



**SPORTS AUTHORITY OF INDIA**  
**REGIONAL CENTRE, HOCKEY STADIUM, SECTOR-42,**  
**CHANDIGARH-160036 Tel. No. 0172-2620145; Fax**  
**0172-2620145 website: sportsauthorityofindia.nic.in**

**NOTICE INVITING TENDERS FOR**  
**ENGAGEMENT OF AGENCY FOR PROVIDING SKILLED/UNSKILLED STAFF TO SAI**  
**RC, CHANDIGARH**

Sealed tenders are invited from reputed Agencies having minimum annual turnover of Rs. 25.00 lacs (Twenty Five lacs) during the last two preceding years and five years experience in providing skilled/unskilled staff to this Centre like Data Entry Operators, Jr. Accountant, Clerk, Masseurs, Mali, Safaikaramchari, Groundmen, Attendant, Bearers, Masson, Electrician, Plumber, Pump Operator, Labour, watchman and Caretaker etc. as per requirement of the Centre on daily wages/ monthly basis from time to time at Regional Centre, Chandigarh.

The detailed information, terms and conditions governing the award of contract are contained in the tender documents which may be obtained from the office of D.D.O., SAI Regional Centre, Chandigarh on any working day between 10.00 A.M. to 4.00 P.M. on payment or demand draft of Rs. 500/- (Rupees Five Hundred only). In case of downloading from website the bidder will have to submit tender cost alongwith EMD.

Tender offer in the prescribed tender form along with all relevant documents sealed and completed in all respect must be submitted latest by 28.9.2016 up to 11:00 hrs in the office of Director Incharge, Chandigarh which will be opened on 28.9. 2016 at 12:00 hrs in the presence of the bidders or their authorized representatives.

Sports Authority of India, Regional Centre, Chandigarh reserves the right to accept or reject any tender without assigning any reason whatsoever.

**DIRECTOR INCHARGE**

COST Rs. 500/-

TENDER NO \_\_\_\_\_



**SPORTS AUTHORITY OF INDIA**  
REGIONAL CENTRE, HOCKEY STADIUM, SECTOR-42  
CHANDIGARH-160036

**TENDER**

**FOR**

**ENGAGEMENT OF AGENCY**

***FOR PROVIDING  
SKILLED/UNSKILLED STAFF***

***AT***

***REGIONAL CENTRE  
CHANDIGARH***

(To be submitted in ENVELOPE – A)

**SPORTS AUTHORITY OF INDIA  
REGIONAL CENTRE, HOCKEY STADIUM, SECTOR-42,  
CHANDIGARH-160036**

**TENDER FOR ENGAGEMENT OF AGENCY FOR  
PROVIDING SKILLED/UNSKILLED STAFF  
AS PER REQUIREMENT ON DAILY/MONTHLY BASIS  
TO SAI RC, CHANDIGARH.**

**TECHNICAL BID FORM**

<b>LAST DATE &amp; TIME OF SALE OF TENDER</b>	<b>28.9. 2016 UPTO 10:00 HRS</b>
<b>DATE &amp; TIME FOR SUBMISSION OF TENDER</b>	<b>28.9. 2016 BY 11:00 HRS</b>
<b>DATE &amp; TIME FOR OPENING OF TENDER</b>	<b>28.9. 2016 BY 12:00 HRS</b>

**1. Invitation of Bids.**

1.1. Sports Authority of India invites sealed Tenders from reputed and registered agencies/ firm with minimum five years experience (recent) in the file in providing skilled/unskilled staff preferably to the Government Organization/Public Sector Undertaking as per Central Govt./State Govt. laid down norms for engagement for providing skilled/unskilled staff like Data Entry Operator, Jr. Accountant ,Clerk, Caretaker, Mali, Safaikaramchari, Groundsman, Attendants, Mason, Electrician & Labour etc at RC, Chandigarh.

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. 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. Tender duly filled in and complete in all respect and in sealed covers should be addressed to **Director Incharge, Sports Authority of India, Regional Centre, Sector-42, Chandigarh.**

**2. EARNEST MONEY DEPOSIT.**

Tender for engagement agency for providing skilled/unskilled staff, as required by SAI Regional Centre, Chandigarh must be accompanied by a **Bank draft of the Nationalized Bank for Rs.26,000/-(Rupees Twenty Six Thousand only) issued in favour of the Director Incharge, Sports Authority of India, Regional Centre, Sector-42, Chandigarh payable at Chandigarh as earnest money/security bid** , which will be refundable in due course to the unsuccessful bidder. The earnest money of the successful bidder will be refunded after completion of following formalities:-

- The successful bidder shall start providing services within seven days from the date of receipt of letter conveying the acceptance of offer.
- Execute an agreement within seven days from the receipt of draft contract.
- The successful bidder shall furnish interest free **Performance security @ 2% of the total amount involved** within six days from the date of receipt of the letter awarding the contract which will be refundable on expiry of the contract.
- Bids received without EMD shall stand rejected.**

(SIGNATURE OF BIDDER WITH SEAL)

### 3. Schedules of Tender

3.1 The Tender Document will be sold from **10:00 hrs to 16:00 hrs** on all working days from the date of publication to **27.9. 2016**.

3.2. Technical & Financial bids shall be received up to **11:00 hrs on 28.9. 2016**.

3.3 The technical bids will be opened on **28.9. 2016 at 12:00 hrs** the financial bids of only those bidders will be opened whose technical bids are accepted by the Competent Authority.

3.4. 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.

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

3.6. The contract for providing skilled/unskilled staff will be awarded to the selected bidder from the date of expiry of the exiting contract.

3.7. 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.

3.8.. 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.

3.9. All correspondence will be addressed to the Director Incharge, Sports Authority of India, Regional Centre, Hockey Stadium, Sector-42, Chandigarh-160036.

3.10. **The agency has to give an undertaking that staff deployed at this office 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.**

### 4. PROCEDURE FOR SUBMISSION OF BIDS.

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

a) Envelop A – should contain the Bank Drafts (s) for the EMD along with details in (Annexure-I)  
b) Envelope B- should contain the Technical Bid Document, (Annexure-II) Tender Document duly signed by the bidder on each page and all necessary documents to be submitted alongwith the Technical Bid document.

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

d) Those bidders who are downloading the tender documents from our website are to pay Rs.500/- in the form of DD/Pay order in favour of Director Incharge, SAI RC, Chandigarh as cost of tender documents. In case the bid is received without the cost of tender documents, the same would not be considered.

4.2. All the three envelopes (i.e. envelopes A,B & C ) should be submitted in a big cover duly sealed, addressed to Director Incharge, Sports Authority of India, Regional Centre, Hockey Stadium, Sector-42, Chandigarh-160036 and subscribing “ **Tender for Engagement of Agency for Providing skilled/unskilled staff in RC, Chandigarh** . The cover should also bear the name and address of the bidder including telephone number.

4.3. **Any Tender submitted by the bidder with in-complete information will be rejected.**

4.4. The bidder must put their seal and sign each paper of the bid and also on cutting or correction etc., if any.

**(SIGNATURE OF BIDDER WITH SEAL)**

## **5. BIDDER QUALIFICATION.**

The bidder should have **minimum five years experience of providing skilled/unskilled staff in Govt. Organizations /PSUs** with minimum annual turnover of Rs.25 lakhs during the last three preceding financial years. **The bidder should have valid registration for providing labour & valid labour license.**

## **6. SCOPE OF WORKS & TERMS AND CONDITIONS**

6.1. The Agency should have qualified and experienced staff for deployment.

Rate quoted should be on per day basis, which should be clearly written in figures and words also subject to minimum wages Act which will stand revised upwards to the extent notified by Distt. Admn.

6.2 The Agency will be committed to pay the minimum wages as prescribed by the District Administration (as on that day) to the labour so engaged by them.

6.3 The Agency shall be responsible for fulfilling all the statutory provision of the contract labour (Regulations and Abolitions Act, 1970).

6.4 The labour so deployed would be bound to work 8 hours daily for full month as per timings fixed by the Centre. The manpower so deployed by the Agency shall remain under the control and supervision of the Agency and the Agency shall be liable for payment for their wages, ESI, EPF, Bonus etc. and all other dues payable under various labour Regulations and other statutory provisions.

6.5 The Income Tax and surcharge (i.e TDS as applicable as per rule shall be deducted from the bills and as amended from time to time by Govt. of India.

6.6 Service Tax will be paid if applicable, after fulfilling all conditions under service law.

6.7 The Contractor/Agency/Firm shall be responsible for fulfilling all its obligations under various laws and Acts, namely Minimum wages Act, EPF Act, ESI Act, Bonus Act etc. and under any other statutory requirements as applicable to the Govt. of India and the rules regulations as amended from time to time, in respect of the manpower deployment and also to present the documents as and when required or asked by the Director Incharge, Sports Authority of India, Regional Centre, Chandigarh.

6.8 The Agency shall be solely liable for any violation of provision of the said Acts or any other Act.

6.10. In case of unsatisfactory services, the Director Incharge reserves the right to terminate the contract/agreement immediately without assigning any reason.

6.11 All claims which may arise due to the negligence of the person deployed (including all types of charges/incidental charges/legal charges etc.) shall be borne by the Agency.

**(SIGNATURE OF BIDDER WITH SEAL)**

: 4:

**6.13 Tenderer will sign all the pages of the tender document and also on the cutting/corrections (if any).**

**6.14 The Agency shall not sublet the contract to other Agency after the award of contract.**

6.15 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 in this behalf in respect of all its employees during the period of Contract and agency's employees including any additional obligations that may arise on account of the contract being performed on SAI premises.

6.16 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. The agency will maintain from inception, a reserve fund with his own bankers for meeting all accruing liabilities of terminal benefits, compensation etc. and will be solely responsible for providing alternative employment to all his employees, on the cessation of this agreement. The owner/proprietor of the agency and his personal assets will also subject to a line of all dues whether of terminal nature or of reemployment till retirement of each of his employees

**6.17 The Agency shall submit to the Centre pre-receipted & stamped bills in three copies along with a copy of the attendance register for the month duly certified by the authorized representative of the Centre by the 2<sup>nd</sup> of every month. for the preceding month.**

**6.18** The agency has to provide services as per the requirement of SAI even at a short notice.

**6.19 The contract shall for a period of one year. The contract shall be terminated by either side on one month's notice without assigning any reasons.**

**6.20** In case of any dispute the matter shall be under the jurisdiction of the courts situated in Chandigarh.

**6.21** In case the services of the staff deployed are found unsatisfactory that there will be a deduction of 5% on the first occasion, 10% on the second occasion and 15% on the third occasion out of the monthly payment of that staff which will be without prejudice to the right of the SAI. Thereafter SAI reserves the right to terminate the contract or imposition of penalty as deemed fit for unsatisfactory services.

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

**(SIGNATURE OF BIDDER WITH SEAL)**

: 5:

**6.24** The successful bidder will submit ESI PF details and details of other statutory requirements of the staff deployed for this purpose and an undertaking that the staff deployed at the Centre in terms of this contract of all the times will exclusively remain employees of the agency for all purposes every month with the bill to the Director Incharge. All statutory liabilities will be deposited by the contractor such as ESI, PF Workmen's Compensation Act, etc. to the concerned authorities within 7 days of close of every month. Giving particulars of the employees engaged for the Department works, is required to be submitted to the Department. Charges on account of EPF & ESI will be reimbursed by SAI against paid challans & ensuring that the amount in question has actually been paid to respective PF & ESI office. The list of staff going to be deployed shall be made available to the Department and if any change is required on part of the Department fresh list of staff shall be made available by the agency after each and every change. Failure to do so on the part of Agency, the Institute has right to withheld the payments and even can terminate the contract. Service Tax, if applicable shall be reimbursed on production of proof of payment to Government, After exercising all dues checks.

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

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

**6.27** The Agency shall ensure proper insurance coverage to its employees by taking adequate workmen Compensation policy.

**6.28** Initially, the contract will be for a period of one year only from the date of award of contract renewable for further period on the same terms and conditions if found satisfactory, the services may continue. In case the service is not found satisfactory, the contract shall be terminated within one month's notice to the Agency.

**6.29** The Agency will provide rest to contractual staff and will also provide reliever against the weekly rest to the contractual staff so deployed by the agency every month as per labour law.

**6.30** The agency will pay the wages/salary through crossed Cheque RTGS only to the staff so deployed by your agency every.

Contd...6..

: 6 :

6.31 Any alteration/cutting/overwriting in the rates should be attested by the authority signing the bid. Bids received with alteration/cutting/over writings without attestation will not be considered. No blanks should be left which would make the bid liable for rejection.

6.32 All liabilities arising out of accident or death while on duty shall be borne by the contractor.

6.33 The contractor agency shall not employ any person below the age of 18 years and above the age of 60 years.

6.34 Financial Bid if enclosed openly with Technical bid the bid shall stand rejected.

6.35 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, conditions and specifications mentioned in the tender documents.

Signature\_\_\_\_\_

Name (In block letters)

Designation\_\_\_\_\_

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

Address\_\_\_\_\_

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

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



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AS PER REQUIREMENT ON DAILY/MONTHLY BASIS  
TO SAI RC, CHANDIGARH.**

**DETAILS OF EMD/BID SECURITY DEPOSITED ALONG WITH TENDER**

<b>LAST DATE &amp; TIME OF SALE OF TENDER</b>	<b>28.9. 2016 UPTO 10:00 HRS</b>
<b>DATE &amp; TIME FOR SUBMISSION OF TENDER</b>	<b>28.9. 2016 BY 11:00 HRS</b>
<b>DATE &amp; TIME FOR OPENING OF TENDER</b>	<b>28.9. 2016 BY 12:00 HRS</b>

1.	Name of Bidder/Tenderer	.....
2.	Details of EMD/Bid Security	
	Draft No.& Date	.....
	Name of Bank	.....
	Amount	.....
	Signature	.....
	Name	.....
	Name of the Firm	.....

**DETAILS OF PAYMENT IF TENDER DOCUMENT WAS DOWNLOADED**

Bank Draft No.& Date	.....
Name of Bank	.....
Amount	.....
Signature	.....
Name	.....
Name of the Firm	.....

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**PROVIDING SKILLED/UNSKILLED STAFF**  
**AS PER REQUIREMENT ON DAILY/MONTHLY BASIS**  
**TO SAI RC, CHANDIGARH.**

**TECHINICAL BID/DETAILS**

<b>LAST DATE &amp; TIME OF SALE OF TENDER</b>	<b>28.9. 2016 UPTO 10:00 HRS</b>
<b>DATE &amp; TIME FOR SUBMISSION OF TENDER</b>	<b>28.9. 2016 BY 11:00 HRS</b>
<b>DATE &amp; TIME FOR OPENING OF TENDER</b>	<b>28.9. 2016 BY 12:00 HRS</b>

The following details /documents /certificates issued by the concerned Authorities in respect of the bidder are required to be submitted:

- 1) N
- 2) Name of the Proprietor/Partner .....
- 3) Address of the firm .....
- 4) Telephone/Fax No. email ID .....
- 5) Bio-data of Director/Proprietors/Chief Executive of Agency would be mentioned and enclosed with the proof of owner ship. ....
- 6) PAN Number (attached photocopy) .....
- 7) VAT No (attach photocopy) .....
- 8) Total turnover during last three proceeding Financial years duly certified by CA .....
- 9) Annual turnover during last three preceding Financial year. ....
- 10) Attach copies of ITR for last three years .....
- 11) Experience in the line (mention no of year) .....
- 12) Attach copies of Labour License issued by Regional labour commissioner. ....

**(SIGNATURE OF BIDDER WITH SEAL)**



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**FINANCIAL BID DOCUMENTS**

1. Name of bidder \_\_\_\_\_
2. Address of bidder \_\_\_\_\_
3. Telephone number of Bidder \_\_\_\_\_
4. Name of representative of firm \_\_\_\_\_

<u>Sr.No.</u>	<u>Category</u>	<u>No. of person required</u>	<u>Remarks</u>
1.	Data Entry Operators	- 02 Nos.	
2.	LTV Driver	- 01 No.	

Rates for below category are for future requirement.

i	Jr. Accountant	-	The minimum wages as prescribed by the State Govt. or Central Govt. whichever is higher on that day will be applicable.
ii	Clerk	-	
iii	Bearer	-	
iv	Groundmen	-	
v	Safaikaramchari	-	
vi	Attendant	-	
vii	Mali	-	
viii	Labour	-	
ix	Electricians	-	
x	Masson	-	
xi	Plumber	-	
x	watchman	-	

5.	E.S.I. (as applicable)	-	@ _____ %
6.	P.F (as applicable)	-	@ _____ %
7.	Bonus (if applicable).	-	@ _____ %
8.	Service charges/Handling charges -	-	@ _____ %
9.	Service Tax, if any	-	@ _____ %

Certified that the rates will be applicable as per Minimum Wages Act. The rates shall stand revised upward to the extent notified by State Govt. or Central Govt. whichever is higher will be applicable.

Signature \_\_\_\_\_

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

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