

**SPORTS AUTHORITY OF INDIA**

Jawaharlal Nehru Stadium Complex,

Gate No.10, Lodhi Road, New Delhi-110003

Telephone: +91-11 – 24368163, 24362777, 24368393

Website: <http://sportsauthorityofindia.nic.in/> & <http://eprocure.gov.in/eprocure/app>

# E-Bidding Document

for Supply of

## Stationery Items

**INVITATION FOR ONLINE BIDS (IFB)**

Bid Reference No. 3(11)/SAI/GAD-II/2016-17/IFB-01

Date: 21<sup>st</sup> September, 2016**CRITICAL DATE SHEET**

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# **PART – 1**

## **BIDDING PROCEDURE.**

**SECTION-I****SPORTS AUTHORITY OF INDIA**

(GA Division)

Jawaharlal Nehru Stadium Complex,

Gate No.10, Lodhi Road, New Delhi-110003

Telephone: +91-11 – 24368163, 24362777, 24368393

Website: <http://sportsauthorityofindia.nic.in/> & <http://eprocure.gov.in/eprocure/app>**INVITATION FOR ONLINE BIDS (IFB)**

Sports Authority of India, for and on behalf of the Director General, Sports Authority of India, **invites Online Bids** on **Two Bid System** for conclusion of Rate Contract for supply of stationary items.

2. **Manual bids shall not be accepted.**

Schedule No.	Brief Description of items	Amount of Bid Security (EMD) in Rs. (or equivalent Foreign Currencies)	Cost of tender
1.	Stationary and other general items as per Price Bid of IFB.	Rs.24,000/-	Rs.500/-
<b>Payment:</b> Scanned copy of Earnest Money (Bid Security) and tender fee are to be uploaded online and Hard Copy of same must be sent to the <b>Director (GAD), 2nd Floor, SAI Head Office</b> on or before Bid Submission Date & Time as mentioned in Critical Date Sheet.			

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<b>Bid Opening Date</b>	<b>04.11. 2016 (03.00 PM)</b>

- Bidder may also download the Bidding Documents from the web site- [www.sportauthorityofindia.nic.in](http://www.sportauthorityofindia.nic.in) & CPP Portal of Govt. of India i.e. <http://eprocure.gov.in/eprocure/app> Bidders shall ensure that their Bids, complete in all respect should be uploaded online before the closing date and time as indicated in the critical date sheet above on CPP Portal <http://eprocure.gov.in/eprocure/app> .
- Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app> . Tenderers/Bidders are advised to follow the instructions provided in the 'Instructions to the Bidder/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>.

4. Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> and SAI website [www.sportauthorityofindia.nic.in](http://www.sportauthorityofindia.nic.in) shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and Bid Security (EMD) would be forfeited and tenderer is liable to be banned from doing business with SAI.
5. Intending Bidders are advised to visit again CPPP website <https://eprocure.gov.in/eprocure/app> and SAI website [www.sportauthorityofindia.nic.in](http://www.sportauthorityofindia.nic.in) prior to closing date of submission of Bid for any corrigendum / addendum/ amendment.

**( Sanjay Saraswat )**  
**Director (GAD)**  
**For and on behalf of**  
**Director General, Sports Authority of India.**

**Copy to:-**

1. ED (Finance).
2. PA to Secretary, SAI.
3. AD, (Media) – for uploading the IFB on SAI Website and CPP Portal.
4. To All known/Past Suppliers.

**SECTION – II - A**  
**INSTRUCTIONS TO BIDDERS (ITB)**

**A. PREAMBLE**

**1. Introduction**

- 1.1 The Purchaser has issued these Bidding Documents for purchase of related goods/services as mentioned in Price Bid.
- 1.2 This section (Section II - “Instruction to Bidders”) provides the relevant information as well as instructions to assist the prospective Bidders in preparation and submission of Bids.
- 1.3 Before formulating the Bid and submitting the same to the purchaser, the Bidder should read all the terms, conditions, instructions etc. contained in the Bidding Documents

**B. BIDDING DOCUMENTS**

**2. Content of Bidding Documents**

In addition to Section I – “Invitation for Online Bid” (IFB), the Bidding Documents includes:

- Section II – Instructions to Bidders (ITB)
- Section III – Eligibility Criteria & Performance Statement
- Section IV – Bidding Forms
- Section V – Price Bid
- Section VI – General Conditions of Contract (GCC)
- Section VI – Contract Forms

**3. Amendments to Bidding Documents**

- 3.1 At any time prior to the deadline for submission of Bids, the Purchaser may, for any reason deemed fit, modify the Bidding Documents by issuing suitable amendment(s) to it.
- 3.2 Such an amendment to the Bidding documents will be uploaded on SAI website: <http://sportsauthorityofindia.nic.in> and CPP Portal of Government of India i.e. <http://eprocure.gov.in/eprocure/app> only.

**C. PREPARATION OF BIDS**

**4. Documents Comprising the Bid**

- 4.1 Bidding documents seek quotation following Two Bid System in two parts:-

**A) Technical Bid:**

**[Upload online scanned copies in PDF format]**

- i) Scanned copy of Bid Security (EMD) & Tender Fee
- ii) Scanned copy of Bid Submission Form as per Section – IV (A) and Power of Attorney in favour of signatory of Bidding Documents.
- iii) Scanned copy of Pan Card, Sale Tax/VAT Registration, TIN No. & National Electronic Fund Transfer Form (NEFT).
- iv) Scanned copy of receipt issued in token of having deposited the samples(As per Annexure-I attached)
- v) Scanned copy of documents mentioned in Eligibility Criteria as per Section-III.

**B) Price Bid :[ Upload online in prescribed PDF format as per Bidding Document]**

- 4.2 Price Bid duly filled up with all the details as per Section-V.

It is the responsibility of Bidder to go through the Bidding Document to ensure furnishing of all required documents.

- 4.3 All pages of the Bid should be page numbered and indexed.
- 4.4 The authorized signatory of the Bidder must sign the Bid duly stamped at appropriate places and initial all the remaining pages of the Bid.
- 4.5 A Bidder, who does not fulfil any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.
- 4.6 All payments will be made through National Electronic Fund Transfer (NEFT)/RTGS System. Bidders are required to fill and attach the NEFT Mandate Form attached as per Section-III along with their offers, if not already executed in SAI. Notification of Award will not be issued without NEFT Mandate Form.

**Note: All documents should be submitted in PDF format.**

**C) Submission of Samples:**

- a. **The bidder should submit (free of cost) One Sample of item Nos. 54, 71, 75, 76, 81, 82, 103, 104, 105 & 106 to Director ( GAD) Sport Authority of India, JNS, Stadium New Delhi – 110003, by 02.11.2016 upto 04:00 PM.**
- b. Bids for the above items received without samples will not be evaluated and will be summarily rejected. **The sample will be examined and evaluated by the designated technical Committee of SAI.**
- c. In case of any deficiency in the supplies are found, the same shall be made good by the supplier as per sample approved by the technical committee.
- d. Un- approved Samples/samples of unsuccessful bidders will be returned to them. It shall be the responsibility of the bidder to collect the samples from SAI.

**5. Firm Price**

- 5.1 The prices quoted by the Bidder shall remain firm and fixed during the currency of the contract and not subject to variation on any account. The rates quoted should be inclusive of all duties/levies but exclusive of Sales Tax/VAT. Rate and amount of Sales Tax/VAT applicable may be indicated. Statutory variation in Sales Tax/VAT during the original validity of contract shall be to the purchasers account.

**6. Bid Security**

- 6.1 The Bidder shall furnish along with its Bid, Bid Security for an amount as shown in the IFB in Section I. The Bid Security is required to protect the Purchaser against the risk of the Bidder's unwarranted conduct as amplified under Sub-Clause below. Non submission of bid security will be considered as a major deviation and Bid without bid security will not be considered.
- 6.2 The Bid Security shall be furnished in one of the following forms:
  - (i). Account Payee Demand Draft
  - (ii). Fixed Deposit Receipt
  - (iii). Banker's cheque
  - (iv). Bank Guarantee

The Demand Draft, Fixed Deposit Receipt or Banker's Cheque shall be drawn on any Commercial Bank in India or country of the Bidder, in favour of the "Secretary, Sports Authority of India", payable at "New Delhi". In case of Bank Guarantee, the same is to be provided from any commercial bank in India or country of the Bidder as per the format specified under Section IV (C) of Bid Documents.

**Bid security must be submitted to the purchaser before bid submission end date and time.**

- 6.3 In case as per Notification of Government of India, if the Bidder falls in the category of exemption of Bid Security, Bidder should furnish the relevant Notification along with required documents like valid Registration Certificate etc. If no such notification or Registration Certificate is furnished along with the bid; bid shall be treated as un-responsive and shall be summarily ignored without any further reference.
- 6.4 The Bid Security shall be valid for a period of forty-five (45) days beyond the validity period of the Bid. As validity period of Bid as per Clause of ITB is 90 days, the Bid Security shall be kept valid for 135 days from Bid opening date.

6.5 Unsuccessful Bidders' Bid Security will be returned to them without any interest, after expiry of the Bid validity period, but not later than thirty (30) days after conclusion of the resultant contract. Successful Bidder's Bid Security will be returned without any interest, after receipt of performance security from that Bidder.

6.6 Bid Security of a Bidder will be forfeited, if the Bidder withdraws or amends its Bid or impairs or derogates from the Bid in any respect within the period of validity of its Bid without prejudice to other rights of the purchaser. The successful Bidder's Bid Security will be forfeited without prejudice to other rights of Purchaser if it fails to furnish the required performance security within the specified period.

## **7. Bid Validity**

7.1 The Bid shall remain valid for acceptance for a period of 90 days (Ninety days) after the date of Bid opening prescribed in the Bidding Document. Any Bid valid for a shorter period shall be treated as unresponsive and rejected.

7.2 In exceptional cases, the Bidders may be requested by the Purchaser to extend the validity of their Bids up to a specified period. The Bidders, who agree to extend the Bid validity, are to extend the same without any change or modification of their original Bid and they are also to extend the validity period of the Bid Security accordingly. A Bidder, however, may not agree to extend its Bid validity without forfeiting its Bid Security.

## **8. Signing of Bid**

8.1 The Bidders shall submit their Bids as per the instructions contained in ITB Clause 4.

8.2 Bid shall be typed and the same shall be signed by the bidder or by a person(s) who has been duly authorized to bind the bidder to the contract and upload in PDF format.

8.3 The bid shall be duly signed at the appropriate place as indicated in the Bidding Documents and all other pages of the Bid. The Bid shall not contain any erasure or overwriting. The letter of authorization shall be by a written power of attorney, which shall also be furnished along with the Bid.

8.4 Bidding Document seeks quotation following **Two Bid Systems, in two parts**. First part will be known as '**Technical Bid**', and the **second part 'Price/Financial Bid'** as specified in clause-4 of ITB.

8.5 Authorized Signatory/Signing of Tender:

Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed as:

- a) A 'sole proprietor' of the concern or constituted attorney of such sole proprietor;
- b) A partner of the firm, if it be a partnership firm, in that case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

## **9. Documents Establishing Bidder's Eligibility and Qualifications**

Pursuant to ITB clause 4, the Bidder shall furnish, as part of its Bid, relevant details and documents establishing its eligibility criteria to perform the contract if its Bid is accepted.

### **D. SUBMISSION OF BIDS**

#### **10. Submission of Bids**

Online bids have been invited and bidder should submit their bid as per instructions given for submission of On-line bids under Section II-B.

### **E. BID OPENING**

#### **11. Opening of Bids**

11.1 The Purchaser will open the Bids at the specified date and time and at the specified place as indicated in the IFB in Section-I.



- 11.2 In case the specified date of Bid opening falls on or is subsequently declared a holiday or closed day for the purchaser, the Bids will be opened at the appointed time and place on the next working day.
- 11.3 Authorized representatives of the Bidders, who have submitted Bids on time may attend the Bid opening provided they bring with them letters of authority from the corresponding Bidders acknowledgement letter of bid submission at CPPP website: <https://eprocure.gov.in/eprocure/app>.
- 11.4 Two - Bid system as mentioned in Para 4 and 8 above will be as follows. The **Technical Bids** are to be opened in the first instance, at the prescribed time and date as indicated in IFB Critical Date Sheet. These Bids shall be scrutinized and evaluated by the Purchaser with reference to parameters prescribed in the Bidding Document. During the Technical Bid opening, the Bid opening official(s) will read the salient features of the Bids like brief description of the goods offered, Delivery Period, Bid Security and any other special features of the Bids, as deemed fit by the Bid opening official(s). Thereafter, in the second stage, the Price Bids of only the Technically and commercially acceptable offers (as decided in the first stage) shall be opened for further scrutiny and evaluation on a date notified after the evaluation of the Technical Bid. The prices, special discount if any of the goods offered etc., as deemed fit by Bid opening official(s) will be read out.

#### **F. SCRUTINY AND EVALUATION OF BIDS**

##### **12. Preliminary Scrutiny of Bids:**

- 12.1 The Purchaser will examine the Bids to determine whether they are complete, whether the documents have been properly signed, stamped and whether the bids are generally in order.
- 12.2 These Bids shall be scrutinized and evaluated by the Purchaser with reference to parameters prescribed in the Bidding Document. In the first instance technical bids shall be evaluated. For items where samples have been asked for, Samples of only those bidders shall be evaluated, along with other items, whose technical bid is found responsive.
- 12.3 Prior to the detailed evaluation of Price Bids, the Purchaser will determine the substantial responsiveness of each Bid to the Bidding Document. For the purposes of these clauses, a substantially responsive Bidder is one, which conforms to all the terms and conditions of the Bidding Documents including Technical Specifications without material deviations and whose sample are found acceptable as per Technical Specification.
- 12.4 Thereafter, in the second stage, the Price Bids of only those bidders shall be opened for further evaluation on a notified date, who are found Technically responsive and also their samples are found acceptable (as decided in the first stage). The prices, special discount, if any, of the goods offered etc., as deemed fit by Bid opening official(s) will be read out.
- 12.5 However minor deviation and/or minor irregularity and/or minor non-conformity in the Bid, the Purchaser may waive the same.
- 12.6 If a Bid is not substantially responsive, it will be rejected by the Purchaser.

##### **13. Comparison of Bids and Award Criteria.**

- 13.1 For comparison for ranking purpose for evaluation, the comparison of the responsive Bids shall be carried out with price on all inclusive basis. The bidder who is L-1 for majority of the items shall be treated as responsive L-1 bidder and negotiations if required shall be conducted with the said L-1 bidder.
- 13.2 The contract may be awarded to the lowest responsive Bidder who meets the laid down Eligibility Criteria and submits the required Bid documents and accept other terms & conditions of Invitation for Bid.
- 13.3 SAI reserve the right to counter offer the rates of Rate Contract (R/C) holding firm, to other higher quoting responsive bidders in order to conclude Rate Contracts with more than one bidder, who are responsive and accepts the counter offered rates or lower rates. Simultaneously, the R/C holding firm shall be intimated that its rates are counter offered to

other higher quoting bidders and an opportunity is awarded to him to reduce their rates if so desired.

14. The Purchaser reserves the right to give the price preference/purchase preference as per the instructions in vogue while evaluating, comparing and ranking the responsive Bids. The Bidders claiming the same should enclose the concerned Notification of Govt. of India along with other relevant documents so as to establish their claim for such preferences

#### **G. AWARD OF CONTRACT**

**15. Purchaser's Right to accept any Bid and to reject any or all Bids**

The Purchaser reserves the right to accept in part or in full any Bid, or reject any or more Bid(s) without assigning any reason or to cancel the Bidding process and reject all Bids at any time prior to award of contract, without incurring any liability, whatsoever to the affected Bidder or Bidders.

**16. Notification of Award/Execution of Agreement**

16.1 The Purchaser will notify the successful Bidder(s) in writing, by registered/speed post or by fax/email etc. that its Bid for goods/services, which have been selected by the purchaser, has been accepted, indicating essential details and corresponding prices accepted.

16.2 The successful bidder must furnish to the purchaser the performance security of the required amount and execute an agreement on non-judicial stamp paper of Rs. 100/- within fifteen days from the date of issue of Notification of Award and start the work from the date of communication.

16.3 The Notification of Rate Contract shall constitute the conclusion of the Contract.

**17. Non-receipt of Performance Security and Contract by the Purchaser**

Failure of the successful Bidder in providing Performance Security and / or executing the agreement in terms of ITB clause above, shall make the Bidder liable for forfeiture of its bid security and, also, for further actions by the Purchaser against it for termination of contract for default and other administrative actions as deemed fit by the purchaser.

**18. Corrupt or Fraudulent Practices**

It is required by all concerned namely the Consignee/Bidders/Suppliers etc to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser/SAI: -

- (a) Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent or collusion or coercive practices in competing for the contract in question;
- (b) Will declare a firm ineligible or blacklist, either indefinitely or for a stated period of time, to be awarded a contract by the Purchaser if it at any time determines that the firm has engaged in corrupt or fraudulent or collusion or coercive practices in competing for, or gross/deliberate negligence in executing the contract.
- (c) The Purchaser reserves the right not to conclude Contract and in case Contract has been issued, terminate the same, if, found to be obtained by any misrepresentation, concealment and suppression of material facts by the Bidder. In addition, Bid Security/Performance Security (as the case may be) deposited by the Bidder shall be forfeited and legal as well as administrative action for such misrepresentation, concealment & suppression of material facts shall be initiated.

**SECTION-II-B****Instructions for Online Bid Submission**

1. The Bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the Bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in//eprocure/app> .

**2. REGISTRATION**

- (i). Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in//eprocure/app> ) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
- (ii). As part of the enrolment process, the Bidders will be required to choose a unique username and assign a password for their accounts.
- (iii). Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- (iv). Upon enrolment, the Bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.), with their profile.
- (v). Only one valid DSC should be registered by a Bidder. Please note that the Bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- (vi). Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

**3. SEARCHING FOR TENDER DOCUMENTS**

- (i). There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- (ii). Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- (iii). The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the helpdesk.

**4. PREPARATION OF BIDS**

- (i). Bidder should take into account corrigendum/amendment/modification published on the tender document before submitting their bids.
- (ii). Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- (iii). Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- (iv) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## 5. SUBMISSION OF BIDS

- (i) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- (ii) The Bidder has to digitally sign and upload the required bid documents one by one as indicate in the tender document.
- (iii) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- (iv) Bidder should prepare the Bid Security as per the instruction specified in the tender document. The original should be **posted/couriered/given** in person to the concerned official latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- (v) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission on the bids by the bidders, opening of bids etc. The Bidders should follow this time during bid submission.
- (vi) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (vii) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (viii) Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with bid no. and the date & time of submission of the bid with all other relevant details.
- (ix) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## 6. ASSISTANCE TO BIDDERS

- (i) Any query relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- (ii) Any query relating to the process of online bid submission or query relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The Contact number for the helpdesk is 1800 3072 2232. Foreign bidder can get help at +91-7878007972, +91-7878007973.

**SECTION – III**

**ELIGIBILITY CRITERIA & PERFORMANCE STATEMENT**

**(A) ELIGIBILITY CRITERIA**

**Bid Reference No. 3(11)/SAI/GAD-II/2016-17/IFB-01**

1. Eligibility Criteria
  1. The Bidder should have an Average Annual Turn Over of Rs.50.00 Lakhs (Average of last 3 years) ending March 2016 - (submit C.A. Certificate).
  2. Having executed purchase orders for supply of stationery and other such items value not less than Rupees thirty (30) lakhs to any Central/State Govt. & Public Sector Undertaking/MNC during the last three (03) years on 31.03.2016 - (submit Performance Statement as per format enclosed).
  3. Having Permanent Account No., (ii) Sale-Tax/ VAT Registration/TIN No.
2. In support of above, the Bidder shall furnish the required documents, Performance Statement is to be as per proforma in Section-III 'B'.

**SECTION– III****(B) PROFORMA FOR PERFORMANCE STATEMENT**

(For the period of last three years)

Bid Reference No. : \_\_\_\_\_

Date of opening : \_\_\_\_\_

Name and address of the Bidder : \_\_\_\_\_

**Details of orders received**

Order placed by (full address of Purchaser)	Order number and date	Description and quantity of ordered goods and services	Value of order	Date of completion of Contract	Remarks indicating reasons for delay if any
1	2	3	4	5	6

Signature and seal of the Bidder

**Note:-**

Purchaser reserves the right to ask the Bidder to furnish Order copies and Satisfactory Completion Certificate from purchaser in respect of above

## SECTION- IV

## (A) BID SUBMISSION FORM

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

To

Sports Authority of India  
Jawaharlal Nehru Stadium Complex,  
Gate No.10, Lodhi Road,  
New Delhi-110003

Ref.: Your Bidding Document No. \_\_\_\_\_ dated \_\_\_\_\_

We, the undersigned have examined the above mentioned Bidding Document, including amendment/corrigendum No. \_\_\_\_\_, dated \_\_\_\_\_ (if any), the receipt of which is hereby confirmed. We now offer to supply goods/services (*Description of services*) in conformity with your above referred document for the sum as shown in the price schedule(s), attached herewith and made part of this Bid.

We further confirm that, if our Bid is accepted, we shall provide you with a Performance Security of required amount in an acceptable form in terms of GCC for due performance of the Contract.

We agree to keep our Bid valid for acceptance for 90 days or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this Bid up to the aforesaid period and this Bid may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal Contract is executed, this Bid read with your written acceptance thereof within the aforesaid period shall constitute a binding Contract between us.

We agree to all terms and conditions of General Conditions of Contract as per Section - VI.

We further understand that you are not bound to accept the lowest or any Bid you may receive against your above-referred Bid Reference.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

We confirm that we fully agree to the terms and conditions specified in above mentioned Bidding Document, including amendment/ corrigendum if any.

\_\_\_\_\_

\_\_\_\_\_

[Signature with date, name and designation]

Duly authorised to sign Bid for and on behalf of Messrs \_\_\_\_\_

[Name &amp; address of the manufacturers]

**SECTION – IV**

**(B) BANK GUARANTEE FORM FOR BID SECURITY**

Whereas \_\_\_\_\_ (hereinafter called the “Bidder”) has submitted its quotation dated \_\_\_\_\_ for the supply of \_\_\_\_\_ (hereinafter called the “Bid”) against the purchaser’s Bid Reference No. \_\_\_\_\_ Know all persons by these presents that we \_\_\_\_\_ of \_\_\_\_\_ (Hereinafter called the “Bank”) having our registered office at \_\_\_\_\_ are bound unto \_\_\_\_\_ (hereinafter called the “Purchaser) in the sum of \_\_\_\_\_ for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_. The conditions of this obligation are:

- (1) If the Bidder withdraws or amends, impairs or derogates from the Bid in any respect within the period of validity of this Bid.
- (2) If the Bidder having been notified of the acceptance of his Bid by the Purchaser during the period of its validity:-
  - a) fails or refuses to furnish the Performance Security for the due performance of the Contract.

**OR**

  - b) fails or refuses to accept/execute the Contract.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition(s).

This guarantee will remain in force for a period of forty-five days after the period of Bid validity of 90 days i.e. for 135 days (90 days + 45 days) from the date of Bid Opening and any demand in respect thereof should reach the Bank not later than the above date.

\_\_\_\_\_  
 (Signature of the authorised officer of the Bank)

\_\_\_\_\_  
 \_\_\_\_\_  
 Name and designation of the officer

\_\_\_\_\_  
 Seal, name & address of the Bank and address of the Branch



## SECTION – IV

## (C) NEFT MANDATE FORM

From: M/s.

Date:

To,

Executive Director (Finance)  
Sports Authority of India

**Sub: NEFT PAYMENTS**

We refer to the NEFT being set up by SAI. For remittance of our payments using RBI's NEFT scheme, our payments may be made through the above scheme to our under noted account.

**NATIONAL ELECTRONIC FUNDS TRANSFER MANDATAE FORM**

<b>Name of City</b>	
<b>Bank Code No.</b>	
<b>Bank 's Name</b>	
<b>Branch Address</b>	
<b>Branch Telephone / Fax no.</b>	
<b>Supplier's Account No.</b>	
<b>Type of Account</b>	
<b>IFSC code for NEFT</b>	
<b>IFSC code for RTGS</b>	
<b>Bidder's Name as per Account</b>	
<b>Telephone No. of Bidder</b>	
<b>Bidder's E-mail ID</b>	

\_\_\_\_\_  
\_\_\_\_\_  
[Signature with date, name and designation]

For and on behalf of Messrs \_\_\_\_\_

[Name & address of the Bidder]

Confirmed by Bank

Enclosed a copy of Crossed Cheque

## **PART – 2**

# **SCHEDULE OF REQUIREMENT**

**SECTION – V****Price Bid**

I/We hereby submit my/our competitive quotations/rates inclusive of all duties/levies, but exclusive of Sales Tax/VAT for supply of under quoted Stationery items of branded make, on SAI Stores, JNS, New Delhi basis, valid for a period of one year from the date of acceptance of the bid: -

S.No.	Name of Item	Brand/Make of Item	Approximate proposed Qty. for purchase	Rates per unit (Rs.)	Rate and amount of Sales Tax/VAT	Total cost/unit (inclusive of Sales Tax/VAT) (Rs.)
1	All pin	Bun-Chin Laser Gem	125 boxes			
2	Stapler pin 24/6	Kores	300 boxes			
3	Stapler Pin (M-10)	Kores	1000 nos			
4	Stapler Pin 12S/17 HD	Kangaroo/Kores	100 pkts			
5	Drawing Pin	Bun-Chin	100 pkts			
6	Pin box magnetic	Aeromax	40 nos			
7	Pin Holder	Kebica/Superior Quality	100			
8	Ball Pen ordinary	Link/Reynold/Flare/Li quiflo	2500 nos			
9	Ball Pen Jotter	Link/Reynold/Flare/Li quiflo	1000 nos			
10	Uniball pens (Impact)	Uniball	300 nos			
11	Uniball pens (Eye)	Uniball	500 nos			
12	Gel pen	Reynold	750 nos			
13	Pilot pen V5	Luxor	500 nos			
14	Pilot pen V7	Luxor				
15	Parker pen	Parker	20			
16	Pilot Pen Hi Tech	Luxor	250 nos			
17	Ink Pilot Pen	Luxor	100 nos			
18	Trimax Pen	Reynold	100			
19	Highlighter Pen	Luxor	200 nos			
20	OHP Marker (Signature) Pen	Luxor	100 nos			
21	Sketch Pen	Luxor	1000 nos			
22	White board marker pen	Luxor	100 nos			
23	Permanent marker pen	Luxor	250 nos			
24	White Board (Magnet) marker pen	Artline	50			
25	Correcting fluid pen	Kores	60 nos			
26	Refill Jotter	Link/Reynold/Flare	1000 nos			
27	Gel pen refill	Reynold	1000 nos			
28	Refill (ordinary)	Reynold/Link	1000 nos			
29	Uniball pens (Impact) refill	Uniball	300 nos			
30	Refill (Trimax Pen)	Reynold	200			
31	Dirrerent type of refill of Parker Pen	Parker	50			
32	Pen Stand (2 socket)	Kebeca	30 nos			
33	Pen stand (4 socket)	Kebeca	20 nos			
34	Pen Stand (Leather)	Kebica/Superior Quality	500			
35	Executive Pen Stand (Leather)	Kebica/Superior Quality	100			
36	Pencil Rubber	Natraj	500 nos			

37	Shorthand pencil	Natraj/Apsara	500 nos			
38	Pencil lead	Natraj/Apsara	2500 nos			
39	Rubber band	Superior Quality	10 kg			
40	Binder clips 19mm	Bun-Chin	50 boxes			
41	Binder clips 25mm	Bun-Chin	50 boxes			
42	Paper clip	Bun-Chin	150 boxes			
43	Coloured plastic clip	Kores/Bun-Chin	500 pkts			
44	Clip Board	Neeraj/Superior Quality	50 no			
45	Cello tape ½" & 1" (White)	Zen/Superior Quality	500 nos			
46	Brown tape 2"&3"	Wonper/Superior Quality	250 rolls			
47	Black tape 2"&3"	Wonper/Superior Quality	250 rolls			
48	Adhesive tape both side	Wonper/Superior Quality	100 rolls			
49	Cello tape dispenser	King/Superior Quality	20 nos			
50	Alphabetic registrar (200 leaf & 400 leaf)	Neeraj & Shipra	50 nos			
51	Attendance register 1 coir	Amit/Neeraj/Shipra	100 nos			
52	Dispatch/Receipt register 8 coir	Shipra/Neeraj	200 nos			
53	File opening register	Amrit	50 nos			
54	File movement register	200 leaf & 400 leaf	50 nos			
55	Ruled register 2 coir	Neeraj/Shipra	600 nos			
56	Ruled register 3 coir	Neeraj/Shipra	600 nos			
57	Ruled register 4 coir	Neeraj/Shipra	600 nos			
58	Ruled register 6 coir	Neeraj/Shipra	300 nos			
59	Stock register 8 coir	Neeraj/Shipra	30 nos			
60	Envelope 9x4	Star paper mill	20000 nos			
61	Envelope 8x10 Khaki	Star paper mill	5000 nos			
62	Envelope 16x12 Khaki	Star paper mill	5000 nos			
63	Envelope 8x10 Laminated	Star paper mill	4000 nos			
64	Envelope 16x12 Laminated	Star paper mill	3500 nos			
65	Bond paper A4 size	Bilt Royal	10 packets			
66	Photostat paper A4	75 GSM Xores/JK	2000 reams			
67	Photostat paper A3	75 GSM Xores/JK	150 reams			
68	Photostat paper F/S	75 GSM Xores/JK	1200 nos			
69	Glossy paper	Desmat/Superior Quality	20 ream			
70	Carbon paper	Kores	50 boxes			
71	Typing paper	Superior Quality	100 reams			
72	Packing paper (Brown)	Wonder	50			
73	Agreement Sheet	A4 & FS size (as per GOI norms)	250 nos each			
74	Button folder without printing	Neeraj/Superior Quality	1000 nos			
75	Button folder with printing	Neeraj/Superior Quality	1000 nos			
76	MOU Folder	As per GOI norms	50 nos			
77	Index folder	Neeraj/Superior Quality	100 nos			
78	Index file folder	Shipra/Neeraj	50			
79	Plastic folders with steel clip in the middle	Neelgagan/Superior Quality	100 nos			
80	File cover with printing	On Handmade Paper	10000 nos			

	outside and inside	Superior Quality			
81	Plastic file cover (L type)	Neelgagan/Neeraj	1000 nos		
82	Plastic file cover/folder (Ordinary)	Neeraj/Superier Quality	2500 nos		
83	Leaf folder (different size)	Neelgagan	50		
84	File Board	Neelgagan/Neeraj/Bun-chin	5000 nos		
85	Slip pad 10 pages	Neeraj/Sarswati	200		
86	Slip pad 20 pages	Neeraj/Sarswati	200		
87	Slip pad 30 pages	Neeraj/Sarswati	200		
88	Slip pad 50 pages	Neeraj/Sarswati	200		
89	Dak pad	Neelgagan/Neeraj	100 nos		
90	Signature Pad	Shipra/Neeraj	100 nos		
91	Engagement Pad	Kebica	25 nos		
92	Non sticky paper pad	Oddy	100 Pads		
93	Spiral Pad	Neelgagan/ Superior Quality	50 nos		
94	Scribbling pad no. 33	Neelgagan/Neeraj	100 Pads		
95	Scribbling pad no. 55	Neelgagan/Neeraj	100 nos		
96	Noting sheet pad (green)	Balalpur 80GSM	1000 Pads		
97	Stamp pad	Supreme	60 nos		
98	Stamp pad ink	Supreme	50 nos		
99	Cash book	Amit/Neeraj/ Shipra	20 nos		
100	Log Books	Neeraj/Shipra	50 nos		
101	Shorthand notebook	Neeraj	250 nos		
102	Peon Book	Amit/Neeraj	100 nos		
103	Jute Bag	Superior Quality	100		
104	Conference Bag	Superior Quality	100		
105	File Folder (Meeting) Jute/Raccin/Leather	Superior Quality	100		
106	Dak Bag with Wheel and Lock	Superior Quality	10		
107	Non sticky coloured flag	Oddy	100 pkts		
108	Post it colour flag	Oddy	300		
109	Post it pad 3"x2"	Oddy	300		
110	Post it pad 3"x4"	Oddy	300		
111	Post it pad 3"x5"	Oddy	300		
112	Tag white	Superior Quality	400 Guchhi		
113	Tag Long Green	Superior Quality	100 Guchhi		
114	Fevi Quick	Kores	100 nos		
115	Fevicol (Small)	Kores	100 nos		
116	Fevicol (Medium)	Kores	100 nos		
117	Glue stick 15 gm	Kores	1000 nos		
118	Gum bottle 700 ml	Hansa/camline	100 nos		
119	Gum bottle 300 ml	Hansa/camline	100 nos		
120	Correcting fluid with thinner	Kores	100 nos		
121	Correcting fluid without thinner	Kores	50 nos		
122	Stapler 24/6	Kangaroo/Kores	30 nos		
123	Stapler 12S/17 HD	Kangaroo/Kores	20 nos		
124	Stapler (M-10)	Kangaroo/Kores	100 nos		
125	Single punch	Kangaroo	100 nos		
126	Double punch	Kangaroo	20 nos		
127	Scale 12 Plastic	Flora/Superior Quality	500 nos		
128	Scale 12 Steel	Flora/Superior Quality	200 nos		
129	Poker steel	G.V.S./Superior	40 nos		

		Quality				
130	Paper weight	Kens/Bun-Chin	100 nos			
131	Paper cutter (medium)	Luxor	250 nos			
132	Engagement stand	Kebeca/Boss	100 nos			
133	Visiting card album	Neeraj	50 nos			
134	Scissors medium	Superior Quality	100 nos			
135	Candle (In Pkt)	Superior Quality	200 pkt			
136	Sutli (Plastic)	Superior Quality	100 nos			
137	Sealing Wax	Bun-Chin	50			
138	Needle (Sua)	Superior Quality	100 nos			
139	Markin Cloth	Superior Quality	100 Mtrs			
140	Thread Ball	Superior Quality	50 Box			
141	Name Plate Acrylic (2½ & 3½)	Superior Quality	200			
142	Blank CD (RW)	Moserbeer/Sony	100			
143	Dak Tray-Plastic	Superior Quality	100 nos			
144	Dak Tray-Wooden	Superior Quality	100 nos			
145	Plastic Tray	Kebica	50 nos			
146	Table Calendar	Good Quality	20			
147	While Board Duster	Good Quality	25			
148	While Board (Magnet)	Size3'x2' & 4'x3'	10 each			
149	Cell Pencil	Eveready/Dura Cell	250			
150	Cell (AA)	Eveready/Dura Cell	250			
151	Cell (AAA)	Eveready/Dura Cell	100			
152	Ring Binder (RE-102A4)	Solo	30			
153	Lever arch file (LA-512)	Solo	30			
154	Sponge/water cushion	Kebica	20			

## DECLARATION

1. The rates quoted are inclusive of all applicable duties/ levies but exclusive of Sales Tax/ VAT, on free delivery at SAI Stores, JN Stadium, New Delhi.
2. The information given in the financial bid by the undersigned is correct.
3. I/we hereby undertake to execute the supply as supply order within seven days on receipt of supply order during the period of one year at the quoted rates.
4. Samples of items No. 54, 71, 75, 76, 81, 82, 103, 104, 105 & 106 are submitted.

Signature of the Tenderer \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone No.(Office) \_\_\_\_\_

(Res.) \_\_\_\_\_

(Mobile) \_\_\_\_\_

**PART - 3**

**CONTRACT**

**SECTION - VI**  
**GENERAL CONDITIONS OF CONTRACT (GCC)**

- 1. Application**
- 1.1 The General Conditions of Contract incorporated in this section shall be applicable for this purchase to the extent the same is not superseded by Financial Bid under Section V of this document. Annual Rate contract concluded as a result of this invitation of Bid shall be governed by the Terms and conditions and other relevant instructions as contained in this Bid Document.
- 2. Performance Security**
- 2.1 Within fifteen (15) days from date of the issue of Notification of Rate Contract by the purchaser, successful Bidder shall furnish Performance Security to the purchaser for an amount of Rs. 30,000/-, valid up to one year + 60 days i.e. for 14<sup>th</sup> months from the date of Commencement of contract.
- 2.2 The Performance Security shall be denominated in Indian Rupees in any one of the forms namely Account Payee Demand Draft or Fixed Deposit Receipt or Bank Guarantee issued by a Scheduled bank, in the prescribed form as enclosed.
- 2.3 The purchaser will release the Performance Security without any interest to the supplier on completion of the supplier's all Contractual obligations.
- 3. Commencement of Services**
- The Rate Contract for supply of goods/services shall be valid for a period of 01 Year from the date of its commencement and can be extended for a period up to maximum period of 01 Year at the same, Terms & Conditions including Price, subject to satisfactory performance and mutual consent. Order can be placed up to the last date of the Rate Contract.
- 4. Prices:** - Prices/rates quoted should be indicated in words and figure. Prices shall remain firm and fixed during the currency of Rate Contract. Tenders received with variable rates shall be rejected.
- 5. Taxes & Duties:** Prices quoted are inclusive of all duties/levies, except sales tax/VAT. However, statutory variations in Sales Tax/VAT during the original delivery period of contract shall be to the purchaser's account.
- 6. Terms and Mode of Payment:**
- 6.1 100% payment would be made upon receipt of stores in full and good condition by the consignee against inspection and Acceptance Certificate issued by the consignee subject to recoveries if any.
- 6.1 Contractor shall furnish following certificate along with each bill for payment for supplies made against this Rate Contract:-
 

*"I/We certify that there has been no reduction in sale price of the Stores of Description identical to the Stores supplied to SAI under the contract herein and such Stores have not been offered/sold by me/us to any person(s)/organisation(s) including the purchaser or any Department of a State Govt. or any statutory Undertaking of the Central or State Govt. as the case may be up to the date of the bill/the date of completion of supplies against this contract at a price lower than the price charged to SAI."*
- 7. Terms of Delivery:** - Free delivery at consignee site i.e. Sports Authority of India, JN Stadium, New Delhi – 110003.
- 8. Delivery Period:-**
- 8.1 Within 07 days of placement of confirmed Supply Order on the supplier firm or as stipulated in the supply order.
- 8.2 The goods supplied by the supplier shall be as per specification of goods mentioned in the contract. In case duplicate/identical goods of varying quality are supplied, the same shall be rejected outright.
- 8.3 The supplier shall be responsible to replace the rejected/damaged goods with the goods as per specification mentioned in the contract, within 05 days from the date of rejection of stores.



**9. Shortfall in Contractor's performance:-**

In case of delay in supply of goods beyond delivery period indicated in Supply Order, a penalty of Rs. 200/- per day shall be imposed for first default. In case of second default a penalty of Rs. 300/- per day shall be imposed. In case of third and subsequent defaults in supply of goods a penalty of Rs. 500/- per day shall be levied. In case of delay in supply of goods after third default, purchaser reserves the rights to terminate the contract in terms of provision of Clause 12 of GCC "Termination for Default".

**10. Warranty**

- 10.1 The supplier warrants comprehensively that the goods supplied under the contract is new, unused and incorporate all recent/latest improvements in design and materials unless prescribed otherwise by the Purchaser in the contract. Supplier further warrants that the goods supplied under the contract shall have no defect arising from design, materials or workmanship or from any act or omission of the supplier that may develop under normal use of the supplied goods under the conditions prevailing in India.
- 10.2 This warranty (wherever applicable) shall remain valid for one (01) year after the goods have been delivered at the final destination and accepted by the Purchaser in terms of the contract.
- 10.3 The supplier shall, promptly (i.e. within 05 days) repair or replace the defective goods free of cost, to the consignee. The supplier shall take over the replaced/goods after providing their replacements and no claim, whatsoever shall lie on the Purchaser for such replaced/goods thereafter.
- 10.4 If the supplier, having been notified, fails to replace the defective goods promptly, the Purchaser may proceed to take such remedial action(s) as deemed fit by the purchaser, at the risk and expense of the supplier and without prejudice to other contractual rights and remedies, which the Purchaser may have against the supplier.

**11. Inspection**

The inspection of goods supplied shall be carried out by purchaser or his authorised representative at the consignee's place. Consignee reserves the right to reject the stores in part or full if the stores supplied are found to be not as per Contract and Specifications. The decision of the consignee shall be final and binding.

**12. Termination for default**

- 12.1 The purchaser, without prejudice to any other Contractual rights and remedies available to it (the purchaser), may, by written notice of default sent to the bidder, terminate the Contract in whole or in part, if the bidder fails to perform any Contractual obligation(s) within the time period specified in the Contract, or within any extension thereof granted by the purchaser.
- 12.2 Unless otherwise instructed by the purchaser, the bidder shall continue to perform the Contract to the extent not terminated.

**13. Termination for insolvency**

- 13.1 If the contractor becomes bankrupt or otherwise insolvent, the purchaser reserves the right to terminate the Contract at any time, by serving written notice to the bidder without any compensation, whatsoever, to the bidder subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and /or will accrue thereafter to the purchaser.

**14. Fall Clause**

- a) The Supplier undertakes that he has not supplied/is not supplying similar products/system or sub-systems to any department of Govt. of India i.e. Central Government/State Government, Statutory Undertakings of Central/State Governments/Local Bodies etc. and as well as to private purchaser, domestic or foreign at a price lower than that offered in the present bid.
- b) If it is found at any stage that similar product/systems or sub systems was supplied by the Supplier to any of the above Organizations as well as to private purchaser, domestic or

foreign, at a lower price, than that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the Supplier to the Purchaser, if the contract has already been concluded.

**15 REVOCATION/CANCELLATION OF RATE CONTRACT:**

Since, Rate Contract is a standing offer and is merely a document embodying various terms of the standing offer made by the contractor for acceptance by the purchaser, either party namely, the R/C holder/ the Purchaser can legally revoke/cancel the Rate Contract at any time during the currency of the Rate Contract giving a notice of 30 days. The revocation of the Rate Contract on the part of the R/C holder shall take effect 30 days from the date of the communication of revocation is received by the Purchaser. The cancellation of the rate contract by the Purchaser shall take effect 30 days from the date of issue of letter notifying the short –closure.

**16. Resolution of disputes.**

16.1 If dispute or difference of any kind shall arise between the purchaser and the Bidder in connection with or relating to the Contract, the parties shall make every effort to resolve the same amicably by mutual consultations.

16.2 If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, either the purchaser or the Bidder may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India. In the case of a dispute or difference arising between the Purchaser and a Bidder relating to any matter arising out of or connected with the Contract, such dispute or difference shall be referred to the sole arbitration, appointed to be the arbitrator by the Director General (Sports Authority of India). The award of the arbitrator will be final and binding on the parties to the Contract.

**17. Venue of Arbitration:**

The venue of arbitration shall be the place from where the Contract has been issued, i.e., New Delhi, India.

**187. Jurisdiction:**

The courts of Delhi shall have sole jurisdiction to settle any dispute which may arise between the parties to the contract.

19. The Contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

## SECTION – VII

**SPORTS AUTHORITY OF INDIA  
(GA DIVISION)  
JAWAHARLAL NEHRU STADIUM COMPLEX,  
GATE NO. 10, LODHI ROAD, NEW DELHI-110003.**

**(A) CONTRACT AGREEMENT**

Contract No. \_\_\_\_\_

Dated \_\_\_\_\_

**This is in continuation to this office's Notification of Rate Contract No. \_\_\_\_\_) \_\_\_\_\_ dated \_\_\_\_\_**

1. Name & address of the Insurance Service Provider \_\_\_\_\_
2. Purchaser's Bidding Document No \_\_\_\_\_ dated \_\_\_\_\_ and subsequent Amendment No \_\_\_\_\_, dated \_\_\_\_\_ (if any), issued by the purchaser.
3. Insurance Provider's Bid No \_\_\_\_\_ dated \_\_\_\_\_ and subsequent communication(s) No \_\_\_\_\_ dated \_\_\_\_\_ (if any), exchanged between the supplier and the purchaser in connection with this Bid.
4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as integral part of this Contract:
  1. General Conditions of Contract;
  2. Price Schedule(s) furnished by the supplier in its Bid;
  3. Purchaser's Notification of Award
5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:

**(i) Brief particulars of the goods which shall be provided are as under:**

Schedule No.	Brief description of services	Accounting unit	Unit Price	Total price

Any other additional services (if applicable) and cost thereof: \_\_\_\_\_

Total value (in figure) \_\_\_\_\_ (In words) \_\_\_\_\_

**(ii) Details of Performance Security:**

\_\_\_\_\_  
**(Signature, name and address  
of the purchaser's authorised official)  
For and on behalf of Director General  
Sports Authority of India**

Received and accepted this Contract

\_\_\_\_\_  
[Signature with date, name and designation]

for and on behalf of Messrs \_\_\_\_\_

\_\_\_\_\_  
[Name & address of the Bidder

(Seal of the Insurance Service Provider)

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

Place: \_\_\_\_\_

## SECTION – VI

**(B) BANK GUARANTEE FORM FOR PERFORMANCE SECURITY**

To,

**Sports Authority of India,  
Jawaharlal Nehru Stadium Complex,  
Gate No.10, Lodhi Road,  
New Delhi-110003.**

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: [insert date (as day, month, and year) of Notification of Award]  
and Contract No. \_\_\_\_\_

Bank's Branch or Office: [insert complete name of Guarantor]

Beneficiary: Sports Authority of India, Jawaharlal Nehru Stadium Complex, Gate No.10, Lodhi Road, New Delhi-110003

**PERFORMANCE GUARANTEE No.:** [insert Performance Guarantee number]

We have been informed that [insert complete name of Insurance Provider] (hereinafter called "the contractor") has entered into Contract No. [insert number] dated [insert day and month], [insert year] with you, for providing the related Services] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the *Bidder*

we hereby irrevocably undertake to pay you any sum(s) not exceeding [insert amount(s) in figures and words] upon receipt by us of your first demand in writing declaring the *Bidder* to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the [insert number] day of [insert month] [insert year], and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

[Signatures of Authorized Representatives]

**SECTION – VI**

**(C) INSPECTION & ACCEPTANCE CERTIFICATE**

Certified that the following store(s) has/ have been received in full & good condition as per the contract specifications and terms & conditions of contract.

- 1) Contract No. & Date : \_\_\_\_\_
- 2) Supplier’s Name & Address : \_\_\_\_\_
- 3) Consignee : \_\_\_\_\_
- 4) Description of the items supplied : \_\_\_\_\_
- 5) Quantity Supplied & Received : \_\_\_\_\_
- 6) Date of Receipt by the Consignee : \_\_\_\_\_
- 7) Damages/Shortages/Recoveries : \_\_\_\_\_
- 8) Remarks, if any : \_\_\_\_\_  
\_\_\_\_\_
- 9) Ledger Entry Details : \_\_\_\_\_  
(including Page No. )

Signatures of Inspection & Acceptance Committee Members

Counter signed by Head of the Centre

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

Place: \_\_\_\_\_

( Seal )

Bid Reference No. ....

**SPORTS AUTHORITY OF INDIA  
(GA DIVISION)**

**LSIT OF SAMPLES SUBMITTED**

S. No.	Name of item	Brand name of samples	Quantity

Name and Address of Bidder: M/s \_\_\_\_\_

Date of receipt of samples: \_\_\_\_\_

Name of designation of the:  
Receiving Officer \_\_\_\_\_

Signature of the Receiving Officer: \_\_\_\_\_

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