



भारतीय खेल प्राधिकरण

**SPORTS AUTHORITY OF INDIA**  
**NETAJI SUBHAS REGIONAL CENTRE**  
**SAROJINI NAGAR, KANPUR ROAD, LUCKNOW-8**

Sealed tenders are invited by Sports Authority of India from reputed Security Agencies having with minimum Annual Turn Over of Rs. 50 lakhs in Security having minimum 3 years experience of providing security to reputed organizations for awarding contract to provide complete & comprehensive Security in the SAI Regional Centre, Sarojini Nagar, Lucknow.

1	Tender Cost (Cash or draft)	Rs. 1000/-
2	Last Date of Sale of Tender Documents	19.03.2013 upto 1600 hours
3	Last Date of Submission of Tender Documents	20.03.2013 upto 1500 hrs.
4	Date of Opening of Tender Documents	20.03.2013 at 1530 hrs.
5.	Estimated value	Rs. 34.00 lakh
6	Earnest Money in way of demand draft in favour of Sports Authority of India, Netaji Subhas Sub-Centre payable at Lucknow.	Rs. 68,000/-
7	Website	<a href="http://www.sportsauthorityofindia.nic.in">http://www.sportsauthorityofindia.nic.in</a>

The tender documents may be obtained from the office SAI, Netaji Subhas Regional Centre, Sarojini Nagar, Kanpur Road, Lucknow . Tender document is also available on website which can be downloaded.

**Regional Director**

TENDER COST. RS. 1000/-

SPORTS AUTHORITY OF  
INDIA

NETAJI SUBHAS REGIONAL CENTRE, LUCKNOW

TENDER

FOR

PROVIDING COMPLETE &

COMPREHENSIVE SECURITY

AT

NETAJI SUBHAS REGIONAL  
CENTRE, LUCKNOW

2012-13

Website: <http://www.sportsauthorityofindia.nic.in>

# SPORTS AUTHORITY OF INDIA

## NETAJI SUBHAS REGIONAL CENTRE, LUCKNOW

### **Tender Form for providing complete & comprehensive security including persons, property etc.**

#### **1. INVITATION OF BIDS:**

- 1.1 Sports Authority of India invites sealed tender from reputed agencies/firms having minimum turn over of Rs. 50 lakhs during last 3 financial years in providing complete & comprehensive security arrangements including persons, property etc. for one year from start of the services. Format for submission of tender is placed at Annexure – I, II & III and requisite documents referred thereof be enclosed alongwith the tender.
- 1.2 The bidders are required to accept all terms & conditions mentioned in the Tender Document.
- 1.3 It is the responsibility of the bidders to read all terms & conditions of the Tender Document before filling the tender. Incomplete Tender Documents or bids are liable to be rejected.
- 1.4 Tenders documents are neither transferable nor cost of tender documents is refundable under any circumstances.
- 1.5 Offers sent by electronic e-mail/fax/telegram will not be accepted.
- 1.6 Any tender received after the specified date, time, and place mentioned in the advertisement will not be entertained under any circumstances.

#### **2. EARNEST MONEY DEPOSIT(EMD)**

- 2.1 Interest free Earnest money of Rs. 68,000/- (Rupees sixty eight thousand only) by the bidder through demand draft in favour of Regional Director, Sports Authority of India, Netaji Subhas Sub-Centre, payable at Lucknow from any nationalized bank. In case of downloading from website the bidder will have to submit tender cost in the form of demand draft separately along with EMD. Cheques are not acceptable.

#### **OFFERS NOT ACCOMPANIED BY THE REQUIRED EMD WILL BE REJECTED.**

- 2.2 The Earnest Money draft will be returned to the unsuccessful bidders with in three months of the date of approval of the successful bidder. The earnest money of the successful bidder will be liable to be forfeited, if he does not fulfill any of the following conditions of the contract.
  - a) The successful tender will furnish interest free **SECURITY DEPOSIT** equivalent to 10% ( Ten percent) of total annual bid amount rounded off to next Hundred Rupees within seven days of the receipt of the award of contract.

**(SIGNATURE OF THE BIDDER)**

with address and seal

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- b) Execution of the agreement on Rs. 100/- (Rupees ten only) Stamp Paper within 7 days of the receipt of award letter.
- c) To undertake the work from specified date mentioned in the award letter.

2.3 The earnest money of the successful bidder will be refundable after completion of the above-mentioned formalities.

### 3. **SCHEDULES OF TENDER**

- 3.1 The Tender Document will be available between 1000 hours to 1600 hours on all working days up to 19.03.2013. The intended bidders may purchase the same from the office of Sports Authority of India by making payment of Rs 1000/- (Rs. One thousand only) through A/C Payee Dement Draft/ Pay Order drawn in favour SAI Netaji Subhas Sub-Centre payable at Lucknow or by cash.
- 3.2 The bidders who download the tender documents from given website are required to pay Rs. 1000/- (Rs. One thousand only) in the form of separate Demand Draft/Pay Order as cost of tender documents. In case the bid is received without the cost of tender documents, the same would not be considered.
- 3.3 Technical & Financial bids shall be received up to 20.03.2013 by 3.00 pm. The technical bids will be opened on 20.03.2013 at 3.30 pm.
- 3.4 Technical Bid will be opened, if the EMD alongwith tender cost (in case of downloading from website) is found in order. The Financial Bid of only those bidders will be opened whose Technical bid the Competent Authority accepts. The date, time and venue for opening of Financial Bids shall be communicated to the qualified bidders later on. **However, SAI reserves the right for not inviting the unqualified bidders while opening the financial bids.**
- 3.5 Any tender received after the date and time given above will not be entertained under any circumstances.
- 3.6 The competent authority reserves the right to reject any or all tender without assigning any reason.

### 4. **PROCEDURE FOR SUBMISSION OF BIDS.**

- 4.1 The Bids shall be submitted in three separate sealed envelopes as under:-
  - a) **Envelope A** – should contain the Bank Drafts for the EMD & Receipt/Bank Draft of Tender Cost along with details in (Annexure-I)
  - b) **Envelope B**- should contain the Technical Bid Document, (Annexure-II). Tender Document duly signed by the bidder on each page and all necessary documents to be submitted along with the Technical Bid.
  - c) **Envelope C**- should contain the Financial Bid Documents (Annexure-III)

**(SIGNATURE OF THE BIDDER)**

with address and seal

- 4.2 All three envelopes should be submitted in one single envelope duly sealed, addressed to Regional Director, Sports Authority of India, Netaji Subhas Sub-Centre, Sarojini Nagar, Kanpur Road, Lucknow and super scribed **“Tender Form for providing complete and comprehensive security including persons, property etc. for one year”**. The cover should also bear the name and address of the bidder including telephone number.
- 4.3 The bidder must put his seal and signatures on each page of the bid as well as supporting documents and also attest all cuttings or corrections etc., if any under his seal and signatures.
- 4.4 The bid duly completed in all respect should be inserted in a sealed box placed in the office of Sports Authority of India, Netaji Subhas Sub-Centre, Sarojini Nagar, Kanpur Road, Lucknow.

## **5. BIDDER QUALIFICATION**

- 5.1 The bidder should have minimum three years experience of providing security to reputed Govt. Organizations for awarding contract to provide complete & comprehensive Security. The bidder should enclose list of clients to whom services have been provided during the last 3 years in support to the experience.
- 5.2 The minimum annual turn over of the agency should be Rs. 50.00 lakhs (Rupees fifty lakhs) per annum during the last three preceding years.

## **6.0 PAYMENT PROCEDURE**

- 6.1 The agency will submit the bill for Security arrangement by the first week of every month for preceding month. The payment of the bills will be made with in 10 days from the date of submission the bill through Electronic Payment System, if services are found satisfactory and all required documents are enclosed.
- 6.2 The agency will responsible to deposit EPF & ESI subscription as per rule under labour law and copy of challan to be submitted along with the bill for payment. A certificate is also be furnished alongwith the bill by the contractor to the effect that the contribution (EPF/ESI as the case may be) deposited through the enclosed challan is consolidated challan in respect of all employees of the contractor and included deposit of contribution in respect of the persons posted/deployed at SAI Centre, Lucknow
- 6.3 The agency will be wholly and solely responsible for making payment of monthly wages to the persons deployed at the centre which should be minimum wages as prescribed time to time by State Government and shall also be responsible for depositing employee’s and employer’s share of contribution under EPF & ESI Acts.
- 6.4 While quoting the rates, the agency should keep in view enhancement in cost of living allowance (DA rate) if any as notified by the State Government during the contractual period and substitute charge during weekly off and other holidays. The agency also should keep in view the associated factors.

**(SIGNATURE OF THE BIDDER)**

with address and seal

## **7.0 TERMS & CONDITIONS & DUTIES OF SECURITY STAFF**

- 7.1** The tenderer should sign each page of the tender. Individual signing the tender papers must indicate whether he/she is the sole proprietor or / partner of the agency/ firm constituted attorney of the firm.
- 7.2** The Security agency should have qualified and experienced Security Guards, Supervisory Staff preferably from Ex-Serviceman category for deployment.
- 7.3** The Security personnel should be medically fit and age not be above 50 years.
- 7.4** The issuing of tender document shall not constitute that the tenderers are automatically qualified.
- 7.5** TDS etc. will be applicable as per rules.
- 7.6** If, even after award of contract, information/facts submitted by the tenderer are found misleading/incorrect/false etc. SAI reserves the right to disapprove the contract.
- 7.7** In case of any dispute between the employees and successful tenderer, SAI will have no responsibility and shall not be responsible for any compensation in any form to such employment to any of such employees during the currency of and/or after the expiry of these agreements.
- 7.8** In case of any dispute, the matter shall be under the jurisdiction of the courts situated in Lucknow.
- 7.9** The agency shall not be entitled to claim any additional amount for any reason whatsoever during the currency of contract period.
- 7.10** The agency would give an undertaking that the staff deployed at the centre in terms of this contract at all time will be employees of the agency exclusively and they shall not be entitled to claim employment or permanency of job in SAI, and any other direct or indirect claim on SAI.
- 7.11** These terms mentioned herein are also proposed draft and conditions for agreement and can be modified, changed or added to at the time of finally concluding and the signing.
- 7.12** Quotation will be valid for minimum six months from the date of opening of tender documents and no revision will be allowed to the successful tenderer during the contract period.
- 7.13** The Security agency will monitor regularly, control and check all incoming and outgoing movements of staff and outsiders on round the clock basis.

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- 7.14** The Security staff shall check the identity cards of various members', officials, players & campers issued by the Authorities as deputed by Incharge, and will not allow any unauthorized person to enter the premises or any restricted areas. A visitor register will be maintained near the Reception/ Main Gate for this purpose.
- 7.15** The security agency will provide specially trained staff for protecting the senior executives/functionaries of the SAI from any unauthorized/objectionable activity or any untoward incident either from any other SAI employee or outsider.
- 7.16** The Security agency will cooperate with the staff of SAI for ensuring the complete safety of the SAI property, equipment and belongings including the property, equipment and belongings brought inside the premises by any outsider or sports persons.
- 7.17** The Security agency will check and verify any isolated or any accompanied bag or package or articles lying at any place in or immediately near/around the premises, for ensuring that there is no damage or loss to person or property by any terrorist or disruptive activity.
- 7.18** In case of incoming and outgoing stores at the gate, the same will be checked for quantity/corroboration challan/valid gate pass issued by the Competent Authorities or as decided by Incharge. A register for both incoming/outgoing items will be maintained at the gate and submitted at such intervals as may be directed by the Incharge.
- 7.19** The Security agency will bring to the notice of Incharge of the Centre, the suspicious activity of any person noted during or after office hours on working and non-working days.
- 7.20** The Security agency will familiarize itself with all the rules and regulations regarding the premises and use of sports facilities and play ground at different times of the day, and eligibility of sports persons/outsideers to use the same, and will ensure that the same are carried out in a orderly manner.
- 7.21** Beside Security duties, the personnel should have basic knowledge of Fire prevention and handling Fire Fighting Appliances.
- 7.22** The Security staff deployed by the Security Agency shall ensure that the vehicles of the employees of SAI and of visitors/licensees and parked in the area marked for parking and ensure their safety, and that there is no blockage/impediment to free movement throughout the premises. For this purpose, reserved parking area for vehicles of SAI employees shall be marked and stickers may be issued for such vehicles.
- 7.23** The security personnel should be properly turned out during working hours. The security staff deployed by the agency shall be provided proper

**(SIGNATURE OF THE BIDDER)**

**with address and seal**

uniform with name plate by the security agency. In additions, torches with cells, gum boots, rain coats, overcoat will also be provided as on requirement basis by the security agency to its security personnel employed here.

- 7.24** The Security Staff deployed by the agency shall be on duty as per details mentioned in the enclosed Annexure or as directed by the Incharge from time to time. The Incharge reserves the rights to direct Security Agency to remove any security staff for their unsatisfactory performance on duty. Further if at any time of checking, any security staff is not found alert and attentive and/or missing, then by way of penalty the payment in respect of such number of persons for the day (calculated on the basis of Minimum Wages Act) shall not be paid to the agency. As and when there is any change in the security personnel deployed on duty, it should be informed by the Agency to the Incharge at least one day in advance alongwith the reasons thereof.
- 7.25** The security agency will be responsible for preserving good order, discipline and decorum in and around the premises, on day to day basis, and also at the time of any special functions/events.
- 7.26** The security agency shall be solely responsible for observing and complying with all employment regulations, labour laws as applicable from time to time and laid down in this behalf in respect of all its employees (during the period security contract and agency's employees including any additional obligations that may arise on account of the contract being performed of SAI premises.
- 7.27** In case of theft, pilferage and otherwise loss or damage to stores and property in the premises, the security agency will be fully responsible and they shall undertake to make good the losses/damages in financial terms as may be decided by the Incharge.
- 7.28** On special functions and need the agency will provide additional security services on receipt of written order from the Incharge at a short notice and ensure that they are properly briefed and turned out as required by the Incharge. The payment of the additional deployment will be paid on pro-rata basis calculated on basis of monthly rates as quoted by the tenderer.
- 7.29** The contract shall be for a period of one year. The contract shall be terminated by either side on one month's notice or payment in lieu thereof without assigning any reasons.
- 7.30** The contract can be extended for three months and for a further period of three months and again three months if needed subject to satisfactory performance and willingness of the successful bidder.

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- 7.31** In case, any security points are found to be not properly covered during the entire 24 hrs. or any staff or personnel of security agency is found to be neglecting duty or showing improper demeanor or and /or bearing, or found indulging in misbehavior or unruly improper conduct or is found to be not dressed in uniform or of poor quality or shabby performance of duty, then for each such incident there will be a fine of Rs. 500/- upto 05 instance, and thereafter there will be a deduction of 10% out of the monthly payments which will be without prejudice to the right of the SAI to terminate the contract for unsatisfactory work.
- 7.32** The successful tenderer through its security staff shall ensure that all the offices, stores, toilets, entries, windows and doors are properly closed and locked after office hours and on holidays. The lights etc. of the toilets and other places where it is not required are to be switched off by the security staff before, they lock it. They will also see that no taps are left open leading to water wastage.
- 7.33** The successful bidder will have to give an undertaking that the character and antecedents of each individual deployed by the agency in the premises or SAI have been verified from the concerned authority and record maintained to this effect and that it will ensure that all security personnel provided by them to the SAI are duly verified by the Police Authorities in so far their character and antecedents are concerned. Besides that successful bidder shall provide a list of particulars of all such security personnel deployed by them, including additions or deletions, well in time to SAI in the following forms for the purposes of identifications and security purpose.
- a) Full Name
  - b) Father's Name
  - c) Permanent Address
  - d) Local Address
- 7.34** In case of any injury/mishappening of any employee of the agency or any third party, the tenderer shall be responsible to compensation and /or damages as per 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 tenderer shall be solely responsible for defending the cases in a court of law and/or to ensure compliance with the summons or challan so served in this behalf.
- 7.35** The successful bidder should maintain all the records and documents under various labour laws applicable to contract labour/personnel. Indicative list of such record is given for example: a) Register for Workmen (b) Employment card (to be issued to workers), (c) Muster Roll, (d) Register for wages etc.
- 7.36** The tenderer may visit the campus if needed to have an overall view of the sensitive points patrolling and security arrangement before submitting the tender.

**(SIGNATURE OF THE BIDDER)**

**with address and seal**

**7.37** The bidder should deployed 37 security guards & 03 Security Supervisor for providing complete and comprehensive security including persons, property etc. at SAI Regional Centre, Lucknow.

**7.38** The requirement of guards will be increased or decreased by 10% to of the total requirement of guards on need basis.

**7.39** The sensitive Points where guards to be deployed are as under:

1. Administrative Block
2. Main Gate
3. Boys' Hostel
4. Girls's Hostel
5. 100 Beded Hostel
6. Fitness Centre
7. Medical Centre
8. Multipurpose Hall
9. Astro Turf
10. Patrolling
11. Girls Hostel at Dhyan Chand Stadium, G. G. S. Sports College, Kursi Road, Lucknow.

**Certificate to be given by the Tenderer:**

Certified that I/We have visited site and gone through the above terms & conditions and undertake to abide by these.

**(SIGNATURE OF THE BIDDER)**

with address and seal

**SPORTS AUTHORITY OF INDIA**  
NETAJI SUBHAS REGIONAL CENTRE, LUCKNOW

To

**The Regional Director,  
Sports Authority of India,  
Netaji Subhas Regional Centre,  
Sarojini Nagar, Lucknow**

**Sub.: Tender for providing complete & comprehensive security including persons, property etc. at SAI Netaji Subhas Regional Centre, Lucknow.**

**(EARNEST MONEY DEPOSIT)  
(TO BE SUBMITTED IN ENVELOPE "A")**

In response to the tender published in the ..... On  
....., I am enclosing herewith demand draft no. .... dated  
.....of ..... (Rupees ..... Only) drawn on  
..... Bank in favour of Regional Director Sports Authority of India, Netaji  
Subhas Sub-Centre payable at Lucknow on account of Earnest Money Deposit  
(EMD).

AND

In response to tender floated on website [www.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in), I have  
downloaded the tender document and depositing herewith Demand Draft of Rs.  
\_\_\_\_\_ (Rupees \_\_\_\_\_ only) drawn on ..... Bank in favour of  
Regional Director, Sports Authority of India, Netaji Subhas Sub-Centre, payable at  
Lucknow on account of Cost of Tender.

**(SIGNATURE OF THE BIDDER)**  
with address and seal

**SPORTS AUTHORITY OF INDIA**  
NETAJI SUBHAS REGIONAL CENTRE, LUCKNOW

**Tender for providing complete & comprehensive security including persons, property etc. at SAI Netaji Subhas Regional Centre, Lucknow**

**TECHNICAL BID FORM**

**(TO BE SUBMITTED IN ENVELOP B)**

<b>1.</b>	Name of the Firm/Agency	
<b>2.</b>	Full Postal Address with Tel. No.& Fax No.	
<b>3.</b>	Name, Address & Tel. No. of the Director/Proprietors & Chief Executive of the firm.Bio-Data of the Director/Proprietors, Chief Executives of the agency.	
<b>4.</b>	Registration No. of Firm (Copy enclosed)	
<b>5.</b>	Copy of License for operating the Security Agency	
<b>6.</b>	PAN No (Copy enclosed)	
<b>7.</b>	Service Tax No. (Copy Enclosed)	
<b>8.</b>	EPF Registration No. (Copy enclosed)	
<b>9.</b>	ESI Registration No (Copy enclosed)	
<b>10.</b>	Certified/Audited Balance Sheet by CA of last three financial years confirming turn over of minimum Rs.50 lakhs per annum.(2009-10, 2010-11 & 2011-12) In case the balance sheet for the year 2011-12 is not finalized, for the year 2008-09 should be enclosed)	
<b>11.</b>	Details of other clients for providing security services alongwith copies of award letter	
<b>12.</b>	Declaration by the agency that no case/dispute/claim with arbitration court/consumer forum etc. are pending, on a stamp paper of Rs. 50/-	

**(SIGNATURE OF THE BIDDER)**

with address and seal

**Tender for providing complete & comprehensive security including persons, property etc. at SAI Netaji Subhas Regional Centre, Lucknow**

**DETAILS OF OTHER ORGANIZATIONS WHERE SUCH CONTRACTS UNDERTAKEN DURING LAST THREE YEARS**

**(Enclosed supporting documents)**

**Proforma containing details of other organization where such or similar contracts were undertaken**

Sl. No.	Name & Address of the organization, contract no.	No. of personnel supplied	Period of contract	Whether Govt./semi Govt./Autonomous bodies/PSUs/ Industries etc (Pl specify)	Amount of Contract	Reason for termination (if currently not valid)
1						
2						
3						

This information to be given in “Envelope No. ‘B’ i.e. Technical Bid

**(SIGNATURE OF THE BIDDER)**

with address and seal

**SPORTS AUTHORITY OF INDIA**  
NETAJI SUBHAS REGIONAL CENTRE, LUCKNOW

**FINANCIAL BID FORM**

(TO BE SUBMITTED IN ENVELOPE "C")

1. Name of the Tenderer : .....
2. Address of the Tenderer : .....
3. Rate Schedule per month :

Sl.	Name of Post	Particular	Rates (per guard)	Total Amount
A	Supervisor (skilled) -03	i) Basic Wages		
		ii) DA		
		iii) EPF		
		iv) ESI		
B.	Guards (unskilled)- 37	i) Basic Wages		
		ii) DA		
		iii) EPF		
		iv) ESI		
C	Reliever's charges for four weekly off			
	Total Wages			
D.	Service Charges of the agency			
	Total			
E.	Service Tax on the total quoted amount			
	Grand Total			

While quoting the rate the agency has kept clause no. 6.4 of the tender document in view.

This is also certify that I/We have studied site, read, and understood all clauses of the tender and in case of award of contract, undertake to abide by all the terms and conditions mentioned in the same.

**(SIGNATURE OF THE BIDDER)**

with address and seal

Dated .....