



Training Centre, Ludhiana

**TENDER NOTICE FOR CATERING SERVICES**

Sealed tenders are invited by Sports Authority of India from the reputed concerns having minimum annual turnover of Rs. 20.00 lacs from hotel, restaurant, mess food etc. business for awarding one year contract to run hostel mess at SAI Training Centre, Ludhiana.

The detailed information, terms and conditions governing the award of contract as contained in the Tender documents may be obtained from the office SAI Training Centre, Ludhiana any working day between 10.00 a.m. to 5:00 p.m. from the date of publication of the notice in the newspapers on payment of demand draft/cash (non-refundable) of Rs. 500/- (Rupees Five hundred only) in favour of **Assistant Director/ Incharge**, SAI Training Centre, Ludhiana. The sale of tender will close on 15 Feb. 2017 at 11.00 AM. Details are also available on our website <http://sportsauthorityofindia.nic.in>. In case of downloading the Tender Form from our website the bidder will have to submit tender cost along with EMD.

The tender offer in the prescribed form along with all relevant documents sealed and completed in all respect must be submitted latest by 15<sup>th</sup> Feb 2017 up to 11.00 AM in the office of Incharge, SAI, Training Centre Ludhiana, which will be opened on the same day at 02.00 PM in the presence of the tenders or their authorized representatives.

Sports Authority of India reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

Incharge,  
SAI, Training Centre, Ludhiana  
Ph.No. 0161-2771718



Training Centre, Ludhiana  
Tender Application form for the services of catering

TENDER FORM NO. One (1)

TENDER FORM

Cost of Tender Rs. 500/- (Rupees Five hundred only) by Bank Draft (In case of downloading from website the bidder will have to submit the tender cost along with EMD.

Last date of receipt of Tenders 15/02/2017 up to 11.00 AM/

Date and Time for opening of Tenders is 15/02/2017 at 02-00 PM at SAI, Training Centre, Ludhiana.

Tender Form for - Boys Hostel

Sports Authority of India invites sealed tender from reputed concerns having minimum annual turnover of Rs. 20.00 lacs from caterer business only from hotel, restaurant, mess food etc. business. The Menu of the mess is attached as **Annexure-I** with to this form. Format for submission of Tender is attached as **Annexure- II & III** and requisite documents referred thereof be enclosed alongwith the tender.

1. Name of the Firm : \_\_\_\_\_
2. Full Postal Address with Tel. No. & Fax No. : \_\_\_\_\_
3. Registration No. of Firm With Service Tax. : \_\_\_\_\_
4. PAN/ TAN Number : \_\_\_\_\_
5. ESI Registration : \_\_\_\_\_
6. Registration with PF Code No. : \_\_\_\_\_
7. Audited balance sheet, Trading/ Account of last three years. : \_\_\_\_\_
8. Certificate of Annual Turnover From CA for last three years. : \_\_\_\_\_
9. IT Returns of the last three years : \_\_\_\_\_
10. Copy of Valid License issued By food safety & standard Authority of India (FSSAI) under food safety and standard Act 2006 : \_\_\_\_\_

## TERMS & CONDITIONS

1. The words "**Tender Form for Mess- Boys Hostel, for one years**" should be subscribed on the top left corner of envelope bearing the name and address of the Bidder. The tender shall be submitted in three separate envelopes addressed to the Incharge, SAI Training Centre, Ludhiana as under.
2. Envelope "A"- Earnest money of Rs.25, 000/- (Rupees twenty five thousand only) by the bidder through demand draft in favor of Assistant Director/ Incharge, Sports Authority of India, Training Centre, Ludhiana from any nationalized bank as detailed in **Annexure II**. (In case of down loading from website, the bidder will have to submit tender cost along with EMD).
3. Envelope "B" - should contain the tender documents duly signed on each page and all other documents to be submitted along with the tender as per details given in **Annexure – II** , along with information pertaining to the present line of business.
4. Envelope "C" - should contain the Financial Bid in **Annexure – III**.
5. Envelope 'A' & 'B' submitted by the bidder will be opened on 15/02/2017 at 02-00 PM at SAI, Training Centre, Ludhiana. **Envelope "A"** will be opened first and **Envelope "B"** of only those bidders will be opened who have deposited required **EMD. Envelope 'C'** i.e. Financial Bid of only those bidders whose documents are found in order will be opened by the constituted committee. Date and time for opening of Envelop 'C' will be decided later on. All the three envelopes should be submitted in one big cover duly sealed and may be put up in the tender box kept in the office of Incharge, SAI, Training Centre, Ludhiana.
6. The bidder should sign duly stamped each page of the tender. Individual signing the tender papers must indicate whether he is the sole proprietor or / partner of the firm.
7. The prescribed menu at **Annexure – I** is to be served @ Rs.225/- per head per day plus Service Charges as per norms and cooking charges as decided by SAI.
8. The payment will be calculated as per the actual daily strength of the inmates. The contractor will maintain daily Attendance Sheet of Breakfast/lunch / Dinner to support his daily monthly bill of catering.
9. The tentative strength of Inmates of the Centre will be 50 Nos. which may vary upto 15-20% .
10. The strength may decrease due to competitions / leave etc of the inmates on daily basis.
11. It is compulsory for the caterer to provide/depute sufficient staff i.e. Manager/Supervisor, Cook, Bearer, Chapatiman, Dish Washer and safai Karamchary in the mess for preparing food. The labour can be increased or decreased on pro-rata basis on strength of trainees.
12. The caterer must ensure the Police verification of the staff provided by him in the mess and also issue them Identity Cards.
13. The bidder should also submit signed undertaking along with the tender that he has read the complete tender document, and will abide by its terms and conditions and have also enclosed all the documents referred to in **Annexure –III**.

14. Offers sent by fax/ telephone/E. Mail will not be accepted.
15. SAI reserves the right to reject the tender of all or any party without assigning any reason.
16. Tenders documents are neither transferable nor cost of the tender documents is refundable under any circumstances.
17. The issuing of tender document shall not constitute that the bidders are automatically qualified.
18. If even after award of contract, information/facts submitted by the bidder are found misleading/incorrect/false etc., SAI reserves the right to disapprove the contract.
19. The Earnest Money draft will be returned to the unsuccessful bidders at the earliest.
20. The successful bidder will have to deposit security of Rs.25, 000/- (Rupees Twenty five thousand only) within 15 days from the receipt of Award Letter.
21. Execution of the agreement on Rs. 100/- (Rupees one hundred only) Stamp Paper within 15 days of the receipt of award letter.
22. The earnest money of the successful bidders will be refunded after completion of the above-mentioned three conditions.
23. In case of any dispute between the mess employees of contractor and successful bidder, SAI will have no responsibility and shall not be responsible for any compensation in any form to such employment to any of such employees during the currency of and/or after the expiry of this agreement.
24. In case of any dispute, the matter shall be within the jurisdiction of Ludhiana , (STC, Ludhiana)
25. In case of any tender documents submitted by the bidders with incomplete information, his tender will not be considered.
26. Sealed tenders containing relevant information should be addressed to the Incharge, SAI, Training Centre, Ludhiana and should bear the name and address of bidder.
27. Any tender received after the specified date, time and place mentioned in the advertisement will not be entertained under any circumstances.
28. Facilities to be provided by SAI to the mess:
  - i) Dinning halls
  - ii) Kitchens with stores
  - iii) Water will be provided by SAI
  - iv) The staff without family will be allowed to stay in the mess.

29. The successful bidder will have to install a sub-meter (covering kitchen) for electricity at the risk and cost of his own and payment will be made accordingly to SAI on actual consumption as shown in the sub-meter, along with license fee every month. In dining hall and other required places SAI will provide electricity.
30. The furniture issued will be on a One-Time Basis, and it should be returned in good condition. Its maintenance will be responsibility of the caterer who will be responsible for any breakage and damage of the furniture by its staff.
31. The caterer will be responsible for cleanliness of the dining hall & kitchen for hygienic.
32. The food supplied should be wholesome, hygienic, nutritious and prepared in refined oil of good quality. The SAI reserve the right to take the assistance of any institution/agency/expert for guiding the caterer in this respect and advice of Incharge will be binding.
33. Waiters/Cooks should always be in a prescribed uniform as decided by Incharge and the uniform has to be provided by the caterers at his own cost.
34. The caterer has to bring his own kitchen equipment's, crockery and cutlery utensils and other items required for preparing and serving of food. All the items should be of good and standard quality and same are subject to checking by SAI.
35. The agreement will be for a period of one year from start of the services which can be terminated by either party giving one month notice after clearing dues at any time, if the services will be satisfied according to the rules and regulations the contract can be extended for further period of one year.
36. The caterer will ensure compliance with all labour laws including contract labour (regular and abolition) Act 1970 to caterer & Caterer's employees including & addition obligations that may arise on account of the canteens being located within the SAI premises.
37. The caterer will maintain from inception, a reserve fund with his own bankers for meeting all accruing liabilities of terminal benefits, compensation etc. and will be responsible for providing alternative employment to all its employees on the cessation of this agreement, in his other going catering projects.
38. The premises shall not be utilized for any other or different purposes then set out, and any other form of commercial or trading user of these premises shall constitute for breach of this agreement. Apart from rendering the services, caterer liable to pay additional charges for the unauthorized use as may be determined by Incharge in his sole discretion.
39. Caterer shall pay the license fee for every month in advance by 10<sup>th</sup> day of English Calendar month. Non-payment of license fee within the prescribed date SAI may impose penalty @10% per day of license fee to company with the above provision may lead to termination of the contract later on.

40. If the license fee, or any part/thereof shall at any time, be in arrears and remaining unpaid after the due date and or if the Caterer any time fails or neglects to performs or observe any of the terms and conditions herein contained and on his part to be observed and performed of very serious nature, then in that event, the SAI may without prejudice to his general right of revocation of license as a SAI, be terminated the contract by given 10 days notice in writing to the Caterer, there upon the Caterer will peacefully give up position of the premises in question. However the SAI retain his right to recover any loss or prestige suffered on account of any antecedent breach of terms and conditions and contravention on the part of the licenses.

41. In case of food, if found less in quantity or quality is not of standard quality or in unhygienic condition or not served in time, SAI may impose penalty first time @30%, Second time @50% of that day diet bill and third time show cause notice indicating why not whole day payment be disallowed and terminate your tender/contract.

42. That without prejudice to the rights and privileges of the SAI, Caterer during the tenure of this license shall not transfer, assign or part with licensed premises or any portion thereof permanently or temporarily to any other person and shall not be allowed to take any person to share the accommodation or in partnership without the prior written permission of the SAI, nor shall be entitled to allow any person to occupy the licensed premises or to use any part thereof or create any right of any other person/party in the said licensed premises.

43. The Caterer shall not be entitled to build up any structure (permanent/temporary) on the licensed space. In case any such structure(s) is/are required to be put by the Caterer for promotion of his business the Caterer shall submit a detailed plan for approval of the SAI. No additional/alteration or structural changes would be allowed to be put up without the written prior approval of the SAI.

44. That in the case the license comes to an end on expiry of the period of license or is revoked before the expiry of terms, in that event, the Caterer shall not remove from licensed premises, furnishing, fitting, fixture etc. belonging to the Caterer without the prior written approval of the SAI. If the SAI decides not to retain all or any of the fitting and furnishing, the Caterer shall remove the same peacefully and restore the licensed space to the original condition at his own cost.

45. That the Caterer shall not do anything in or outside the licensed premises which may create nuisance or any cause of annoyance to the neighbor, to the licenser and or to the visitors and Sports person living/visiting the premises.

46. That the overall control and supervision of the premises shall remain vested in the licenser and the licenser through its authorized representative will have the right to inspect the whole or part of the licensed premises as and when considered necessary with respect to its bonafide use and in connection with fulfillment of the other terms and conditions of the license.

47. In case of any damage to the property belonging to licenser the Caterer shall compensate the licenser to (in case of being responsible) and for the amount as may be determined by the licenser, which shall be final and binding on the Caterer.

48. Only such items of foods and beverages etc. will be prepared as provided in menu and any additional items should as have not been prohibited by Ministry of Health or SAI and other Govt. Agency.

49. The Caterer shall arrange for removal of the garbage, the kitchen waste or any other type of refused or waste material every day.

50. That the Caterer shall maintain environmental hygiene and proper sanitation of the licensed premises during all working hours. The Caterer shall be bound to avoid by all the provisions of the prevention of Food Adulteration Act as applicable in **Chandigarh / Ludhiana** and such other Central and local laws and rules and regulation existing therein or to be enacted or introduced hereafter.

51. That in case the license is cancelled by the licenser, the unauthorized occupants of the public premises viz. erstwhile Caterer together with all other unauthorized occupants, if any shall be liable to pay the damages at such rates as may be determined by the licenser.

52. On the expiry of the period of license, in case the license is not renewed or fresh license entered into or in case of default in payment of license fee or violation of any clause of the agreement. The Caterer shall become an unauthorized occupant of the said public premises under section 4 of the public premises. (Eviction of unauthorized occupants) Act-1971 and the Caterer shall be liable to be proceeded under the provisions of the said above Act. Besides the jurisdiction of the Estate Officer as appointed by Ministry of Youth Affairs and Sports of SAI, in case of other disputes that the courts in **Chandigarh / Ludhiana**, only shall have jurisdiction to entertain any application in respect of any proceeding under this agreement or to entertain any suit in connection with this agreement of license and no other court of any other place shall have the jurisdiction to entertain any such application or any suit.

53. That the Caterer at his own cost will provide running hot water, cupboards for keeping servant's clothes, fire proof arrangement and all other requirement in the kitchen. It will be responsibility of Caterer to comply with all fire-fighting norms and condition as laid down by the concerned authority. SAI will not be responsible in case of any eventuality.

54. That the washing of utensils etc. including dishwashing shall not be permitted at any place other than the space in the kitchen provided for this purpose.

55. The Caterer shall not encroach upon any area of vacant land or constructed portion for any purpose.

56. That no public telephone shall be arranged/provided in canteen without obtaining prior approval of the SAI in writing.

57. SAI reserves right to revise its menu.

58. That the Caterer shall use dustbins for the refuse and the kitchen waste. It shall be ensured by the Caterer that refuse of kitchen waste is not scattered outside the cans/dustbins and neither the same is dumped anywhere else other than the place specified.

59. That the Caterer shall not display any neon signboard or advertisement board etc. without prior written permission of the SAI, but the Caterer shall be responsible to pay the advertisement tax or any charges leviable by the SAI, if any neon sign board or advertisement board etc. is installed without the prior written permission of the SAI.

60. Notwithstanding anything contained in any clause here to in force mentioned the SAI shall have the absolute right at all time to undertake any construction or modification to ensure better utilization of the building and to improve its revenue. The Caterer shall not be entitled for any compensation and/or reduction in license fee or have any right to object to the same.

61. That the Caterer shall stand ipso-facto determined without any right to compensation whatsoever to the Caterer in any of the following events.

62. If the Caterer (s) being an individual or if an firm, any partner in the licensed firm, shall die or at any time be adjudged insolvent or shall have a receiving order for administration of his estate made against him or shall take any proceeding for liquidation or compensation under any insolvency act for the time being in force or make any conveyance or assignment of his effect or enter into any arrangement or composition with creditors or suspend payment or shall introduce a new partner or shall change the constitution of partnership or if firm is dissolved under the partnership act.

OR

The Caterer being a company shall pass a resolution or the court shall make an order for the liquidation of its affairs or a receiver or a manager on behalf of the debenture holders shall be appointed or circumstances shall have arisen which entitle the court or debenture holders. Shall be appointed or circumstance shall have arisen which entitled the court of debenture holders to appoint a receiver or manager, provided always that such determination shall not be prejudice any right of action or remedy which shall have there after accrue to have SAI.

63. On the expiry of the period of license the Caterer undertakes to handover the peaceful the vacant possession without delay, dispute or demur on any ground whatsoever. In any case of default in payment of license fee or violation of any clause of the agreement, the Caterer shall become an unauthorized occupant of the said public premises under section 4 of the public premises (Eviction of unauthorized occupants) Act 1971 and the Caterer shall be liable to be proceeded under the provisions of the said P.P. Act 1971. Besides the jurisdiction of the Estate Officer as appointed by SAI, in case of other disputes that the courts in **CHANDIGARH** only shall have jurisdiction to entertain any application in respect of any proceeding under this agreement or to entertain any suit in connection with this agreement of license and no other court of any other place shall have the jurisdiction to entertain any such application or any suit.



64. The bidder will be responsible for ensuring that all the employees and staff duly maintain necessary hygiene, decorum and proper discipline vis-à-vis the campers and their associates. No person associated with the canteen shall have any dealings or association of any kind whatsoever with and the party will be fully responsible for its staff and employees both before and after their respective working hours in the event of impermissible interaction between any employee/staff of the part and any camper whether individual or in a group.

65. The successful bidder kept fire extinguisher equipment in kitchen also.

66. The successful bidder shall be responsible for ensuring the safety of its employees.

67. The earnest money of the successful bidder will be refunded after depositing of the security money against the contract. All the supposing documents wherever needed should be enclosed.

68. Conditional/Incomplete tenders with own terms will be rejected.

69. The rates quoted against each menu will be inclusive of all taxes.

70. TDS and all taxes imposed by Central / State Govt. will be borne by the contractor.

71. SAI reserves the right to reject any or all the tenders without assigning any reason what so ever.

72. This is to certify that I/we have studied site, read, understood all the clauses of the tender and in case of award undertake to abide by its terms and conditions.

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Name of the Firm & Address \_\_\_\_\_

Phone & Mobile NO. \_\_\_\_\_

Date : \_\_\_\_\_

Seal



SPORTS AUTHORITY OF INDIA, TRAINING CENTRE, LUDHIANA

**MENU FORMAT : (Rs. 225/- per day per head)**

Sr. No.	MEAL & MENU	QUANTITY PROPOSED
	<b><u>EARLY MORNING</u></b>	DIET
1.	Tea	1 cup
2.	Biscuits/Sweet Bun	Four/one
	<b><u>BREAKFAST</u></b>	
3.	Daliya/ boiled chana (black)	40 gms
4.	Bread/ stuffed Parantha / puri	5-6 slices
5.	Butter	20 gms
6.	Jam	25 gms
7.	Eggs/ Paneer Bhurji	Two / 50 Gm.
8.	Milk	500 ml
9.	Bananas/ Seasonal Fruit	Two
	<b><u>LUNCH</u></b>	
10.	Chapati	At least 5-6
11.	Rice	120g
12.	Dal Whole (Rajmah, Kabli Chana, Kala Chana, Sabat Urd, Kary Pakora )	120g
13.	Curd/ Raita	100g
14.	Green leafy Vegetable	100g
15.	Salad	100g
16.	Fruit	150g
	<b><u>EVENING ( Before training )</u></b>	
17.	Tea	1 cup
	<b><u>EVENING ( After training )</u></b>	
18.	Juice ( Tropicana/ Real )	200 Ml
	<b><u>LATE EVENING</u></b>	
19.	Lemon Juice / veg. Soup	1-2 glass
20.	Chapati	At least 5-6
21.	Rice	140g
22.	Meat / Paneer	250g
23.	Vegetable	200g
24.	Salad	100g
25.	Swedish	150g
26.	Milk	500 ml

\*Only soya oil may be used for cooking.



**SPORTS AUTHORITY OF INDIA, TRAINING CENTRE, LUDHIANA**

**Format for Submission of the Tender on Letter Head of the Firm**

The Incharge,  
Sports Authority of India,  
Training Centre,  
Ludhiana

**Subject : Tender for Catering / Mess for Boys Hostel**

In response to the Tender Notice published in 'The Tribune' on 20/01/2017, I had purchased Tender No. one (1) from your office. I had downloaded tender from website "<http://sportsauthorityofindia.nic.in> and have deposited cost of tender along with E.M.D.

I am sending herewith my tender documents as under:-

**TECHNICAL BID:** The tender documents duly signed on each page and all other documents to be submitted along with the tender. (Envelope "B").\*\*

**FINANCIAL BID:** The financial bid for the job of Catering Services (Envelope "C").

\*\*The following details and supporting documents accordingly are available in Envelope "B" for evaluating eligibility etc.

- a. Registration
- b. PAN number
- c. TAN Number
- d. Detail of clients for along with valid certificate issued by (FSSI) providing catering services and copy of award/experience letters be enclosed.
- e. Copy of audited balance sheet Trading/Profit & Loss account and IT returns for the last three years.
- f. Certificate of Annual turnover for the last three years from CA.
- g. Undertaking to abide by all labour laws
- h. Tender Form Cost : D.D NO. \_\_\_\_\_ Dt. \_\_\_\_\_ Rs. \_\_\_\_\_
- i. Earnest Money D.D NO. \_\_\_\_\_ Dt. \_\_\_\_\_ Rs. \_\_\_\_\_

That I/we will be responsible for all the contractual obligations including uninterrupted service, quality of work etc.

This is certify that I/we have studied site, read and understood all clauses of the tender in case of award of contract I/we undertake to abide by all terms and conditions mentioned in the same.

Encl. As above

Dated: \_\_\_\_\_

AUTHORISED SIGNATORY  
(NAME IN BLOCK LETTERS)  
(SEAL OF THE BIDDER)



SPORTS AUTHORITY OF INDIA, TRAINING CENTRE, LUDHIANA

Format of Financial Bid for Submission of the Tender on Letter Head of the Agency

(TO BE SUBMITTED IN ENVELOPE "C")

1. Name of the Bidder : \_\_\_\_\_
2. Address of the Bidder : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Tender No. : \_\_\_\_\_

LICENSE FEES QUOTED PER MONTH :

In Figure : Rs. \_\_\_\_\_

In Words : Rupees \_\_\_\_\_  
\_\_\_\_\_

This is to certify that I/we have studied site, read and understood all clauses of the tender in case of award of contract I/we undertake to abide by all terms and conditions mentioned in the same.

Dated: \_\_\_\_\_

(Signature of the Bidder)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel. No. \_\_\_\_\_

Fax No \_\_\_\_\_

(Seal of the Bidder)