



**SPORTS AUTHORITY OF INDIA**  
**NCOE, Punnamada**  
**Alleppey**

Bid Reference No : SAI/NCOE/ALPY/13/2022

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

**E-Bidding Document**

**For**

**SUPPLY OF DIARY & MISC. ITEMS**



# **INDEX**

<b>Section</b>	<b>Topic</b>	<b>Page No.</b>
<b>PART – 1 – BIDDING PROCEDURE</b>		
Section – I	- Invitation for Bid (IFB)	4 – 5
Section – II	- (A) Instructions to Bidders (ITB)	8 – 19
	- (B) Instructions for Online Bid Submission	20– 22
Section – III	- (A) Qualification Criteria	23
	- (B) Performance Statement	24
	- (C) Evaluation Criteria	25
Section – IV	- Bidding Forms:	
	- (A) Bid Submission Form	26
	- (B) Form for Power of Attorney / Board Resolution	27
	- (C) Bank Guarantee Form for Bid Security	28
	- (D) Price Schedule Form	29
	- (E) National Electronic Fund Transfer (NEFT) Form	30
	- (F) Letter of Authorization for attending bid opening meeting	31
	- (G) Disclosure of Conflict of Interest	32
	- (H) Disclosure of Code of Integrity	33
	- (I) Affidavit / Undertaking	34
<b>PART – 2 – WORK REQUIREMENTS</b>		
Section – V	- Scope of Work	36– 37
<b>PART – 3 – CONTRACT</b>		
Section – VI	- General Condition of Contract (GCC)	39– 43
Section – VII	- Contract Forms	
	- (A) Contract Agreement	44– 45
	- (B) Check List	46– 47

**PART – 1**

**BIDDING PROCEDURE**

**SECTION – I**  
**INVITATION FOR BID (IFB)**

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1. Sports Authority of India(SAI), for and on behalf of Centre In Charge SAI-NCOE, Alleppey invites E-Bids on two bid system for supply of Diary & Other Misc. Items (As mentioned in the schedule of requirement) to SAI-NCOE, Punnamada, Alleppey.

Brief Description of works	Amount of Bid Security in Rs.
Supply of Diary & Other Misc. Items to SAI-SAG,NCOE, Punnamada, Alleppey 688 006	Rs.40,000/- (Rupees Forty Thousand Only)
Scanned copy of Earnest Money Deposit is to be uploaded online and Hard copy of the same must be sent to the Centre In Charge SAI-NCOE, Punnamada, Alleppey 688 006 on or before Bid Submission Date & Time as mentioned in Critical Date Sheet.	

**CRITICAL DATE SHEET**

Publication of REF on e-procurement portal of CPP	01.07.2022, 05.00 PM
Start date of downloading of document	01.07.2022, 05.30 PM
Date and time of pre bid conference*	N.A
Last date for submission of queries / clarification made during the pre bid conference in writing**	09.07.2022, 05.00 PM
Bid submission start date	09.07.2022, 05.30 PM
Last Date & Time of uploading/submission of Bids	21.07.2022, 10.00 AM
Bid Validity Period	90 Days
Opening of Techno-Commercial Bid (Bid 1)	23.07.2022, 11.00 AM
Opening of Price Bid (Bid 2)	To be informed separately

\* SAI NCOE, Alleppey.

\*\* Queries/Clarifications are to be responded online only.

2. Bidder may also download the Bidding Documents from the web site- &CPP Portal of Govt. of India i.e.<http://eprocure.gov.in/eprocure/app>. Bidders shall ensure that their Bids are complete in all respect are 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>.
3. Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Bidders are advised to follow the instructions provided in the 'Instructions to the Bidder for 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.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in) shall not **tamper/modify the tender form including downloaded price bid template in any manner**. In case, the same is found to be tempered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with SAI.
5. Intending bidders are advised to visit again CPP Portal website [www.eprocure.gov.in](http://www.eprocure.gov.in) and SAI website [www.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in) at least three days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

Centre In Charge  
For & on behalf of  
Sports Authority of India,  
SAI-NCOE, Punnamada.

**SECTION – II**  
**INSTRUCTION TO BIDDERS (ITB)**

**CONTENTS**

Sl. No.	Topic	Page No.
<b>A</b>	<b>PREAMBLE</b>	
1.	Introduction	8
2.	Language of Bid	8
3.	Tendering Expenses	8
4.	Local Conditions	8
<b>C</b>	<b>BIDDING DOCUMENTS</b>	
5.	Contents of Bidding Documents	9
6.	Amendments to Bidding Documents	9
7.	Modification / Withdrawal of Bids	9
8(A)	Clarification of Bidding Documents	9
8(B)	Pre-Bid Meeting	10
9.	Bid Format	10
<b>D</b>	<b>PREPARATION OF BIDS</b>	
10.	Documents Comprising the Bid	10
11.	Technical Bids	10 – 11
12.	Financial Bid	11
13.	Bid Prices	12
14.	Firm Price	12
15.	Alternative Bids	12
16.	Documents Established Bidder's Eligibility and Qualification	12
17.	Bid Security/Earnest Money Deposit	12 – 13
18.	Bid Validity	13
19.	Signing of Bids	13
<b>E</b>	<b>SUBMISSION OF BIDS</b>	
20.	Submission of Bids	14
<b>F</b>	<b>BID OPENING</b>	
21.	Opening of Bids	14
<b>G</b>	<b>SCRUTINY AND EVALUATION OF BIDS</b>	
22.	Basic Principle	15
23.	Scrutiny of Tender	15
24.	Minor Infirmary/Irregularity/Non-conformity	16
25.	Discrepancies in Prices	16
26.	Qualification Criteria	16
27.	Comparison of Bids and Award Criteria	16
28.	Contacting the SAI	17
<b>H</b>	<b>AWARD OF CONTRACT</b>	
29.	SAI's Right to Accept any Bid and to Reject any or All Bids	17
30.	Notification of Award	17
31.	Issue of Contract	17

32.	Variation of quantities at the time of award	18
33.	Annulment of Award	18
34.	Termination of Contract	18
35.	Disqualification	18
36.	Non-receipt of Performance Security and Contract by the Authority	18
37.	Corrupt or Fraudulent Practices	19
38.	Conflict of interest among bidder/agents	19



**SECTION – II (A)**  
**INSTRUCTIONS TO BIDDERS (ITB)**  
**A. PREAMBLE**

**1. Introduction**

- (i) The Bidding Documents is for purchase of items as mentioned in Section – V – “**Schedule of Requirement**”.
- (ii) This section (Section – II) provides the relevant information as well as instructions to assist the prospective Bidders in preparation and submission of Bids. It also includes the mode and procedure to be adopted by the Purchaser for receipt and opening of bids as well as scrutiny and evaluation of Bids and subsequent placement of Contract.
- (iii) Before formulating the Bid and submitting the same to the bid inviting authority, the Bidder should read and examine all the terms, conditions, instructions etc. contained in the Bidding Documents. Failure to provide and/or comply with the required information, instructions etc. incorporated in these Bidding Documents may result in rejection of its Bid.

**2. Language of Bid**

The Bid submitted by the Bidder and all subsequent correspondence and documents relating to the Bid exchanged between the Bidder and the purchaser, shall be written in the English or Hindi language. However, the language of any printed literature furnished by the Bidder in connection with its Bid may be written in any other language provided the same is accompanied by an English translation and, for purposes of interpretation of the Bid, the English translation shall prevail.

**3. Tendering Expenses**

The Bidders shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its tender including preparation, mailing and submission of its tender and for subsequent processing the same. The SAI will, in no case be responsible or liable for any such cost, expenditure etc regardless of the conductor outcome of the tendering process.

**4. Local Conditions**

It is imperative that each bidder fully acquaints himself with all the local conditions and factors, which would have any effect on the performance/completion of the contract in all respect. Bidders would themselves be responsible for compliance with Rules, Regulations, Laws and. Acts in force from time to time in India. On such matters, the client shall not entertain any request from the bidders.

## B. BIDDING DOCUMENTS

### 5. Content of Bidding Documents

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

Section II (A)	Instructions to Bidders (ITB)
Section II (B)	Instructions for Online Submission of Bids
Section III	Qualification Criteria & Performance Statement
Section IV	Bidding Form
Section V	Scope of Work
Section VI	General Conditions of Contract (GCC)
Section VII	Contract Forms

### 6. Amendments to Bidding Documents

- i) At any time prior to the deadline for submission of bid, the SAI may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid document by issuing suitable amendment(s) to it.
- ii) Such an amendment to the bid document will be uploaded on SAI website: [www.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in) and Central Public Procurement (CPP) Portal of Government of India i.e. [www.eprocure.gov.in/eprocure/apponly](http://www.eprocure.gov.in/eprocure/apponly).
- iii) Prospective bidders are advised in their own interest to visit website of Sports Authority of India (SAI) and CPP Portal for any amendment etc. before submitting their bids.
- iv) In order to afford prospective bidders reasonable time to take into account the amendments in preparing their bids, SAI may, at its discretion, suitably extend the dead line for submission of bids.

### 7. Modifications/withdrawal of bids

The bidder, after submitting the bid, is permitted to submit alterations/modifications to the bid, so long such alterations/ modifications are received duly sealed and marked like original bid, up-to the date and time of submission of bid. Any amendment/modification submitted after the prescribed date and time of receipt of bids is not to be considered.

### 8(A) Clarification of Bidding Documents

- (i) A bidder requiring any clarification or elucidation on any issue in respect of the bid document may take up the same with the SAI in writing. The SAI will respond in writing to such request provided the same is received (by the SAI) not later than 09.07.22 upto 5.00 pm..
- (ii) Any clarification issued by SAI in response to query (ies) raised by the prospective bidders shall form an integral part of bid document and it may amount to an amendment of the relevant clause(s) of the bid document.

## ~~8(B) Pre-Bid Meeting~~

- ~~(i) A Pre Bid conference will be held with the prospective Bidders for the purpose of holding technical & commercial discussions and providing clarifications by the Purchaser. In the Pre-Bid Conference, clarifications pertaining to technical, commercial and other issues regarding the items stipulated in the RFP may be required by the prospective bidders will be provided. The prospective bidders should on their own cost, attend the said conference on the date and venue.~~
- ~~(ii) Details of proposed/suggested variations/ deviations/ additions from the Bid specification/conditions, if any, should be clearly indicated while sending queries before Pre Bid Conference. Any verbal suggestion/ proposal of variations/ deviations/ additions in the RFP document made during the Pre Bid Conference should also be given in writing to the Purchaser latest by 11.00am on next working day of the pre bid conference.~~
- ~~(iii) The purchaser may clarify on variations/ deviations, alternative proposals, which ensure equal or higher quality/ performance to the Technical Specifications during Pre Bid Conference. However, the decision of the purchaser in this regard will be final.~~
- ~~(iv) After incorporation the amendments acceptable to the Purchaser, the RFP Document shall be frozen as per the details provided in RFP, through issuance of an Addendum (s) which can be downloaded from the e procurement portal and website of SAI. The Bidder shall submit its Bid along with Bid documents including Addendum if any issued duly signed and stamped.~~

## 9. Bid format

The bidders are to furnish their bids as per the prescribed format at **Section IV (D)** and also as per the instructions incorporated in the bid document.

### **D. PREPARATION OF BIDS**

## 10. Documents Comprising the Bid

The documents as detailed in Clause 11 and 12 of ITB, i.e., Technical Bid and Financial Bid shall comprise the bid.

## 11. Technical Bid:

The Bidder shall submit the following documents alongwith the submission of bid documents:-

- (i) Bid Security: Bid Security is to be furnished in accordance with Clause 17 of ITB and bid submission as per format at **Section IV (A)**. Alternatively, documentary evidence for claiming exemption, if any, from payment of Earnest Money.
- (ii) Self-attested ID proof, address proof, Pan Card and a recent passport size colored photograph of authorized representative.
- (iii) Certificate of Incorporation, Articles and Memorandum of Association in case of companies/Partnership Deed and Registration of Partnership Firm in case of Firms/Any document proving ownership of proprietary firm.
- (iv) Documents mentioned in the qualification criteria as per Section III (A).

- (v) Three years experience of supply of Diary & Other Misc Items (Attach documentary proof).
- (vi) National Electronic Fund Transfer (NEFT Form) as per Section IV- (E) for payment in Indian Rupee.
- (vii) Certificate of Chartered Accountant showing annual turnover of Rs.20 Lakhs each for the last three financial years (2019-20, 2020-21 & 2021-22). Copies of Balance Sheet, Profit and Loss Account statement etc need not be enclosed.
- (viii) Income Tax returns filed for the last three Financial Years. (2019-20, 2020-21 & 2021-22).
- (ix) Goods & Services Tax Certificate.
- (x) Valid PAN & TIN (Tax Payer Identification Number)/TAN.
- (xi) Registration No. and Certificates for Shops & Establishment Act of the respective state, if applicable.

**Note:**

- 1) *The bidding companies /firms /agencies are required to attest (self attestation) the scanned copies of documents, along with the bid, signed on each page with seal, to establish the bidders' eligibility and qualifications failing which their bid shall be summarily rejected and will not be considered. The bidders are responsible for what they attest and claim; if, later on, it is found that whatever has been attested by the bidder is not true/ correct, the company/ firm / agency of the bidder will render itself liable for punitive action including black- listing for purpose of procurement of any service (s), in addition to attracting penal provisions of the agreement.*
- 2) *The Technical bid shall not include any financial information. Such a bid shall be summarily rejected.*

12. **Financial Bid:** This should be uploaded online in the prescribed PDF format as per **Section IV (D)** of bid document.

- (i) The Bidder shall quote for all the components of items specified in the 'Price Schedule Form' provided under **Section IV (D) including all (taxes, duties, levies etc).**
- (ii) It is the responsibility of Bidder to go through the Bidding Document before offering rates as per price schedule.
- (iii) All pages of the Bid should be page numbered and properly indexed.
- (iv) The authorized signatory of the bidder must sign the bid and duly stamp the same with seal of the Company/Organization at appropriate places and initial all the remaining pages of the bid.
- (v) A Bidder, who did not fulfill any of the above requirements and / or gives evasive information / reply against any such requirement, shall be liable to be ignored and rejected.
- (vi) Conditional bids shall be summarily rejected.
- (vii) All payments in Indian Rupee 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-IV (E) 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.

**13. Bid Prices**

The Bidder shall indicate on the Price Schedule provided under Section IV(D) all the specified components of prices shown therein. All the columns shown in the price schedule should be filled up as required [SELECTION CRITERIA IS GIVEN IN SECTION – III(C)].Rate should be quoted for all items otherwise bid will be treated as unresponsive and will be rejected.

**14. Firm Price**

- (i) The prices quoted by the Bidder shall remain firm and fixed during the currency of the contract and not subject to variation of any account.
- (ii) Any other tax(s) (except GST), if applicable in respect of this contract shall be payable by the bidder and SAI will not entertain any claim whatsoever in respect of the same. However, in respect of GST, if payable, same shall be paid by the bidder to the concerned department on demand and it will be reimbursed to him by the SAI after satisfying that it has been actually and genuinely paid by the bidder.

*Note: Bidders are requested to upload the “Technical Bid’ and ‘Financial Bid’ having the above mentioned documents online in PDF format.*

**15. Alternative Bids are not allowed.**

**16. Documents establishing bidder’s eligibility and qualifications**

The bidder shall furnish, as part of its bid, relevant details and documents establishing its qualifications as stipulated in Section III of Tender Document to perform the contract.

**17. Bid Security/Earnest Money Deposit (EMD)**

- (i) The bidder shall furnish Bid Security for an amount as shown in the Clause 1 of Section I- IFB. The Bid Security is required to protect the SAI against the risk of the bidder’s unwarranted conduct as explained under sub-clause 17 (vii) below. Non submission of Bid Security will be considered as major deviation and bid will not be considered.
- (ii) In case, as per notification of Government of India, the bidder falls in the category of exemption of Bid Security, it should furnish the relevant notification along with required documents like valid Registration Certificate etc. and other documents ensuring that such certification is still valid and subsisting.
- (iii) The Bid Security shall be furnished in one of the following forms:
  - a) Account Payee Demand Draft
  - b) Fixed Deposit Receipt
  - c) Banker’s cheque/Pay order
  - d) Bank Guarantee from any of the commercial banks (as per the format at **Section IV-C**)

- (iv) The Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee shall be drawn on any Commercial Bank in India, in favour of the "Centre In charge SAI-NCOE, Alleppey", payable at Alleppey. In case of Bank Guarantee, the same is to be obtained from any commercial bank in India as per the format specified under **Section IV (C)** of the Bid Document.
- (v) The Bid Security shall be valid for a period of forty-five (45) days beyond the validity period of the bid. The Bid Security shall be valid for 90 (Ninety) days from the date of opening of the Technical Bid.
- (vi) Unsuccessful Bidders' Bid security will be returned to them without any interest, after expiry of the bid validity period, but not later than forty-five days after conclusion of the resultant contract. Successful Bidder's Earnest Money will be returned without any interest, after receipt of performance security from that Bidder.
- (vii) 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 SAI. Further, if successful bidder fails to furnish the required Performance Security and sign the contract / agreement within the period as specified by SAI in the Letter of Award (LoA), its Bid Security/EMD will be forfeited.

## 18. Bid Validity

- (i) The bid shall remain valid for acceptance for a period of 90 (Ninety) days after the date of bid opening, prescribed in the bid document. Any bid valid for a shorter period shall be treated as unresponsive and rejected.
- (ii) In exceptional circumstances, SAI may request the bidders' consent to extend the validity of their bids up to a specified period. The bidders, who agree to extend the bid validity period are to extend the same in writing. However, they will not be permitted to modify their original bids during the extended bid validity period.
- (iii) In case, the day up to which the bids are to remain valid falls on a holiday or on a day declared as holiday or closed day for the SAI, the bid validity shall automatically be extended up to the next working day.

## 19. Signing of Bids

- (i) The bidders shall submit their bids as per the instruction contained in ITB.
- (ii) The tender shall be written in legible & indelible ink 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. The letter of authorization shall be by a written power of attorney, which shall also be furnished along with the bid.
- (iii) The tender shall be duly signed at the appropriate places as indicated in the TE documents and all other pages of the tender including printed literature, of any shall be initialed by the same person(s) signing the tender. The tender shall not contain any erasure or overwriting, except as necessary to correct any error made by the bidder and, if there is any such correction; the same shall be initialed by the person(s) signing the tender.

## E. SUBMISSION OF BIDS

### 20. Submission of Bids

- (i) Bids should be submitted on line as per the instructions given for online submission under Section II (B).
- (ii) Bids must be received by the SAI not later than the date and time prescribed in the bid document.
- (iii) SAI, at its discretion, may extend the deadline for submission of bids by amending the bid document in accordance with clause 8 of ITB. In that case, all rights and obligations of the SAI and the bidders would automatically stand extended.
- (iv) Submission of more than one bid by the same bidder shall entail him for disqualification from participating in the bid process.

## F. BID OPENING

### 21. Opening of Bids

- (i) The SAI will open the bids at the specified date, time and place as indicated in the IFB in **Section-I**. If due to administrative reasons the venue / date/ time of bid opening are changed, it will be uploaded on CPP Portal and on the SAI's website.
- (ii) In case the specified date of bid opening falls on a holiday or is subsequently declared a holiday or closed day for the SAI, the bids will be opened at the appointed time and place on the next working day.
- (iii) 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. Letter of authority for attending the bid opening meeting should be in the format placed at **Section IV (F)**.
- (iv) Two – bid system as mentioned will be as follows:-
  - a) **Technical Bids** will be opened in the first instance, at the prescribed date and time as indicated in **Section-I (IFB)**. These bids shall be scrutinized and evaluated by the SAI with reference to parameters prescribed in the Bid Document. During the Technical bid opening, the bid opening official(s) will read the salient features of the bids like brief description of the items offered, delivery period, Bid Security and any other special features of the bids, as deemed fit by them.
  - b) **Financial Bids** of only the technically acceptable bids / 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 offered etc., as deemed fit by bid opening official(s) will also be read out.

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

### **22. Basic Principle**

Bids will be evaluated on the basis of the terms & conditions already incorporated in the TE document, based on which tenders have been received and the terms, conditions etc. mentioned by the bidders in their tenders. No new condition will be brought in while scrutinizing and evaluating the tenders.

### **23. Scrutiny of Tenders**

- i) The SAI will examine the Tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed stamped and whether the Tenders are generally in order.
- ii) SAI will determine the responsiveness of each Tender to the TE Document without recourse to extrinsic evidence.
- iii) The tenders will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the TE document. The tenders, which do not meet the basic requirements, are liable to be treated as non – responsive and will be summarily ignored.
- iv) The following are some of the important aspects, for which a tender shall be declared non – responsive and will be summarily ignored;
  - a) Qualification Criteria not enclosed.
  - b) Tender is unsigned.
  - c) Tender validity is shorter than the required period.
  - d) Required EMD (Amount, validity etc.)/exemption documents have not been provided.
  - e) Bidder has not agreed to give the required performance security.
  - f) Bidder has not agreed to other essential condition(s) specially incorporated in the tender enquiry like terms of payment, liquidated damages clause, warranty clause, dispute resolution mechanism applicable law.
  - g) Poor/ unsatisfactory past performance.
  - h) Bidder has not quoted as per the Price Schedule.
  - i) Bidder has not complied with the requirement of Clauses of ITB.



#### **24. Minor infirmity/irregularity/Non-conformity**

If during the preliminary examination, the SAI find any minor infirmity and/ or irregularity and/ or non-conformity in a tender, the SAI will convey its observation on such 'minor' issues to the bidder by registered / speed post etc. asking the bidder to response by a specified date. If the bidder does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that tender will be liable to be ignored.

#### **25. Discrepancies in Prices**

- a) If, in the price structure quoted by a bidder, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless the SAI feels that the bidder has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.
- b) If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected, and
- c) If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail.
- d) If, as per the judgment of the SAI, there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the bidder by registered/speed post. If the bidder does not agree to the observation of the SAI, the tender is liable to be ignored.

#### **26. Qualification Criteria**

Bids of the Bidders, who do not meet the required Qualification Criteria prescribed in Clause 11 of Section II A read with Section III (A), will be treated as non - responsive and will not be considered further.

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

- (i) The Contract shall be awarded to the responsive Bidder(s) who is/are Group wise lowest in that particular Group and who meets the laid down Qualification Criteria in the Bid documents. This means that award criteria will be based on the least rates, which would be total payout including all taxes, duties and levies.
- (ii) The SAI reserves the right to give the price preference/ Award preference as per the instruction 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.

## 28. **Contacting the SAI**

- (i) From the time of submission of tender to the time of awarding the contract, if a BIDDER needs to contact the SAI for any reason relating to this tender enquiry and / or its tender, it should do so only in writing.
- (ii) In case a bidder attempts to influence the SAI in the SAI's decision on scrutiny, comparison & evaluation of tenders and awarding the contract, the tender of the bidder shall be liable for rejection in addition to appropriate administrative actions being taken against that bidder, as deemed fit by the SAI.

## **H. AWARD OF CONTRACT**

### 29. **SAI's Right to accept any Bid and to reject any or all tenders**

SAI reserves the right to accept or reject any or more tender(s) without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of Contract, without incurring any liability, whatsoever to the affected bidder(s).

### 30. **Notification of Award**

- (i) The bidder whose bid has been accepted will be notified of the award by the SAI prior to the expiry of the bid validity period.
- (ii) Before expiry of the bid validity period, the SAI will notify the successful bidder in writing, by registered / speed post or by fax/ email that its bid for items, which have been selected by the SAI, also briefly indicating there-in, that the essential details like description and prices have been accepted. The successful bidder must furnish to the SAI the required Performance Security within **15 (Fifteen) days** from the date of dispatch of this notification, failing which the Bid Security will be forfeited and the award will be cancelled. Relevant details about the Performance Security have been provided under GCC Clause 08 under Section VI.
- (iii) The details of award of work and name of the successful bidder shall be mentioned on the CPPP and also in the notice board/bulletin/website of SAI.
- (iv) Notification of Award shall constitute the conclusion of the Contract.

### 31. **Issue of Contract**

- (i) Promptly after notification of award, the SAI will mail the Contract Agreement as per Section VII (A), duly completed and signed, in duplicate, to the successful bidder by registered / speed post.
- (ii) The successful bidder shall return the original copy of the contract, duly signed and dated, to the SAI by registered/ speed post within **15(Fifteen)** days from the date of issue of the contract.
- (iii) The SAI reserve the right to issue the Notification of Award consignee wise.

32. **Variation of quantities at the time of award**

During execution of the contract, the SAI reserves the right to increase or decrease, the quantity of items mentioned in the "Price Schedule/Scope of Work" up to Twenty Five per cent (rounded off to next whole number) without any change in the unit price and other terms & conditions quoted in the bid by the bidder.

33. **Annulment of Award**

Failure of the successful bidder to comply with the requirement of signing an agreement with the SAI and furnishing Performance Security as per clause 08 of Section VI shall constitute sufficient ground for annulment of the award and forfeiture of bid security.

34. **Termination of Contract**

The SAI reserves the right to terminate the contract at any time during the contract period without assigning any reason. Before termination of contract, SAI will notify the service bidder giving a notice of 30 days.

35. **Disqualification**

SAI reserves the right to disqualify the bidder for a suitable period who fails to provide the services in time.

36. **Non-receipt of Performance Security and Contract by the SAI**

Failure of the successful Bidder in providing Performance Security and / or returning Contract copy duly signed in terms of ITB shall make the Bidder liable for forfeiture of its Bid Security and, also, for further actions by the SAI against it including termination on default and other administrative actions as deemed fit by the SAI.

### 37. **Corrupt or Fraudulent Practices**

It is required by all concerned namely the Authority/Bidders/Service providers etc to observe the highest standard of ethics during the procurement and execution of such Contracts. In pursuance of this policy, the 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 SAI 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 SAI reserve 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.

### 38. **Conflict of Interest among bidders/agents**

A bidder shall not have conflict of interest with others bidders. Such conflict of interest can lead to anti-competitive practices to the detriment of SAI's interests. The bidder found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process if;

- a) they have controlling partner (s) in common; or
- b) they receive or have received any direct or indirect subsidy/financial stake from any of them; or
- c) they have the same legal representative/agent for purposes of this bid; or
- d) they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder; or
- e) bidder participates in more than one bid in this bidding process. Participation by a bidder in more than one Bid will result in the disqualification of all bids in which the parties are involved. However, this does not limit the inclusion of the components/sub-assemblies from one bidding manufacturer in more than one bid.
- f) in case of a holding company having more than one independent units, or more than one unit having common business ownership/management, only one unit should quote. Similar restrictions would apply to closely related sister companies. Bidders must proactively declare such sister/common business/management units in same/similar line of business.

**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 enroll 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 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 EMD 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 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.
- (v) 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.

- (vi) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (vii) Upon the successful and timely submission of bids (i.e. 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.
- (viii) 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 queries 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 contract person indicated in the tender.
- (ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The Contract number for the helpdesk is 1800 3072 2232.

## SECTION – III

### (A) QUALIFICATION CRITERIA

Sl.No.	Criteria	Documentary Evidence Required
1.	The bidder must be a company/firm/sole proprietor registered in India for the last five years as on the bid submission date.	Enclose copy of certificate of incorporation/registration issued by relevant authority in India
2.	Bidder must have annual average turnover of <b>Rs. 20 Lakhs each</b> in last three financial years viz. 2019-20, 2020-21& 2021-22.	Statutory Auditor's Certificate that provides the information explicitly as per the criteria. Statutory Auditor's Certificate is mandatory. Providing Balance Sheet or Financial Statements is not sufficient for this requirement.
3.	The bidder must have three years experience for supply of Diary items, Misc. Items (as mentioned in Schedule of requirement) to school/ colleges/education institution/sports hostel/government departments/autonomous bodies /PSUs /reputed private organizations.	The requisite order (s)/contracts/satisfactory completion certificates issued by relevant authority not less than the rank of Section Officer.
4.	The bidder should have a valid GST No. or should have registered under GST.	Enclose copy of GST registration certificate.



**SECTION – III**

**(B) PERFORMANCE  
STATEMENT**

Bid reference No.	:	
Date of opening	:	
Name and address of the Bidder	:	
Name and address of the department where worked	:	

Order placed by (full address)	Order number & date	Order placed on	Description & quantity of services	Value of order	Date of completion of contact		Remarks indicating reasons for delay if any	Are the services provided satisfactorily?
					As per contract	Actual		
1	2	3	4	5	6	7	8	9

Signature and seal of the Bidder

**Note:**

SAI reserves the right to ask the bidder to furnish copies of orders and satisfactory completion certificate in respect of works detailed in above statement.

## **SECTION – III**

### **(C )EVALUATION CRITERIA**

1. Authority reserves the right to accept or reject any of all bids without assigning any reasons.
2. Authority also reserves the right to reject any bid (including the lowest one) which in its opinion is not responsive or violating any of the conditions/specifications or which is found to be adopting unethical business practices; without bearing any liability or any loss whatsoever it may cause to the bidder in the process.
3. Technical bids will be evaluated as per qualification criteria given in Section III read with pre-qualification stipulated in Clause 11 of Section II (ITB) of the tender documents.
4. Technical bids of only those bidders who have submitted Bid Security as per terms of NIT will be opened.
5. The Contract shall be awarded to the responsive Bidder(s) who is/are Group wise lowest in that particular Group and who meets the laid down Qualification Criteria in the Bid documents. In case, the two or more firms offer the same rates, successful bidders will be the one whose turnover is higher than the other competitor(s). The L1 party will be decided from among the Bidders who quote lowest rate for total items per kg/ltrs/Nos as per the price schedule. It is mandatory to quote rate for all the items.

**SECTION – IV**  
**(A) BID SUBMISSION FORM**

Date \_\_\_\_\_

To,  
In Centre Charge  
Sports Authority of India,  
NCOE, Punnamada  
Alleppey,  
Kerala –688 006

**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 of diary items and other misc items at Hostel of SAI-SAG, WSC, Punnamada, Alleppey 688006 in conformity with your above referred document for the rate as quoted in the price schedule(s), attached herewith and made part of this Bid.

2. 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 Clause 08, in Section - VI for due performance of the Contract.

3. We agree to keep our Bid valid for acceptance for **90 (Ninety) 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.

4. We agree to all terms & conditions of General Conditions of Contract as per Section VII.

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

6. We confirm that we are competent to Contract and we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

7. 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 authorized to sign Bid for and on

behalf of Messrs \_\_\_\_\_

[*Name & address of the firm*]

**SECTION – IV (B)**  
**Form for Power of Attorney/Board Resolution**

Know all men by these presents, we, \_\_\_\_\_ the board vide board resolution dated....(name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr./Ms. (Name),son/daughter/wife of \_\_\_\_\_and presently residing at \_\_\_\_\_, who is [presently employed with us and holding the position of \_\_\_\_\_], as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for the (Name of Mandate) including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidder’s and other conferences and providing information/responses to Sports Authority of India( hereinafter referred to as “Purchaser”), representing us in all matters before Purchaser, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with Purchaser in all matters in connection with or relating to or arising out of our bid for the said Tender and /or till the entering into the Contract with Purchaser.

AND we hereby agree to ratify and confirm and do hereby all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, \_\_\_\_\_THE ABOVE  
NAMED  
PRINCIPALS HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS  
\_\_\_DAY OF .....For\_\_\_\_\_

(Signature)

(Name, Title, and Address) Witnesses:

- 1.
- 2.

Accepted (Notarized) (Signature)

(Name, Title and Address of the Attorney)

**SECTION – IV (C)**  
**BANK GUARANTEE FORM FOR PERFORMANCE SECURITY**

To  
Centre In Charge  
Sports Authority of India,  
NCOE  
Punnamada,  
Alleppey  
Kerala –688 006

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

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

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

Beneficiary: Centre In Charge Sports Authority of India, SAG – WSC, Alleppey 688 006

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

We have been informed that [insert complete name of Service provider] (hereinafter called "the Supplier") has entered into Contract No. (insert number) dated (insert day and month), (insert year) with you, for providing of Horticulture 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 firm, 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 Supplier 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.

[Signature of authorized representatives of the Bank and the Supplier]

**SECTION – IV (D)**  
**PRICE SCHEDULE FORM**

<b>Sl No (a)</b>	<b>Item (b)</b>	<b>Specification (c)</b>	<b>Approx. Monthly Qty required in Kg/Ltr/Nos (d)</b>	<b>Rate Quoted per kg/Ltr/Nos (e)</b>	<b>Amount (f=d * e)</b>
1	Milk (Quote rate Per Ltr)	Best Quality	2400 Ltrs		
2	Butter (Quote rate Per Kg)	Best Quality	15 Kg		
3	Ghee (Quote rate Per Kg)	Best Quality	5 Kg		
5	Juice ( Quote rate per 1000 ml)	Best Quality	250 Ltrs		
6	Chocolate (Quote rate per 13.2 Grms)	Best Quality	2500 Nos		
7	Chocolate (Dark) 40 gm	Best Quality	300 Nos		
8	Paneer (Quote rate Per Kg)	Best Quality	25 Kg		
9	Bread (Quote rate Per Kg)	Best Quality	150Kg		
10	Chappathy (Quote rate Per No)	Best Quality, Made up of wheat Radius 18 Cms Grm 150	12000 Nos		
Total					

- Rate should be quoted for all items otherwise bid will be treated as un responsive and will be rejected.

(SIGNATURE OF THE TENDERER WITH SEAL)

**SECTION – IV  
(E) NEFT MANDATE FORM**

From: M/s. \_\_\_\_\_

Date:

To  
Centre In Charge  
Sports Authority of India,  
NCOE, Punnamada,  
Alleppey,  
Kerala –688 006

**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>Bidder '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]

Confirmed by Bank

Enclosed a copy of Crossed Cheque





**SECTION – IV**  
**(F) Letter of Authorization for attending bid opening Meeting**

Tender No.....

Subject: Authorization for attending bid opening on ..... (date) in the  
tender of  
.....

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of ..... (bidder) in order of preference given below.

Order of Preference	Name	Specimen
Signature		
1.		
2.		

Alternative Representative

Signature of bidder

Or

Officer authorized to sign the bid documents on behalf of the bidder

**Note:**

1. Maximum of two representatives will be permitted to attend bid opening. **In case where it is restricted to one, first preference** will be allowed. Alternate representatives will be permitted when regular representative are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.

**SECTION – IV**

**(G) DISCLOSURE OF CONFLICT OF INTEREST**

It is hereby disclosed that we have not any conflict of interest with others bidders in terms of conditions stipulated in clause No.38 of Section II-A of Tender Document. If this disclosure is found wrong later on, we are liable for punitive action as per terms of the agreement.

(Authorized Signatory)  
Stamp

**SECTION – IV**  
**(H) DISCLOSURE OF CODE OF INTEGRITY**

It is hereby disclosed that we \_\_\_\_\_ shall not act in contravention of the codes as under:-

1. Prohibition of:-
  - a) Making offer either directly or indirectly in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
  - b) Any omission, or misrepresentation that may mislead or attempt to mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
  - c) Any collusion, bid rigging or anti-competitive behaviour that may impair the transparency, fairness and the progress of the procurement process.
  - d) Improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
  - e) Any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract, which can affect the decision of the procuring entity directly or indirectly.
  - f) Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
  - g) Obstruction of any investigation or auditing of a procurement process.
  - h) Making false declaration or providing false information for participation in a tender process or to secure a contract.
2. It is also disclosed that no previous transgressions have been made in respect of the provisions of Sub Clause (i) of Rule 175 of GFR with any entity in any country during the last three year or of being debarred by any other procuring entity.

(Authorized Signatory)  
Stamp

**SECTION – IV (I)**  
**AFFIDAVIT / UNDERTAKING**

I/ We have read and understood the instructions and the terms and conditions contained in the document. I/We accordingly accept all terms and conditions of the tender enquiry document including the essential conditions specially incorporated in the tender enquiry like terms of terms of payment, liquidated damages clause, warranty clause, dispute resolution mechanism applicable law. I/ We confirm that we do not stand deregistered/debarred/banned/blacklisted by any Govt. Authorities. I/ We do hereby declare that the information furnished/ uploaded is correct to the best of my/our knowledge and belief. I/We hereby certify that the prices offered by us in this tender is not higher than the prices we had offered to any other Govt. of India Organisation (s)/PSU(s) during the last one year and shall provide the justification for reasonableness of our offered price whenever asked during evaluation of our submitted bid. I/ We also hereby certify that if at any time, information furnished by us is proved to be false or incorrect; I/ We are liable for any action as deemed fit by the purchaser in addition to forfeiture of the earnest money.

Date:

(Signature of Bidder)  
NAME & ADDRESS OF  
BIDDER

*NOTE: To be submitted on non-judicial stamp paper of Rs. 200/- duly certified by PublicNotary*

**PART-2**

**WORK REQUIREMENTS**

**SECTION – V**  
**SCOPE OF WORK**

1. To provide best quality diary items and misc items as per '**Schedule of Requirement**' at SAI -SAG, Water Sports Centre Punnamada, Alleppey 688 006
  
2. To arrange for supply of best quality diary items and misc items as required at the site by the contractor at his own cost.
  - 2.1 In the case of failure to supply, short supply or sub standard supply 'risk purchase' will be made by the organization out of the Security Deposit of the said Contractor (this includes the difference tender rate and risk purchase plus incidental charges).

### SCHEDULE OF REQUIREMENT

Sl. No.	Item	Specification	Average Quantity Required per Month $\pm$ 25%
1	Milk	Best Quality	2400Lts
2	Butter	Best Quality	15 Kg
3	Ghee	Best Quality	5 Kg
5	Juice 1000 ml*	Best Quality	250Lts
6	Chocolate 13.2 Grms	Best Quality	2500Nos
7	Chocolate (Dark) 40 gm	Best Quality	300Nos
8	Paneer	Best Quality	25 Kg
9	Bread	Best Quality	150 Loaf
10	Chappathy	Best Quality, Made up of wheat Radius 18 Cms Grm 150	12000Nos

*Date: (SIGNATURE OF THE TENDERER WITH SEAL)*

**N.B.: Approx. Estimated Cost for procurement of these items for SAI SAG WSC Alleppey is Rs. 20 Lakhs /- per year**

**PART - 3**

**CONTRACT**



## SECTION – VI

### GENERAL CONDITIONS OF CONTRACT (GCC)

1. The contract will be for a period of one year commencing from the date of signing the contract. However, the Agreement is terminable by giving one month's notice in writing by SAI to the contractor.
2. The bids must be accompanied with a Bank Draft/Pay Order issued by any Nationalized/ Scheduled Bank for **Rs.40,000/-** (Rupees Forty Thousand Only) in favor of The Centre In Charge, SAI-NCOE, Alleppey 688006 payable at Alleppey as Bid Security.
3. The Technical Bids shall be opened on CPP Portal at Sports Authority of India, SAI-SAG, WSC, Alleppey 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.
4. It is the responsibility of Bidders to read all terms & conditions of this document carefully before filling the bid. Incomplete bid documents or bids not responsive enough to the terms and conditions are liable to be rejected.
5. The Financial Bids shall be opened at Sports Authority of India, and shall be evaluated on the basis of acceptance of rate as per '**Price Schedule Form**' attaches with Financial Bid. Any Negotiation with bidders is strictly prohibited.
6. The bid shall contain no erase 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. If even after award of contract, information/facts submitted by the bidders are found misleading/incorrect/false etc., the Centre In Charge, Sports Authority of India, SAI-SAG, WSC, Alleppey reserves the right to terminate the contract.
8. The successful bidder is due to furnish **interest free Security Deposit for an amount of Rs.1,00,000/- (Rupees One Lakh Only) ie, @ 5% of estimated contract value** in the form of Account Payee Demand Draft from a Commercial Bank drawn in favour of "**Centre In Charge SAI-SAG, WSC, Alleppey**" payable at **Alleppey**/Fixed Deposit Receipt/Bank Guarantee. This has to be given within **15(fifteen) days** from award of supply of diary and misc items' contract. The Security Deposit will cover entire period of the contract and will be released after **3 month** from the date of conclusion of contract.
9. The Earnest Money Deposit will be refunded to unsuccessful bidders within one month of the date of approval of the successful bidder without any interest.
10. **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, shall not carry any interest.
  - (b) Execution of the agreement on **Rs.200/- (Rupees hundred only)** on non-judicial Paper within the stipulated period on receipt of award letter.
  - (c) To undertake the work from the specified date mentioned in the award letter.
11. In case of any dispute between the successful bidder and its employee, SAI-SAG, WSC, Alleppey 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 contract period and/or after the expiry of this agreement.
  12. The successful bidder will have to provide best quality diary items and other misc items to SAI-NCOE, Alleppey as per items and Rate as given in **Price Schedule Form of Financial Bid document to this Tender Document.**
  13. In case of supplied materials, if found same are lower in quantity or quality and not of standard quality or in unhygienic condition or not supplied in time, a deduction of 10% of gross monthly bill amount of respective month will be made as penalty or as decided by the Centre In Charge, SAI-NCOE, Alleppey. Repeated fault may result in forfeiture of part or whole of Security Money and even termination of the contract.
  14. The successful bidder will ensure compliance of all the relevant provisions of the Laws / terms of contract.
  15. Sports Authority of India, 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 or whole security may be forfeited.
  16. The successful bidder will submit bill in duplicate by 05<sup>th</sup> of each month along with challans separately to the Centre In-Charge, SAI-NCOE, Alleppey 688006 for payment. The payment will be made after verification of items supplied as per indent. Tax at sources and GST TDS shall be deducted as admissible and payment will be made accordingly by A/C Payee cheque or to be transferred to his/her account through electronic system within 10 days from the receipt of the bill subject to availability of funds.
  17. 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 Centre In Charge, Staff and to the visitors and Sports person living/visiting the premises.

18. The successful bidder shall be responsible for ensuring the safety of the SAI-NCOE, Alleppey and his own employees. In case of any injury to any SAI-NCOE, Alleppey persons or damages caused to the property of Sports Authority of India NCOE Alleppey as result of this contract activities, 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.
19. These are only proposed draft, terms & conditions and can be modified/changed or added at the time of finalization and signing the agreement.
20. The Earnest Money Deposit of the successful bidder will be refunded after depositing the Security money against the contract. However, the same will not carry any interest.
21. **Conditional/Incomplete/offers not conforming to tender document will be rejected.**
22. Any violation of instructions / agreement or suppression of facts will attract cancellation of agreement without any reference.
23. In case the SAI suspects or finds any work is entrusted to any sub-contractor on piecemeal basis or on regular terms, the SAI reserves the right to terminate the contract without assigning any reasons.
24. If the contractor is a partnership of two or more persons all such persons shall be jointly and severally liable to the Department for the fulfillment of the terms of contract.
25. The Contractor will be held wholly responsible for any action taken by statutory bodies for violation /non – compilation of any such provision/rule.
26. Whenever there is a duplication of clause either in the terms and conditions or in the agreement, the clause which is beneficial to the SAI will be considered applicable at the time of any dispute / following any statutory rules.
27. **Disclaimer:** The near relatives of SAI are prohibited from participation in this tender. The near relatives for this purposes are defined as :
  - a) Member of a Hindu Undivided Family;
  - b) Their Spouse;
  - c) The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

**28. Additional Factors and Parameters for Evaluation and Ranking of Responsive Tenders:**

SAI will take into account also the additional factors, if any, incorporated in tender document in the manner and to the extent indicated therein

- a) Further to Section II- A (g) Scrutiny & Evaluation of Bids above, the purchaser's evaluation of a tender will include and take into account the following:
- i) In the case of goods manufactured in India or goods of foreign origin already located in India, Goods and Services Tax, Works Contract Tax etc which will be contractually payable (to the bidder), on the goods and services; and
  - ii) In the case of goods of foreign origin offered from abroad, customs duty and other similar import duties/taxes, which will be contractually payable (to the bidder) on the goods and services.
- b) In exercise of powers conferred in section 11 of the Micro, Small and Medium Enterprises Development (MSMED) Act 2006, the Government has notified a new Public Procurement Policy for Micro & Small enterprises effective from 1st April 2012. The policy mandates that 20% of procurement of annual requirement of goods and services by all Central Ministries/Public Sector Undertakings will be from the micro and small enterprises. The Government has also earmarked a sub target of 4% procurement of goods & services from MSEs owned by SC/ST entrepreneurs out of above said 20% quantity.
- i) In accordance with the above said notification, the participating Micro and Small Enterprises (MSEs) in a tender, quoting price within the band of L 1+15% would also be allowed to supply a portion of the requirement by bringing down their price to the L1 price, in a situation where L1 price is from someone other than on MSE. Such MSEs would be allowed to supply up to 20% of the total tendered value. In case there are more than one such eligible MSE, the 20% supply will be shared equally. Out of 20% of the quantity earmarked for supply from MSEs, 4% quantity is earmarked for procurement from MSEs owned by SC/ST entrepreneurs. However, in the event of failure of such MSEs to participate in the tender process or meet the tender requirements and the L1 price, the 4% quantity earmarked for MSEs owned by SC/ST entrepreneurs will be met from other participating MSEs.
  - ii) The MSEs fulfilling the prescribed eligibility criteria and participating in the tender shall enclose with their tender a copy of their valid registration certificate with District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir board or national Small Industries Corporation or any other body specified by Ministry of Micro and Small enterprises in support of their being on MSE, failing which their tender will be liable to be ignored.

- c) The provisions of Public Procurement (Preference to Make in India) Order 2017 issued by Department of Industrial Policy and Promotion under Ministry of Commerce and Industry vide Letter No. P-45021/2/2017BE-II dated 15.06.2017 shall be applicable to the bidding process and award of the contract shall be done accordingly. In this connection, the minimum local content shall be .....% (fill 50% in general however, the figure can be varied depending upon type of purchase with the approval of Competent Authority) and the margin of purchase preference shall be 20%. For award of contract, ..... (3a or 3b or 3c, whichever is applicable) of the Public Procurement (Preference to Make in India) Order 2017 shall be applicable in addition to the other provisions in the bidding documents in this regard. The bidder shall have to specify whether he is a local supplier in terms of the Public Procurement (Preference to Make in India) Order 2017 or otherwise in the bid forwarding letter. In case of the bidder being a local supplier, he shall also give a certificate from statutory auditor of the company (in case bidder is a company) or from a practising cost accountant or practicing Chartered Accountant (in case bidder is not a company) along with his bid in terms of para 9 (b) of the Public Procurement (Preference to Make in India) Order 2017.
- d) The condition of prior turnover and prior experience may be relaxed for Startups (Rule 173 (i) of GFR, 2017) (As defined by Department of Industrial Policy and Promotion) subject to meeting of quality and technical specification and making suitable provisions in the bidding document. The quality and technical parameters are not to be diluted.
29. If dispute or difference of any kind shall arise between the SAI and the Contractor in connection with or relating to the Contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
30. If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, either the SAI or the Contractor may give notice to the other party of its intention to commence arbitration, as 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 SAI the Contractor 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 Incharge SAI-NCOE, Alleppey – 688 006. The award of the arbitrator will be final and binding on the parties to the Contract.
31. Venue of Arbitration: The venue of arbitration shall be the place from where the Contract has been issued.
32. The Court of Judicature at Alleppey will have the exclusive jurisdiction to try the disputes.
33. The Contract shall be governed by and interpreted in accordance with laws of India for the time being in force.

**Note:**

These terms and conditions are part of the Contract/ Agreement as indicated in the Agreement between SAI and the Agency and any non-compliance shall be deemed as breach of the Contract / Agreement

**SECTION – VII(A)**  
**Contract Agreement**  
**Sports Authority of India (SAI)**

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

Dated \_\_\_\_\_

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

**Award of Rate Contract**

1. Name & address of the Service provider: \_\_\_\_\_
2. Bidding Document No \_\_\_\_\_ dated \_\_\_\_\_ and subsequent Amendment No \_\_\_\_\_, dated \_\_\_\_\_ (if any), issued by the SAI.
3. Service 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 Rate Contract:
  - (i) General Conditions of Contract;
  - (ii) Schedule of Requirements;
  - (iii) Technical Specifications;
  - (iv) Bid Form furnished by the supplier;
  - (v) Price Schedule(s) furnished by the supplier in its Bid;
  - (vi) SAI's Notification of Award of Contract
5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference.

- (i) Brief particulars of the services which shall be provided by the service provider are as under

Schedule No.	Brief description of services	Accounting unit	Unit price	Terms of delivery

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

- (ii) **Contract valid upto:**
- (iii) .Prices:
- (iv) Details of Performance Security:
- (v) Warranty Period:
- (vi) Payment terms:

\_\_\_\_\_  
(Signature, name and address of the  
authority's authorized official)

For and on behalf of Centre In Charge, Sports  
Authority of India SAG, Alleppey Received and  
accepted this Contract

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

For and on behalf of Messers \_\_\_\_\_  
[Name & address of the service provider ]  
(seal of the service provider)  
Date: \_\_\_\_\_  
Place: \_\_\_\_\_

## SECTION – VII (B)

### CHECK LIST

[To be filled up by the concerned Firm]

#### NAME OF BIDDER:

SL. No.	Activity	Yes/No/NA	Page No. in the TE Document	Remarks
1.a)	Have you enclosed EMD of required amount for the quoted schedules?			
b)	In case EMD is furnished in the form of Bank Guarantee, has it been furnished as per Section IV C?			
c)	In case Bank Guarantee is furnished, have you kept its validity of 135 days from Techno Commercial Tender Opening date as per Section I of IFB?			
2.	Have you enclosed duly filled Tender Form as per format in Section IV (A)?			
3.	Have you enclosed power of attorney in favor of signatory?			
4.	Have you Submitted three years experience as per criteria stipulated in Section III (A) of RFP?			
5.	Have you submitted GST registration certificate?			
6.	Have you submitted rates of articles in the price schedule as per Section IV (D)?			
7.	Have you enclosed photocopy of IT Return for the year 2019-20, 2020-21 & 2021-22?			
8.	Have you furnished PAN No. as allotted by the Income Tax Department of Government of India?			
9.	Have you intimated the name and full address of your Banker (s) along with your account Number?			

( Seal & Signature )



SL. No.	Activity	Yes/No/NA	Page No. in the TE Document	Remarks
10.	Have you submitted the certificate of incorporation?			
11.	Have you furnished conflict of interest Certificate as per Section – IV (G)?			
12.	Have you furnished Average Annual Turnover @ 20 lakhs P.A. for last three years prior to the date of Tender opening duly certified by chartered accountant bearing their membership no.?			
13.	Have you enclosed the Affidavit as per Section IV (I) of the TE Document?			
14.	Have you submitted declaration on disclosure of code of Integrity as per Section IV (H)?			
15.	Have you submitted duly filled up NEFT mandate form as per Section IV (E)?			

**N.B.**

1. All pages of the Tender should be page numbered and indexed.
2. The bidder may go through the checklist and ensure that all the documents/confirmations listed above are enclosed in the tender and no column is left blank. If any column is not applicable, it may filled up as NA.
3. It is responsibility of bidder to go through the TE document to ensure furnishing all required documents in addition to above, if any

**(Signature with date)**

**(Full name, designation & address of the person duly authorized sign on behalf of the bidder)**

**For and on behalf of  
(Name, address and stamp of the tendering firm)**