

NOTICE INVITING PROPOSAL

SPORTS AUTHORITY OF INDIA

Ref No. 01-20005/4/2023-HO - ES Division

Dated: 04.10.2023

Sports Authority of India invites Proposals from Five (5) Star Classified Hotels under following categories:

- a) located in and around 10 KMS radius from SAI Head office located at Jawaharlal Nehru Stadium (JNS);
- b) located in and around 5 Kms from New Delhi Airport;

for the services mentioned below:

Name of Service: Empanelment of Five Star Classified Hotels to provide accommodation to Players/Participants, Guests and Officials of SAI.

Downloading Schedule: Documents can be downloaded from SAI website <https://sportsauthorityofindia.gov.in/sai/latest-information/#tenders> and from Central Public Procurement Portal (e-publishing) website i.e., <https://eprocure.gov.in/epublish/app> as per the schedule given in CRITICAL DATE SHEET as under:

CRITICAL DATE SHEET:

Date of Publishing	04.10.2023
Proposal Document Download Start Date	05.10.2023
Clarification Start Date	05.10.2023
Clarification End Date	11.10.2023
Proposal Submission Start Date	05.10.2023
Proposal Submission End Date	25.10.2023 till 17:00 Hrs
Technical Proposal Opening Date	25.10.2023 at 17:30 Hrs
Duration of Empanelment	Two years extendable by one more year

1. Proposal Submission:

Interested Applicants shall submit their proposal through email at: es-sai@gov.in and are advised to follow the instructions provided under this Documents for submission of proposals.

Not more than one proposal shall be submitted by Applicant or applicants having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e., when one or more partner(s)/director(s) are common) be allowed to submit for the same work as separate competitors. A breach of this condition will render the applicants of both parties liable to rejection.

Documents can be downloaded from SAI website <https://sportsauthorityofindia.gov.in/sai/latest-information/#tenders> and from Central Public Procurement Portal (e-publishing) website i.e., <https://eprocure.gov.in/epublish/app> and the same shall not be altered/modified in any manner. In case if the same is found to be altered/ modified in any manner, the proposal will be completely rejected, and the applicant is liable to be banned from doing business with SAI.

Applicants are **advised to visit** SAI website <https://sportsauthorityofindia.gov.in/sai/latest-information/#tenders> and Central Public Procurement Portal (e-publishing) website i.e., <https://eprocure.gov.in/epublish/app> regularly till closing date of submission of proposal for any corrigendum / addendum/ amendment.

2. Submission of Proposal:

The proposal with Pre-qualification documents as per Chapter-1 and Technical documents as per Chapter-2 shall be submitted through email only at es-sai@gov.in. The offers submitted by any other mode shall not be considered. No correspondence will be entertained in this matter from any participant to the said process.

Each page of this documents shall be signed and sealed by the Applicant. All the terms and conditions mentioned herein must be strictly adhered to by all the applicant.

Chapter-1
Part I: Pre-qualification Criteria

The Applicant(s) have to conform to the following requirements to pre-qualify.

Sr.	Description	Document to be uploaded
1	<p>The Applicant shall be legal entity as per GOI regulations and laws of the land (Joint venture shall not be allowed) and should have been in the business of offering hospitality services for a minimum period of 3 years as on 31st March 2023.</p> <p>Registration certificate, Trade License, Business license or any other statutory license required to operate as hotel in India</p>	<p>Registration Certificate by Municipal Corporation or equal authority or Dealership/Distributorship certificate with address and issued by OEM</p> <p>Certificate / license from Municipality / Corporation to show that the establishment is registered as a hotel</p>
2	<p>The facility being offered to SAI must be a Five Star Hotel certified by HRACC, Ministry of Tourism, Govt. of India.</p>	<p>self-attested Copy of certification from HRACC, Ministry of Tourism, Government of India need to be uploaded.</p>
3	<p>The average annual turnover of the firm in last three consecutive financial years as on 31.03.2023 (For FY 2020-21, 2021-22 and 2022- 23) shall be minimum Rs.5 crore.</p> <p>In case audited details for FY 2022-23 are not available, then turnover of FY 2019-20 shall be considered</p>	<p>Please upload Chartered Accountant's certificate. (SAI may ask for audited P&L accountstatements also if required). Annexure –L</p>
4	<p>The facility being offered to SAI for hosting the participants should have 150+ rooms (5 Star), Multi cuisine Fine dining restaurants and Specialty restaurant with a minimum seating capacity for 50 PAX at a time and Conference /Meeting rooms with capacity to accommodate 70+ participants in cluster arrangements.</p>	<p>Please upload Single Page self-certified document as per Annexure – B, C, D (Applicant response requirements)</p>
5	<p>The Facility must be:</p> <ol style="list-style-type: none"> 1. within 10 kms from SAI campus as per the Google map 2. located in and around 5 Kms from New Delhi Airport as per the Google map 	<p>Please upload relevant documentary evidence / complete Address proof. And mention distance to SAI.</p>
6	<p>The Applicant should not be banned or blacklisted by any government organisation / Govt. financial institution / Court / PSU / Central Government / State Government as on the Proposal Due Date.</p>	<p>Undertaking signed by the authorized signatory that the Applicant has not been debarred not be banned or blacklisted by any government organization / Govt. financial institution / Court / PSU / Central Government / State Government as on the Proposal due date.</p>

Note: Only those proposal who meet the above-mentioned minimum criteria will be considered for evaluation of Part-II- Technical Proposal. Submission of false information would lead to rejection of empanelment and Applicant is liable to be banned from doing business with SAI.

Other Documents to be submitted as apart of Technical proposal for technical evaluation are as under:

1. Self-attested GSTIN (Registration certificate)
2. Self-attested PAN card Copy
3. **Annexure-H** - Proposal acceptance letter
4. Copy of Valid Fire Safety License from Fire Department
5. Copy Valid Health License from Concerned Authorities. Clearance certificate from Municipal Health Officer/Sanitary Inspector (Health NOC)
6. Copy of Valid permit from the Police Department
7. Copy of Valid Food Safety License from FSSAI
8. Names of your Important clients/Customers in Government/PSU/ Banks/ multinationals for whom you have carried out similar job in tabulated format as given below. (Additional sheet may be used for information) (Workorder, letter of empanelment to be provided)

S.No.	Name of the Customer

Chapter-2

Part II: Technical Proposal

The Applicant(s) are requested to prepare their own technical proposal. The technical proposal shall contain all the relevant information and submitted with an index. Applicant is free to add any information that can help in assessing the quality of the solutions proposed and which touches upon the parameters/attributes for assessment.

The information provided in the proposal will be used for understanding and assessing/evaluating the quality of services being proposed by the Applicant.

Technical evaluation will depend on the information provided herein. Technical proposal score, out of 100, will be arrived based on the following Parameters/Attributes/Dimensions:

Technical Evaluation of 5 Star Classified Hotels shall be as follows,

Sl. No	Parameters/Attributes/Dimensions	Score calculation	Max. Score
1. Experience in similar class of work / services (Similar Class of Work shall mean booking of rooms/ facilities/premises/ conference rooms etc. for accommodations/ functions etc.): The Applicant must have successfully executed / completed during the last five years from the last date of submission for any Govt./ PSU/ Autonomous Body/ Local Body/ any reputed organization for (Annexure-A with a copy of invoices, copy of award letter and payment proof) -			
A	One service of Rs. 20,00,000 (Total Invoice amount exclusive of tax)	15	15
B	Two services of Rs.15,00,000 each (Total Invoice amount exclusive of tax)	10	
C	Three services of Rs.10,00,000 each (Total Invoice amount exclusive of tax)	5	
2. Number of Fine Dining Multi Cuisine Restaurants / Specialty Restaurant / Coffee Shop at the Hotel (as per Details provided in Annexure-B)			
Number of operational Restaurants with a capacity to accommodate a minimum of 50 PAX at a time			10
A	Two or More	10	
B	Only One	5	
3. Conference Hall / Break Out Rooms / Meeting Rooms to accommodate participants in Cluster Style with Chairs and tables (as per Details provided in Annexure-C)			
A	Hall / Room with Capacity of more than 80	10	10
B	Hall / Room with Capacity of 70-80 Participant	5	
4. Number of rooms with minimum size of bedroom excluding bathroom in sq. Ft. of 200 and above available with King Size Bed and Twin beds with standard accommodation amenities on Single or Double Occupancy. (as per Details provided in Annexure-D)			
a.	Number of Rooms above 175	10	10
b.	Number of Rooms between 150-175	5	

5. International / National Quality certification / accreditation or Eco-friendly practices awards (as per Details provided in Annexure-E along with copy of Certificates)			
A	Availability of all three valid certification out of i. international certification/accreditation ii. National Certification iii. eco-friendly practice awards	10	10
B	Availability of any two valid certification out of i. international certification/accreditation ii. National Certification iii. eco-friendly practice awards	8	
C	Availability of any one valid certification out of i. international certification/accreditation ii. National Certification iii. eco-friendly practice awards	5	
6. Availability of Operational Guest services Facilities - Health Fitness Centre / Swimming Pool / Parking Facilities / Business Centre / Banquet Hall (as per part A. of Annexure F)			
a.	Availability of all 5 Facilities	10	10
b.	Shortfall of up to 2	5	
c.	Shortfall of more than 2 facilities	0	
7. Availability of Safety and Security Measures at the Hotel (as per part B. of Annexure F)			
A	Compliance to more than 10 Parameters	10	10
B	Compliance to 8 to up to 10 parameters	5	
C	Compliance to less than 8 parameters	0	
8. Presentation at SAI by the Applicants			
a.	Applicants shall be invited for giving PPT presentation at SAI on Hotel fact sheets, client lists, food and beverage offerings, facilities available, and on the understanding of SAI scope requirements and commitment by the top management	10	10
9. Site Visit*			
Physical visit of hotel premises will be carried out by SAI to check the following for ground validation during the technical evaluation phase. <ul style="list-style-type: none"> • Condition of infrastructure and facilities • Ageing of the property • Renovation if undertaken in the last five years • location accessibility • Hospitality services • Room Amenities available • Security and safety measures at the hotel • Quality and Quantity of food offerings Note: If the property is not found suitable as per the requirements of SAI, the same will not be considered for empanelment and no query in this regard will be entertained.		15	15
Total Marks			100
Minimum Qualifying Mark			60

Note: Applicants getting 60 and above marks will be considered for empanelment with SAI. The decision of SAI will be final and binding to all for interpretation of any ambiguity.

* If during the visit, the hotel property is not found suitable as per the requirements of SAI, the same will not be considered for empanelment and no query in this regard will be entertained irrespective of the marks obtained by the Applicant in all other criteria.

Chapter-3

General Terms & Conditions

1. Validity:

Proposal submitted by Applicant shall remain valid for a period of 180 days from the date of opening of proposal. During this period, the Applicant shall not be entitled to revoke or vary the content of Proposal or any term thereof. In case of making any variation subsequent to submission of proposal at their own, the offer/Proposal shall be treated as “REJECTED” and the Applicant shall be suspended from SAI. The Applicant shall be suspended from being eligible, if the Applicant prematurely withdraws his proposal or the successful applicant fails to take up the Work.

2. Payment Terms:

- i. No Advance Payment / No retention / No surcharge Charges will be made. Payments will be made within 30 working days after submission of corrected/final copy of the bills.
- ii. Payment must be subjected to deductions of any amount for which the service provider is liable under this document conditions. Further, all payments shall be made subject to deduction of TDS (Tax deduction at source) as per the current Income-Tax Act and /or any other Govt. Orders / rules. The service provider shall be liable for taxes such as GST or any other applicable tax.
- iii. SAI will pay the amount as per the invoice by way of e-transfer/RTGS/NEFT through public financial management system, subject to satisfactory work and other parameters as may be defined by SAI

3. Rejection of Offer:

SAI reserves the right to, at any time and in its absolute discretion the following:

- (i) Accept or reject any or all offers.
- (ii) To permit any Applicant to resubmit its shortfall documents.
- (iii) To suspend, discontinue, modify and/or terminate the process at any time.

Canvassing by the Applicants in any form, unsolicited letters or emails may result in suspension of Applicant from any tender at SAI. SAI reserves the right to accept or reject any or all proposal received by it without assigning any reason what so over. SAI may also withdraw or cancel this invitation in part or in full to its sole discretion.

4. APPLICANTS QUERIES AND RESPONSES THERETO

- 4.1 All enquiries from the Applicants relating to this document must be submitted exclusively to the contact person on the email id: esdivisionsai@yahoo.in or es-sai@gov.in. The queries should necessarily be submitted on or before scheduled date and time mentioned in the following format:

To, Sports Authority of India			
APPLICANT'S REQUEST FOR CLARIFICATION			
Name of Organization submitting request		Name & position of person submitting request	Full formal address of the organization including phone and email points of contact.
			Tel:
			Email:
Sl. No.	Document Reference(s) (Clause number/page)	Content requiring clarification	Points of Clarification required.
1			
2			

4.2 Applicant requiring any clarification or elucidation on any issue of this Document may take up the same with SAI in writing. SAI will respond in writing to such relevant & genuine request as per the schedule. All enquiries should be sent to SAI through email only. SAI shall not be responsible for ensuring that Applicant's enquiries have been received by them. SAI will endeavor to provide a complete, accurate, and timely response to all questions to all the Applicants. However, SAI makes no representation or warranty as to the completeness or accuracy of any response, nor does SAI undertake to answer all the queries that have been posed by the Applicants. All responses given by SAI will be distributed/mailed to all the Applicants or posted on the online portal/website. Applicant should regularly visit the portal for any updates/corrigendum.

4.3 Within reasonable time period from the date of receipt of queries, SAI will issue responses to all of the Applicants' written queries, together with any other revised documents (if required).

4.4 Amendments to Documents:

- i. At any point of time, prior to the deadline for submission of proposal, SAI may, for any reason deemed fit by it, modify this Documents by issuing suitable amendment(s) to it. Prospective Applicants are advised to check the same before submission of proposal.
- ii. Such an amendment will be uploaded on SAI Website: <https://sportsauthorityofindia.nic.in> and/or from Central Public Procurement Portal (e-publishing) website i.e., <https://eprocure.gov.in/epublish/app>. Applicants are, therefore, advised to refer to, SAI and Central Public Procurement Portal (e-publishing) websites before submitting proposal.

5. Authorization:

Each page of the proposal submitted by Applicant shall be signed sealed by the Applicant or its authorized signatory.

6. Conditional Proposal:

Conditional proposal or proposals not conforming to the technical specifications / requirements of this documents will not be considered.

7. Empanelment Period:

The initial empanelment will be for a period of two (2) years, and on satisfactory completion, the empanelment will/may be further extended for a period of one (1) year at the same terms and conditions in this document upon mutual agreement.

8. Compliance of statutory obligations:

The Applicant will be required to comply with all statutory obligations from time to time applicable to this contract. In the event of violation of any contractual or statutory obligations by the Applicant, the Applicant shall be fully and solely responsible for the same.

9. Assignment and sub-contracting:

The successful Applicant shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner whatsoever during the empanelment period.

10. Inspection by SAI:

SAI reserves the right to visit the facility of the successful Applicant for inspection and verification of stated details / facilities before and after commencement of the empanelment with SAI. The empaneled Applicant/s should allow SAI representatives to inspect dining and room facilities at periodic intervals or as deemed necessary.

11. Safety and Security:

Empaneled Applicant shall abide by the safety code provisions, EHS provisions as per safety code framed from time to time by the government/statutory authorities as per applicable rules.

Looking into the prevailing pandemic situation, the empaneled Applicant shall take utmost precautions and shall abide by all the rules & regulations applicable time to time by the government/statutory authorities.

12. Interpretation:

The Special conditions of Contract shall be read in conjunction with all other documents forming part of this contract. Notwithstanding the sub-divisions of the documents into these separate sections, every part of each document shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.

13. Termination of Empanelment:

14.1 SAI may terminate the empanelment by serving written notice of 30 days:

- a. Immediately in case the Applicant/Service Provider is in direct breach of contractual terms and conditions and in the performance of its contractual obligations.
- b. In the event services of the Applicant are not satisfactory or up to the mark.
- c. If the Applicant/Service Provider becomes insolvent or goes into liquidation or receivership, whether compulsory or voluntary, and which has substantial bearing on providing services under the Service Agreement.
- d. If the Service Provider fails to comply with any final decision reached as a result of arbitration proceedings in case any arises out of the present contract.

- e. If the Service Provider is determined to have engaged in corrupt or fraudulent practices in competing for or in executing the Service Agreement.
- f. If the Service Provider submits to SAI a false statement which has a material effect on the rights, obligations, or interests of SAI.
- g. Any other reason as deemed fit by SAI.
- h. If the empaneled Applicant does not participate in three consecutive price proposal.

14.2 The Successful Applicant may terminate the empanelment, by serving a 60 day written notice to SAI, if they reasonably determine and submit that they can no longer provide the Services in accordance with applicable law or professional obligations and in such scenarios, SAI reserves the right to forfeited the Performance Security after due evaluation.

14. Indemnity:

The empaneled Applicant shall indemnify and keep indemnified the SAI against all losses and claims for injuries and or damages to any person or property. The empaneled Applicant shall abide by and observe all statutory laws and regulations in matters of Labour Law, Factory Act, Explosive Act, servicemen Compensation Act, GST, Royalty, Excise Duty, Octroi, services Contract etc. and shall keep the SAI indemnified against all penalties and liabilities of every kind for breach of any such statute ordinance or law/regulations or by laws. The empaneled Applicant shall not employ child labour. Payment to servicers must be according to Minimum wages act. The empaneled Applicant acknowledges that monetary damages alone would not be an adequate remedy for any breach of the provisions of this Contract. Accordingly, in addition to all other remedies available at law or in equity or any other relief, which may be available to SAI, SAI shall be entitled to seek equitable relief of any kind including but not limited to injunctive relief and the right to seek specific performance against empaneled Applicant. The Empaneled Applicant at all times should indemnify SAI against all claims, damages, or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Shops and Establishment Act or any modification thereof or any other law relating thereto, and rules made thereunder from time to time. SAI will not own any responsibility in this regard.

15. Compliance with SAI's rules and regulations:

The Empaneled Applicant shall comply with all norms stipulated by the SAI such as Gate Passes, security, maintenance of cleanliness, discipline & decency at and around the work site, safety precautions and safety regulations.

16. Dispute Resolution:

- 17.1 All disputes or differences arising out of or in connection with the present contract including the one connected with the validity of the present contract or any part thereof should be settled by bilateral discussions at the first instance. SAI and the Successful Applicant shall make every effort to resolve amicably by direct informal negotiation/mediation any disagreement or dispute arising between them under or in connection with the Contract.
- 17.2 If the parties fail to resolve their dispute or difference by such mutual consultation within 30 (thirty) days of its occurrence, then, either SAI, New Delhi or the Successful Applicant may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996, as amended, the rules there under and any statutory modifications or reenactments thereof and the award of such Sole Arbitrator shall be enforceable in Indian Courts only. In the case of a dispute or difference arising between SAI and the Successful

Applicant relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to a sole Arbitrator, who shall be appointed by the Parties by mutual consent, failing which any of the party can seek appointment of Arbitrator by approaching the Competent Court(s) having Jurisdiction as per the provisions of the Arbitration & Conciliation Act, 1996 (as amended upto date).. The award of the arbitrator will be final and binding on the parties to the Contract. The fees and the procedure of the Arbitration proceeding shall be in accordance with the Arbitration & Conciliation Act, 1996 (as amended upto date).

17.3 Venue of Arbitration: The Sole Arbitrator shall have its seat in Delhi.

17.4 The Arbitration proceedings will be in English Language.

17.5 Each party shall bear its own cost of preparing and presenting its own case (including all fees and other expenses), unless otherwise awarded by the sole arbitrator.

17.6 The parties shall continue to perform their respective obligations under this contract during the pendency of the Arbitration proceedings except in so far as such obligations are the subject matter of Arbitration proceedings.

17. APPLICABLE LAW

The contract shall be governed by and interpreted in accordance with the laws of India both substantive and procedural, for the time being in force.

18. Jurisdiction:

The Courts of Delhi shall have exclusive jurisdiction over any dispute arising in relation to the proposal and/or the relationship between the Applicant and SAI.

19. Force Majeure:

20.1 For purposes of this Clause, "Force Majeure" means an event beyond the control of the Successful Applicant and not involving the Successful Applicant's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts done in sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, pandemics quarantine restrictions lockdowns and freight embargoes. The Successful Applicant shall not be liable for imposition of any such sanction so long the delay and/or failure of the Successful Applicant in fulfilling its obligations under the contract is the result of an event of Force Majeure.

20.2 If a Force Majeure situation arises, the Successful Applicant shall promptly notify SAI, New Delhi in writing of such conditions and the cause thereof within 7 (seven) days of occurrence of such event. Unless otherwise directed by SAI, New Delhi in writing, the Successful Applicant shall continue to perform its obligations under the contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

20.3 If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding 60 (sixty) days, SAI may at its option terminate the contract without any financial repercussion on either side.

20.4 In case due to a Force Majeure event SAI, New Delhi is unable to fulfil its contractual commitment and responsibility, SAI, New Delhi will notify the Successful Applicant accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

Chapter-4

Scope of work & Special Terms & Conditions

Note: Applicants must read these conditions carefully and comply strictly while submitting their proposals

4.1 About SAI:

Sports Authority of India (SAI), was set up in 1984 to carry forward the legacy of the IXth Asian Games held in New Delhi in 1982 under the Department of Sports. SAI has been entrusted with the twin objectives of promoting sports and achieving sporting excellence at the national and international level. SAI has been entrusted with the twin objectives of promoting sports and achieving sporting excellence at the national and international level.

4.2 Scale of Operation

Annually around 500 participants come for multiple programs/events organized by SAI and/or MYAS, each events varies from minimum 1 to 5 days duration and the total approximate participants / room requirements will be between 45 to 135 for each events. The requirement could also change say a greater number of room nights in one month and a smaller number of room nights in another month. But no minimum guarantee of the requirement of rooms can be provided.

The Scope of Empanelment of Five Star Classified Hotels located in and around New Delhi to provide accommodation to Program Participants, Sports persons, athletes, Guests, Staff and Officials of SAI for special events, functions, to hold felicitation programmes, review meetings, etc. The brief scope of work, but not limited to is detailed as below:

4.3 Brief Scope of Work

1. SAI needs empaneling Five Star Classified Hotels to provide accommodation to participants of various events.
2. SAI would like to use the facilities provided by the hospitality partners being empaneled through this process for accommodating the participants and guests of SAI. Given the seniority and stature of the SAI guests, the hospitality partners must provide boarding and lodging facilities at par with international standards.
3. To provide accommodation on Single occupancy (Minimum size of bedroom excluding bathroom in sq.ft. shall be 200 or more for 5 star category in well-appointed deluxe air-conditioned rooms with all premium bedding and linens, amenities and toiletries with replenishment once in a day and inclusive of facilities; effective Safety and Security systems, 24-hours uninterrupted hot water and cold-water service and power supply, Generator and water backup facility, Enhanced work desk lightings, Wi-fi / internet services, coffee / tea maker, daily newspaper, safe locker, Iron and Ironing board and laundry service. SAI may also opt for Double occupancy deluxe rooms. Twin sharing rooms should have two separate beds.
4. Buffet Breakfast, Lunch and Buffet Dinner (Both Veg and Non-Veg) shall be of large multi-cuisine *spread comprising of Indian, Asian, Continental, Oriental, Mediterranean delicacies shall be provided at the fine dining restaurant or at an exclusive designated venue in the hotel.*

5. Conference Hall/ Training Hall:

- i. Broadband and Wi-Fi facility in the Conference hall.
- ii. Conference Hall with desired U or ROUND tables seating arrangements and stage arrangement.
- iii. Uninterrupted Power supply during the event/Session.
- iv. Internet facility (atleast 50 mbps) to hold uninterrupted video conferencing etc
- v. Arrangement of Black Masking Box screen with projection, LCD / LED Projector with Screen or LCD / LED / Plasma 55' for Dias, white Board / Flip Charts, Markers, Podium Microphone, Collar Mike / Cordless mike, Sound System, Splitter, Switcher, Writing Pads & Pen, name plate, Toffees / Mints to be provided by the hotel for the Conference hall as and when required.
- vi. Two (02) Services of tea / coffee with cookies / snacks during the conference with alterations and One (01) Mineral water bottle to each participant during conference.

6. Catering Services in the premises of Hotel:

- i. Catering services in the premises/banquet hall of Hotel as per the requirement of SAI.
- ii. The food serving stalls have to be arranged by the Empaneled Applicant as per the instructions provided by SAI. The serving stalls should be equipped to serve hot food. The containers used for serving should have continuous heating facility.
- iii. Buffet stall with necessary arrangements like top cover, three side cloth covering etc to serve the food.
- iv. Complete water used in cooking needs to be done with filtered and hygienic water.
- v. The empaneled Applicant have to provision for printed display boards for the food items served during the dinner. In the display boards, vegetarian and non-vegetarian items should be clearly marked with green and red- coloured circles as per prevailing norms.
- vi. Waiters / service staff should be well groomed, shaved and properly dressed up. Good quality photographs of waiters / service staff fully dressed should be provided for technical evaluation.
- vii. Sufficient personnel should be available for cooking, service etc.
- viii. The Empaneled Applicant / Hotel will be responsible for safety and security of their personnel and material and SAI will not be responsible for any damage / theft of material of the Empaneled Applicant.
- ix. For any emergency situation, the Empaneled Applicant will provide solution related to his / her work at no extra cost.
- x. All material used should be of very high quality. Deviations will attract penalty in the form of deductions from the amount payable to the Empaneled Applicant.
- xi. In case catering Services in the premises of Empaneled Applicant, the Empaneled Applicant may be asked to arrange the High Tea/ Lunch / Dinner either in covered area - Banquet Hall or in Party Lawn. No Extra payment shall be done for Venue/ Banquet Hall/ Party Lawn.
- xii. Any non-compliance in the form of deficiency or discrepancy in the quantity and quality of food, other arrangements, service, hygiene and punctuality or non-adherence to any term of the contract will result in imposition of penalty as decided by SAI.
- xiii. The Applicant shall provide break out rooms / Meeting / conference rooms with cluster arrangement depending upon the size of group as per the requirement of SAI

in the evening for 5 hours or more. Tea / Coffee maker facility should be in place.

7. The Applicant shall facilitate complimentary late Check Out Rooms for freshen up (wash and change room) for 3-4 hours in the evening on the last day of each program if requested by SAI.
8. **Check In / Check Out:** The check-in time as on or after 12:00 noon and the check-out time from the hotel on or before 14:00hrs. Check Out after 14:00hrs but before 19:00hrs shall be 50% of the contracted room rate during period. Flexibility of check-in/out timing may be considered subject to exigencies. However, the Hotel shall provide facility for Early Check In as on or after 10:00am and Late Check Out till 19:00hrs for at least 5 rooms if required on non-chargeable basis.

4.4 Special Terms and Condition

- 1 All the booking shall be done as per the instruction of SAI.
- 2 The Applicant should have Multi cuisine / formal dining restaurants with a minimum seating capacity for 50 PAX at a time, Coffee Shop, Specialty restaurant and technologically supported modern banqueting, conference / board room / break out room facilities integrated with the hotel with capacity to accommodate 100+ in Cluster Style.
- 3 The Hotel accommodation must have the facility to provide first aid and doctor on call for any medical emergencies and other necessary infrastructure safety and security measures as per hotel classification standards.
- 4 The empaneled hospitality partner shall abide by the requisite and applicable laws relating to safety, EHS provisions as per safety code framed from time to time by the government/statutory authorities and shall be responsible for the safety and security of the SAI guests.
- 5 Hospitality partner is expected to maintain absolute integrity, follow a decent standard of business ethics, honor all aspects of fair-trade practices in all their dealing and do nothing unbecoming of an empaneled vendor.
- 6 Empaneled hotel partner, shall have to promptly reply to all the enquiries on time, execute orders as per the order terms of SAI.
- 7 SAI does not guarantee to give any minimum / maximum value of business / number of rooms to be booked to the empaneled hotel/s in a particular empaneled year and / or any extension thereof
- 8 The empaneled partners should provide a minimum of 750 room nights in the whole year and should accept all the room requirements at the agreed contracted rates with all the inclusions at the request of SAI. The room requirement may, however, vary and SAI cannot give any guarantee in this respect. Strictly No price escalation will be entertained. Failure to render services as per the requirements of SAI, SAI has right to take actions, without prejudice to any of its rights, including monetary penalties in addition to immediate termination of the contract.
- 9 Preferred mode of booking the rooms at the empaneled hotels would be on 'Rotation and availability of rooms, type of requirement, location of hotel basis and subject to getting satisfactory quality service as per the SAI requirements. This allotment will be carried out at the sole discretion of SAI. In case a hotel refuses to provide accommodation to the participants due to whatsoever reasons, the group will be offered to next empaneled hotel in sequence and that hotel will lose its chance
- 10 Hotel shall place a welcome letter in each rooms prior Check-in detailing the complimentary usage of facilities available at the hotel, Dining and any other information deemed

necessary.

- 11 By accepting the work order from SAI, the empaneled Hotel/s will be deemed to have entered into an agreement with SAI whereby the empaneled Hotel/s has agreed to accept all the terms and conditions. There will be no separate agreement or group booking agreements between SAI and empaneled Hotel/s other than the booking order through email acceptance mechanism.
- 12 The empaneled Hotel/s shall be solely responsible for any consequences due to food poisoning. Besides refusal of the entire payment for the group booking, during which such food poisoning has occurred, SAI may initiate further stringent action, as it may deem fit, including but not limited to immediate termination of agreement.
- 13 The empaneled Hotel/s is required to nominate a senior official to interact with the SAI regularly for ensuring the satisfactory and smooth functioning of the services
- 14 A Duty Manager from the hotel must be deputed for coordination purpose. The person should coordinate with the SAI Program Coordinator and offer his / her assistance throughout the program, beginning from Airport Pick Up and Drop after the completion of the program.
- 15 Hotels shall collect all other incidental expenses (extra laundry, additional food and beverages, car hire etc. if any) which are out of room inclusions from the guests directly prior to Check-Out.
- 16 The empaneled hotel/s should provide parking facility to the SAI vehicle/guest vehicle without any charge.

Chapter– 5

Evaluation for Empanelment:

5.1. The process of evaluation for Empanelment shall be as given below:

- i. Those who qualify in Part-I - PQ will only be eligible Evaluation of Technical Proposal.
- ii. Firms shortlisted in Part-I - PQ shall be evaluated on the technical parameters by SAI, as per criteria mentioned in Part-II - Technical proposal. At the end of this stage, each firm will be assigned a technical score (out of 100). Applicants **scoring marks equal to or more than 60** in the Technical Evaluation will be selected for empanelment with SAI **as the service providers**.
- iii. The empaneled agencies will be issued a letter of empanelment which will also include the terms and conditions of the empanelment.

5.2 Procedure for Award of Work after empanelment:

- i. Upon completion of the technical evaluation process, SAI will intimate successful Applicant(s). The empaneled Applicant(s) will be issued a letter of empanelment which will also include the terms and conditions of the empanelment. The successful empaneled Applicants will have to accept and return a signed copy of the terms and conditions of empanelment as a token of their acceptance of the terms and conditions.
- ii. Based on the requirement of SAI, SAI will invite financial proposal(s) from time to time from the empaneled Applicants through email, during the period of empanelment. Detailed scope of work/requirement shall be specified by SAI during the invitation of Financial Proposal.
- iii. The applicant quoting lowest total cost (i.e., L1 Applicant) in the financial proposal shall be awarded the work.
- iv. **Validity of the Price Proposal:**
 - A. The validity of the prices quoted by the L1 Applicant in the financial proposal shall be valid for a period of 01month.
 - B. SAI upon its discretion may use these prices, in case of any new requirement during the validity period or invite a fresh financial proposal through email among the empaneled Applicants.
 - C. In case SAI Chooses to utilize the prices quoted by the Applicant for subsequent requirements during the validity period, the first choice would be given to the L1 Applicant. In case the L1 Applicant conveys the inability to fulfill the requirement of SAI, due to any reason, SAI may approach the L2 Applicant for its requirement, provided the L2 Applicant matches the prices quoted by the L1 Applicant, and in case the L2 Applicant conveys the inability to fulfill the requirement of SAI, due to any reason, the L3 Applicant may be approached, and so on.
- v. Further, the applicant(s) must assign a representative from their side and provide their contact details (name, email id and Mobile number etc..) with this proposal for coordination with SAI during the empanelment period. In case of any change of the representative, the empaneled agency shall accordingly inform SAI about the change and share the details for new representative without any delay.

Annexures for Evaluation of Technical Proposal

Applicant response requirements

Note: Applicants responses must be specific and related to Scope of work under the contract and must be supported with documentary evidences. Applicants should respond to each **Annexures from A to G** and submit all required documents.

Annexure – A

Details of all services of Similar Nature Completed /On-going as on the last date of submission								
Note: Use separate tables for service One / Service Two / Service Three								
Sl. No.	Name of the Organization	Whether Academic (or) Non-academic Organization	Nature of organization (Govt/PSU/Private)	Scope of Work including Dining Capacity	Total No of rooms booked	Total Room Nights	Invoice Amount	Name, Address And Telephone of the officer to Whom Reference may be Made

Note: Provide copy of invoices along with copy of award letter and payment proof to validate

We confirm that, all the details mentioned above are true and correct and if SAI observes any misrepresentation of facts on any matter at any stage of evaluation, SAI has the right to reject the proposal and disqualify us from the process

Signature of Authorized with seal

Name of the authorized signatory:
 Designation:
 Date:

Annexure – B

Operational Fine Dining Multi Cuisine Restaurant / Specialty Restaurant / Coffee Shop available at the Hotel.				
Facility	Name of the Restaurant	Seating Capacity	Operational Hours	Size in Sq. Feet
Restaurant 1				
Restaurant 2				
Restaurant 3				
Restaurant 4				
<p>We confirm that, all the details mentioned above are true and correct and if SAI observes any misrepresentation of facts on any matter at any stage of evaluation, SAI has the right to reject the proposal and disqualify us from the process</p> <p>Signature of Authorized with seal</p> <p>Name of the authorized signatory: Designation: Date:</p>				

Annexure – C

Availability of Conference Halls / Break Out Rooms / Meeting Rooms to accommodate participants in Cluster Style with Chairs and tables at the Hotel.			
Facility	Name of the Conference Hall /Meeting Room	Seating Capacity in Cluster Style	Size in Sq. Feet
Hall / Room			
Hall / Room			
Hall / Room			
Hall / Room			

We confirm that, all the details mentioned above are true and correct and if SAI observes any misrepresentation of facts on any matter at any stage of evaluation, SAI has the right to reject the proposal and disqualify us from the process

Signature of Authorized with seal

Name of the authorized signatory:
Designation:
Date:

Annexure – D

Number of rooms with minimum size of bedroom excluding bathroom in sq. Ft. of 200 and above (5 star) available with King Size Bed and Twin beds with standard accommodation amenities on Single or Double Occupancy				
Category of Rooms	No: of Rooms	Size of Room excluding bathroom) in in Sq. Ft.	No: of room with King size bed	No: of room with Twin bed
Category 1 (Define the Category Name for each)				
Category 2				
Category 3				
Category 4				
Category 5				
Room for the differently abled guest				
Total No: of Rooms				
<p>We confirm that, all the details mentioned above are true and correct and if SAI observes any misrepresentation of facts on any matter at any stage of evaluation, SAI has the right to reject the proposal and disqualify us from the process</p> <p>Signature of Authorized with seal</p> <p>Name of the authorized signatory: Designation: Date:</p>				

Annexure – E

International / National Quality certification / accreditation or Eco-friendly practices awards				
Sl. No:	Name of certification / awards	Name of awarding body	Date: Month: Year of Issue	Date: Month: Year of Expiry
1				
2				
3				
4				

We confirm that, all the details mentioned above are true and correct and if SAI observes any misrepresentation of facts on any matter at any stage of evaluation, SAI has the right to reject the proposal and disqualify us from the process

Signature of Authorized with seal

Name of the authorized signatory:
Designation:
Date:

Annexure-F

Availability of Guest service facilities and Effective Safety and Security Measure		
SL.NO:	Parameter / Criteria	Responses
Kindly select only one appropriate option against each Technical Qualifying Criteria below		
A. Availability of Operational Guest services Facilities		
1	Health Fitness Centre	YES / NO
2	Swimming Pool	YES / NO
3	Parking Facilities	YES / NO
4	Business Centre	YES / NO
5	Banquet Hall	YES / NO
B. Availability of Safety and Security Measures at the Hotel		
1	Left Luggage	YES / NO
2	24 Hours Lift service	YES / NO
3	Room for differently abled guest	YES / NO
4	Metal detectors (door frame or hand held)	YES / NO
5	CCTV at strategic locations	YES / NO
6	X-Ray Machine	YES / NO
7	Under belly scanners to screen Vehicles	YES / NO
8	Firefighting Drill	YES / NO
9	Smoke Detectors	YES / NO
10	Fire and Emergency alarms with visual & audible signals	YES / NO
11	Fire Exit Signs on guest floors with emergency / backup power	YES / NO
12	Security arrangements for all hotelsentrances	YES / NO
13	Provision for emergency supplies toiletries / first aid kit	YES / NO
Applicant to provide supporting documents / Images / Hotel Brochures to support the claim. Same will be subject to verification by SAI officials during the physical visit		

We confirm that, all the details mentioned above are true and correct and if SAI observes any misrepresentation of facts on any matter at any stage of evaluation,SAI has the right to reject the proposal and disqualify us from the process

Signature of Authorized with seal

Name of the authorized signatory:

Designation:

Date:

Annexure – G – Applicant Details

Sr.	Description	Document to be uploaded / Responses
	Name of the Hotel	
	Complete Postal Address with Tel. No., fax/Email of the hotel	
	Distance (actual) from J.L.N. Stadium (SAI Headquarters)	
	Complete Contact details of Authorized Person of Hotel / Single Point Contact for All Purpose including name, address, telephone, mobile number, Email id, website (if any)	

ANNEXURE 'H' | PROPOSAL SUBMISSION FORM

To,
Sports Authority of India.

Sub: "Empanelment of Five Star Classified Hotels to provide accommodation to Players/Participants, Guests and Officials of SAI"

Dear Sir,

1. With reference to the invitation of proposal dated _____ for the above captioned project, and clarification issued by SAI, New Delhi thereof, I/We _____, having examined all relevant documents and understood their contents, hereby submit our Proposal for Empanelment with SAI to provide accommodation to Players/Participants, Guests and Officials of SAI under the following categories:

S. No.	Description	Proposal Submission Status
1	located in and around 10 KMS radius from SAI Head office located at Jawaharlal Nehru Stadium (JNS);	YES/NO
2	located in and around 5 Kms from New Delhi Airport;	YES/NO

2. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of this document and for associating with SAI for the aforesaid Project.
4. I/We shall make available to SAI, any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I/We acknowledge the right of the SAI, to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I/We agree to keep our Proposal valid for acceptance for 180 (One Hundred and Eighty) days or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this Proposal up to the aforesaid period and this Proposal may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this Proposal read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us. I/ We, acknowledge and agree that SAI shall be entitled to take action without our protest and demur in case of any breach of terms and conditions of this documents/Agreement by us.
7. I/We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
8. I/we certify that we fulfil the "Fit and Proper Person" criteria as mentioned in this document.
9. I/we understand that SAI may cancel the Selection Process at any time and that SAI neither bound to accept any Proposal that SAI may receive nor to select the Applicant without incurring any liability to the Applicants.

10. The undersigned is authorized to sign the documents being submitted through this proposal. (A copy of Power of Attorney/Board Resolution is enclosed)
11. The information provided herewith is true and correct to our best knowledge. If any discrepancies are found in the information provided or if the information provided is not correct, our firm would be fully responsible for that. We understand in such cases our proposals are liable to be rejected.

I declare that:

- a. I/We have examined and have no reservations to this Documents, including any Addendum issued by SAI;
- b. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered into with SAI or any other public sector enterprise or any government, Central or State; and
- c. I/We hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- d. None of our full-time Directors is engaged in providing services or is directly related to any employee of Sports Authority of India/ Ministry of Youth Affairs and Sports. A person is deemed to be a relative of another if, and only, if
 - a. They are members of a Hindu undivided family; or
 - b. They are husband and wife; or
 - c. The one is not legally related to the other Sister (including stepsister)

Yours faithfully,

(Signature, name and designation of the authorized signatory)
(Name and seal of the Applicant)

ANNEXURE 'I' | POWER OF ATTORNEY (SAMPLE)

(Note- Board resolution in case of company)

Know all men by these presents, we, (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr./Ms.....son/daughter/wife and presently residing at, who is presently employed with us and holding the position ofas our true and lawful attorney (hereinafter referred to as the “Authorized Representative”) 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 proposal for Engagement with SAI including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-proposal and other conferences and providing information/ responses to SAI, representing us in all matters before SAI, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with SAI, in all matters in connection with or relating to or arising out of our Proposal for said Project and/or upon award thereof to us till the entering into of the Agreement with SAI.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative 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 Authorized Representative 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 PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF

For
(Signature, name, designation and address)

Witnesses:
1.

2.

Notarized Accepted

.....
(Signature, name, designation and address of the Attorney)

Notes:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of INR 50 (fifty) and duly notarized by a notary public.

ANNEXURE 'J' | ELIGIBLE PROJECTS UNDERTAKEN BY THE APPLICANT

The following information should be provided in the format below for each Eligible Project for which Applicant was legally contracted by the respective Procuring entity/Client of the Applicant stated as a single entity.

(i)	Assignment Name	
(ii)	Type of Project	
(iii)	Name, Contact No. & email of the Procuring entity Representative:	
(iv)	Year in which Project took place	
(v)	Location of Project	
(vi)	Contract Value	
(vii)	Narrative Description of the Scope of work of the assignment	
(viii)	Status of the assignment	

IMPORTANT:

1. Use separate sheet for each Eligible Project. Please mark each sheet as Annexure II(a), Annexure II(b), Annexure II(c).... for each different project.
2. Please provide proof of eligible projects undertaken with a copy of Successful Completion Certificate attached from the Procuring entity. In case Successful Completion Certificate is not available, copy of work order/copy of agreement along with bank statement in respect of the same countersigned by CA must be submitted. The submitted testimonial MUST contain detailed description of work (Scope of Work and TOR) carried out by the Applicant.

ANNEXURE 'K' | ANNUAL TURNOVER

S. NO.	FINANCIAL YEAR	ANNUAL TURNOVER (INR)
1.	2019-20	
2.	2020-21	
3.	2021-22	
4.	2022-23	

Certificate from the Statutory Auditor

This is to certify that the average annual turnover of the Applicant is Rs. (In words.....).

Name of the audit firm:

Seal of the audit firm

Date:

(Signature, name and designation of the authorized signatory)

Note:

- In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant (CA) that ordinarily audits the annual accounts of the Applicant.