



**SPORTS AUTHORITY OF INDIA, TRAINING CENTRE
GORKHA STADIUM, LEBONG, DARJEELING.
[E-mail address saistclbg@yahoo.in]**

**(Cost of Tender Form Rs. 500/- (Rupees five hundred only)
Tender Document for running mess for SAI Training Centre, Leborg, Darjeeling.**

Tender No. SAI/STC/LBG/Mess Tender/

Last date of receipt of Tender: - 24.05.2016 up to 1200 hrs.

Date & Time for Opening Tenders: - 24.05.2016 at 1400 hrs.

1. INVITATION OF BIDS.

- 1.1 Sports Authority of India, Training Centre, Leborg on behalf of Regional Director, SAI, NS Eastern Centre, Salt Lake City, Sector – III, Kolkata – 700 098 invites sealed tenders from reputed and registered caterers having minimum three years experience in the field of catering services to Educational Hostel/Sports Institute/Centers with minimum annual turnover of Rs. 8.00 lakh from the catering only, for a period of 1 (one) year commencing from 01.06.2016. The bidders having experience of providing catering service to SAI STC/ SAG/NCH shall be given preference.
- 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 thereof.
- 1.3 It is the responsibility of the bidders to read all terms & conditions of the Tender Document before filling the tender. Incomplete Tender Documents or bids are liable to be rejected.
- 1.4 Tender received after the due date and time will not be entertained.
- 1.5 SAI also reserves the right not to accept the lowest bid.

2. EARNEST MONEY DEPOSIT.

Offer for contract of running mess for SAI Training Centre/ SAI SAG Centre Trainees must be accompanied by a Bank Draft of the Nationalized/ Schedule Bank for Rs. 25,000/- (Rupees twenty five thousand) only drawn in favour of SAI Training Centre, Leborg, payable at Darjeeling as Earnest Money, which will be refundable in due course to the unsuccessful bidder without any interest.

PLEASE NOTE THAT OFFERS NOT ACCOMPANED BY THE REQUIRED EMD WILL BE DECLEARED REJECTED.

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

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

- i) The successful bidder shall start mess services for SAI Training Centre, Lebong within fifteen days from the date of receipt of letter conveying the acceptance of offer.
- ii) Successful bidder has to execute an agreement within fifteen days from the date of receipt of draft contract and also deposit security money within the stipulated period, which will be released on expiry of the contract.

The Earnest Money of the Successful bidder will be refundable after completion of the above-mentioned formalities, without any interest thereon.

3. SCHEDULES OF TENDER

3.1 The Tender document will be available for sale between 10.00 Hrs. to 13.00 Hrs on all working days from 02.05.2016 to 23.05.2016. The intended bidders may purchase the same from the Office of Sports Authority of India, Training Centre, Gorkha Stadium, Lebong by making payment of Rs. 500/- (Rupees five hundred) only in cash or through A/C payee Demand Draft/Pay Order Drawn in favour of SAI Training Centre Lebong.

3.2 Technical & Financial bids will be received from 05.05.2016 to 24.05.2016 up to 1200 Hrs. The Technical Bids will be opened on 24.05.2016 at 1400 Hrs. and Financial Bid of the qualified bidders will be opened on the same day at 1700 Hrs. respectively at SAI Training Centre, Lebong.

3.3 The Financial bids of only those bidders will be opened whose Technical bids are accepted by the Competent Authority. However, SAI reserves the right for not inviting the unqualified bidders while opening the financial bids.

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

3.5 The competent Authority reserves the right to reject any or all tenders without assigning any reason and shall not bind itself to accept any tender and reserve the right to call for fresh tender.

4. PROCEDURE FOR SUBMISSION OF BIDS.

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

- A) Envelop A – should contain the Bank Drafts (s) for Earnest Money Deposit (EMD) along with details in (Annexure- I).
- B) Envelop B – should contain the Technical Bid Document, (Annexure-II). Tender Document duly signed by the bidder on each page and all necessary documents to be submitted along with the Technical Bid.
- C) Envelope C – should contain the Financial Bid Documents (Annexure-III)

4.2 All the three envelopes (i.e. envelopes A, B & C) should be submitted in a big cover duly sealed, addressed to Centre In-charge, Sports Authority of India, Training Centre, Gorkha Stadium, Lebong, Darjeeling-734105 and super scribed "**Tender for running mess for SAI Training Centre, Lebong**".

The cover should also bear the name and address of the bidder including telephone number. Tender duly completed as above may please be dropped in the Drop Box placed in a well accessible place.

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

5. BIDDER QUALIFICATIONS.

The bidder should have minimum three years experience in the field of providing catering services in Educational/ Sports Institute/Centre's. The minimum annual turnover of the prospective bidder should be Rs. 8.00 lakh per annum during the last three preceding years.

6. SCOPE OF WORKS.

6.1 To provide hygienic food as per approved menu of SAI attached to this Tender document as Annexure – III, which may be slightly altered as per the seasonal requirement time to time.

6.2 To arrange for serving fresh and hot food whenever required at the Dining Hall at SAI Training Centre, Lebong.

6.3 To provide all the cooking ingredients and / or raw materials to be used should be fresh and of reputed brands.

6.4 As far as possible all materials to be placed used must be pre-packed and or reputed brand.

6.5 Additional serving material to be placed covered in casserole/ hot cases.

6.6 The used utensils, trays, casserole are to be cleaned and to store in hygienic conditions without any delay. In no condition the used dishes are to be left over. They should be immediately cleaned and stacked in proper hygienic condition.

To facilitate the prospective bidder for running mess the Sports Authority of India, Training Centre, Lebong will provide Kitchen, dining hall etc. space for storeroom for stocking various commodities, as is where basis is.

7. TERMS AND CONDITIONS FOR CONTRACT.

7.1 The bids must be accompanied with a Bank Draft/Pay order issued by any Nationalized/Scheduled Bank for Rs. 25,000/- (Rupees twenty five thousand) only in favour of SAI Training Centre, Lebong, payable at Darjeeling.

7.2 The Technical Bids shall be opened at Sports Authority of India, Training Centre, Lebong by a duly constituted Committee in the presence of such Bidders or their authorized representatives who may desire to be present at the time of opening of bids.

7.3 It is the responsibility of Bidders to read all terms and conditions of the document carefully before filling the bid. Incomplete bid documents or bids not responsive enough to the terms and conditions are liable to be rejected. The bidder should sign undertaking along with the bid documents that he/she has read the complete tender document and will abide by its terms and conditions.

7.4 The financial bids shall be opened and evaluated on the basis of acceptance of rate as per schedule of requirement attached with Financial Bid. A Negotiation with the bidders is strictly prohibited.

7.5 The bid shall contain no erasure or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be authenticated by the person or persons signing the bid.

7.6 Bid Documents are neither transferable nor cost of the bid documents is refundable under any circumstances.

7.7 The issuing of bid document shall not constitute that the bidders are automatically qualified.

7.8 If even after award of contract, information/facts submitted by the bidders are found misleading/incorrect/false etc., the Competent Authority reserve the right to terminate the contract.

7.9 The successful bidder has to furnish interest free Security Deposit of an amount of Rs. 50,000/- (Rupees fifty thousand) only in the form of Account Payee Demand Draft from a Commercial Bank drawn in favour of SAI Training Centre, Lebong payable at Darjeeling/Fixed Deposit Receipt/ Bank Guarantee. This has to be given within stipulated period as mentioned in the letter of award of mess contract. The Security Deposit will cover entire period of the contract and will be released after 03 month from the date of conclusion of contract.

7.10 The Earnest Money Deposit will be refunded to the unsuccessful bidders within one month of the date of approval of the successful bidder without any interest.

7.11 However, the Earnest Money of the Successful bidders will be liable to be forfeited, if he/she does not fulfill any of the following condition :

- (a) The successful bidder shall have to deposit Security deposit within a period of 15 days of the receipt of the award letter. The security so deposited with Sports Authority of India, Training Centre, Lebong shall not carry any interest.
 - (b) Execution of the Agreement on Rs. 100/- (Rupees one hundred) only on non-judicial Paper within stipulated period on receipt of award letter.
 - (c) To undertake the work from the specified date mentioned in the award letter.
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7.12 In case of any dispute between the successful bidder and its employee, Sports Authority of India 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.

7.13 The successful bidder will have to provide food to SAI Hostel of SAI Training Centre, Lebong as per items and rate as given in Schedule of Requirement attached with price schedule/ Financial Bid document to this Tender Document.

7.14 The successful bidder will be responsible for maintaining the furniture, electrical, sanitary, water connection and other fittings in proper working conditions and in case of any fault, will be repaired at its own cost.

7.15 The furniture, if any issued will be on a One time Basis, and it should be returned in good condition after expiry of the contract. Its maintenance will be responsibility of the bidder who will be responsible for any breakage and damage of these furniture.

7.16 The successful bidder will be responsible for the cleanliness of the Dining Hall, Kitchen and the surrounding areas. Disposal of Kitchen waste and other items will be outside the areas of the SAI Training Centre, Lebong at his/her own cost.

7.17 The successful bidder will not be allowed to use hard coal/wood and electricity for cooking purpose. Cooking has to be done on LPG Fuel only.

7.18. The food supplied should be wholesome, hygienic & nutritious. Inmates of SAI Training Centre, Lebong reserves the right to take the assistance of any Institution/Agency expert for guiding the successful bidder in this respect and advice of Director will be binding.

7.19 The successful Bidder will ensure compliance of all the relevant provisions of the Laws.

7.20 The successful bidder has to bring his/her own Kitchen Equipments, 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 surprise checking by Assistant Director/Centre Incharge of SAI Training Centre, Lebong or his representative.

7.21 In case of food, if found same are less in quantity or quality and not of standard quality or in unhygienic condition or not supplied in time, a deduction of 10 % will be made from monthly bill as penalty or as decided by the Assistant Director/Centre In-charge, Sports Authority of India, Training Centre, Lebong. Repeated fault may result forfeiture of part or whole of Security Money and even termination of the Contract. SAI Training Centre, Lebong reserves the right to visit the existing or the past customers of the bidder to ascertain the quality of work performed by them and in case any negative report is received against the bidder, bid may be rejected. Also in case any information provided by the bidder is found to be false, his/her bid can be rejected and part of whole security forfeited.

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

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

7.24 That after expiry of the instant contract or if the contract is being terminated before the expiry, the successful bidder shall not remove its furnishing, fittings, furniture, fixtures, utensils, raw materials, cooking ingredients etc. without the prior written approval of Regional Director, SAI, NSEC, Salt Lake City, Kolkata – 700098. Anyhow, if successful bidder decides not to retain all or any of his/her furnishing, fittings, furniture, fixture, utensils, raw materials, cooking ingredients etc. the successful bidder shall remove the same peacefully with the prior written approval of Regional Director, SAI, NSEC, Kolkata and restore the licensed space to the original condition at its own cost.

7.25 That the successful bidder shall not do anything inside or outside the premises, which may create nuisance or any cause of annoyance to the neighbor, to the Regional Director and or to the visitors and Sports person living/visiting the premises.

7.26 That sufficient number of lights, points, power plugs, fan including exhaust fan will be provided by SAI Training Centre, Leborg. In case of any addition and alteration in the electrical installing work prior approval in writing of the Director, SAI, NSEC, Kolkata – 700098 will have to be obtained by the successful bidder.

7.27 Only such items of food and beverages etc. will be prepared as provided in menu including any additional items which have not been prohibited by Ministry of Health or SAI, NSEC, Salt Lake City, Kolkata and other Govt. Agency.

7.28 The successful bidder shall arrange for removal of the garbage, the Kitchen waste of any other type of refused or waste materials every day at its own cost.

7.29 That the successful bidder shall maintain environmental hygiene and proper sanitation of the premises during all working hours. The successful bidder shall be bound to abide by all the provisions of the prevention of Food Adulteration Act as applicable in West Bengal and such other general and local laws and rules and regulations existing therein or to be enacted or introduced hereafter.

7.30 That the successful bidder at its own cost shall arrange running hot water cupboards and all other incidental requirements in the Kitchen including the fire proof arrangement. It will be responsibility of the successful bidder to comply with all the fire and / or fire-fighting norms and condition as laid down by the concerned authority including the relevant provisions of the relevant laws. SAI, NSEC, Salt Lake City, Sector- III, Kolkata-98 will not held responsible in case of any eventuality.

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

7.32 The successful bidder shall not encroach upon any area of vacant land or constructed portion other than allotted portion for any purpose.

7.33 That no public telephone shall be arranged/provided in canteen without obtaining the approval from the Competent Authority.

7.34 SAI Training Centre, Lebong reserved the right to revise its menu as per seasonal requirement and no extra payment will be made for the same.

7.35 The successful bidder shall be responsible for ensuring the safety of the SAI Training Centre and his own employees. In case of any injury to any SAI Training Centre persons or damages caused to the property of SAI Training Centre, Lebong as result of this contract activity, the successful bidder shall be solely responsible to pay compensation for such injury and/ or damages as may be required under the law. In case of any court case or challan by the police or any local authority or any other party competent to take such action, the successful bidder shall be sole responsible for defending the cases before the court of law and /or to ensure compliance with the summons/challan served in this behalf.

7.36 The successful bidder will submit bill in duplicate by 5th of each month along with the attendance sheet of SAI Training Centre, Lebong duly signed by each trainees, verified by the concerned coach and recommended by the Hostel/ Camp Incharge to the Assistant Director/ Centre Incharge, SAI Training Centre, Lebong for payment. The payment will be made as far as possible within 10 days from the date of receipt of bill after deduction tax as per rules through A/C payee cheque or ECS.

7.37 These are only proposed draft, terms and conditions and can be modified/changed or added at the time of finalization and signing the agreement.

7.38 The Earnest Money of the successful bidder will be refunded after depositing of the Security money against the contract, however, the same will not carry any interest.

7.39 Conditional/Incomplete/Offers not conforming to tender document will be rejected.

7.40 Arbitration clause to be inserted at the time of final Agreement.

8. INSTRUCTIONS FOR BIDDER.

8.1 The intended bidders should visit the premises to be given in the complex of SAI Training Centre, Leborg before bidding to quote reasonable license fee.

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

8.3 The intended bidder is also required to submit **Solvency certificate of minimum of Rs. 5 lakh** issued by the Nationalized Bank or Collector along with TECHNICAL BID. **Offer without the said certificate will not be considered.**

8.4 It is intended on the part of prospective bidder to submit offer for providing food as per the menu and rates approved for the same.

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

Signature _____

Name (in block letters) _____

Designation _____

Name of the firm _____

Address _____

Telephone No. _____

Date: _____

**SPORTS AUTHORITY OF INDIA, TRAINING CENTRE
GORKHA STADIUM, LEBONG, DARJEELING.
[E-mail address saistclbg@yahoo.in]**

Bidding Documents for running mess for Trainees of SAI Training Centre, Leborg Darjeeling.

PARTICULARS OF EMD

- 01 Name of the Agency : _____
02. Period of Sale of Tender Document : _____
03. Last Date & Time for Receipt of Tender : _____
04. Time and Date of Opening of Tender : _____
05. Place of Opening of Bid : _____
06. Details of EMD:-
- A) Amount : _____
- B) Name of Bank : _____
- C) Pay order/Bank Draft No. and Date : _____

[Signature of Bidder or His/ Her Authorized Signatory Agency along with seal]

Those who are down loading the Tender Form from our website, the details of Demand Draft/Pay order towards cost of Tender Form may be furnished as follows :-

a) Name of Agency/Tenderer :

- (i) Amount :** _____
- (ii) Name of the Bank :** _____
- (iii) Pay Order/Demand Draft No. & Date :** _____
- _____

**SPORTS AUTHORITY OF INDIA, TRAINING CENTRE
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Technical Bidding Documents for running mess for Trainees of SAI Training Centre, Leborg.

Bid Document No:

01. Name of Bidder : _____

02. Address of Bidder: _____

03. Details of Documents to be Submitted:-

- | | | |
|-------|---|---|
| i) | Details of Permanent Account Number (PAN) (Attach documentary proof) | : |
| ii) | Three years experience of supply of mess Items (Attached documentary proof) | : |
| iii) | Regn. No. of the Firms, If any (Attach Documentary proof) | : |
| iv) | Total Turnover during last 3 preceding Years, duly certified by CA (Attach Documentary proof) | : |
| v) | Certificate of Registration of Service Tax (Attach documentary proof) | : |
| vi) | Annual turnover for the last 3 preceding Years duly certified by CA | : |
| vii) | Income Tax Return for the last 3 preceding Years | : |
| viii) | Solvency certificate for Rs. 5 lakhs (Attach in original) | : |

(Signature of Bidder or His/ Her authorized signatory along with seal)

Telex : _____

Telephone : _____

Fax No. : _____

E-mail : _____

Website : _____

**SPORTS AUTHORITY OF INDIA, TRAINING CENTRE
GORKHA STADIUM, LEBONG, DARJEELING.
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Bidding Documents for running mess for trainees of SAI Training Centre, Lebong.
PRICE SCHEDULE/FINANCIAL BID.

(TO BE UTILIZED BY THE BIDDERS FOR QUOTATING THEIR PRICES)

1. No bidder will be permitted to alter or modify their bids after expiry of the deadline for receipt of the bids.
2. The Financial Bid should be valid for a period of 180 days from opening of the Financial Bids.
3. The rates/cost should be quoted inclusive all types of taxes.

BID PARTICULARS FOR TENDER NO :

1. Name of Bidder :
2. Address of Bidder :
3. Amount of License Fee
(Monthly License fee to be quoted):

(Signature of Bidder of his/her authorized signatory with seal)

Telex : _____

Telephone : _____

Fax No. : _____

E-mail : _____

Website : _____

**SPORTS AUTHORITY OF INDIA, TRAINING CENTRE
GORKHA STADIUM, LEBONG, DARJEELING.
[E-mail address saistclbg@yahoo.in]**

SCHEDULE OF REQUIREMENT.

Menu for SAI/STC/SAG Centre @ 175/- per head per day

Meal	Food Items	Qty. as per the sanctioned diet.
Bed Tea	Tea	1 cup
	Biscuits	02 nos. (20 grms)
Breakfast	Bread	Bread (reputed Brand) 6 pcs.
	Butter	10 Grms
	Jam	10 Grams
	Milk with sugar	200 ML
	Eggs	02 nos.
	Cornflakes	
	Table Banana Singapore	02 nos.
Lunch	Rice	As desired
	Green Salad	
	Dal/Samber	
	Vegetables	
	Curd	100 grms
	Fish/Meat	100/150 grams.
	Fruit	01 no.
	Real Fruit Juice	01 pkt.
Evening	Milk	200 ML
	Biscuits	02 nos.
	Chapati/Rice	
Dinner	Dal	
	Vegetable	
	Mutton/Chicken/Egg	150/200 grams.
	Sweet dish	

I accept to provide the food as per menu and rates.

(Signature of Bidder or His/ Her Authorized Signatory along with seal)
