CLEANING & HORTICULTURE SERVIS
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	
9	Service Tax/GST	

I have gone through the terms & conditions of the contract and offer my rate as above for providing conservancy, cleaning, scavenging, and Maintenance of horticulture, various Grounds & Lawns at SAI, STC Hazaribag -825411.

Signature _____

Name: (In block Letter) _____

Name of the Firm _____

Date:

SPORTS AUTHORITY OF INDIA,
SAI TRININFG CENTRE, PADMA, HAZARIBAG - 825411
Contact No. 9939584419
e-mail: saistcpadmahazaribag@gmail.com

NOTICE INVITING TENDER

Tender NO SAI/STC/PADMA/TENDER/17-18/04

Sealed tenders are invited from the reputed AGENCIES/FIRMS falling under the eligibility criteria as contained in the Tender Documents for " CONSERVANCY, CLEANING & SCAVENGING AND MAINTENANCE OF HORTICULTURE, VARIOUS GROUNDS & LAWSN AT SPORTS AUTHORITY OF INDIA, STC, PADMA, HAZARIBAG. For further details, interested firms may please visit our website at www.sportsauthorityofindia.nic.in or may obtain the documents after paying requisite cost of Rs. 500/ from the address given above, from 31-10-17 to 21-11-17 on all working days between 11.00 hrs to 13.00 hrs.

CENTRE-IN-CHARGE