



भारतीय खेल प्राधिकरण

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

NOTICE INVITING OF TENDER FOR THE JOB OF HORTICULTURE INCLUDING PLAY FIELD & HOUSEKEEPING CONTRACT AT SAI TRAINING CENTRE, MAJOR DHYAN CHAND STADIUM, BAREILLY CANTT. BAREILLY.

Sealed tenders are invited by Sports Authority of India, Netaji Subhas Sub-Centre Lucknow from reputed Agencies with minimum annual turnover of Rs. 10 lakhs having minimum 3 years experience in job of Housekeeping & Horticulture work in reputed organizations for awarding contract for the job of Horticulture including Play Filed & Housekeeping Services in the campus of SAI Training Centre, Dhyan Chand Stadium, Bareilly Cant. Bareilly.

1.	Tender Cost (Cash or draft)	Rs. 400/-
2.	Last Date of Submission of Tender Documents	28.12.2012 till 2.30 pm at SAI, NS Sub-Centre, Lucknow
3.	Date of Opening of Tender Documents	28.12.2012 at 4.00 pm
4.	Estimated Value	5.00 lakhs per annum
5.	Venue of the Opening of Tender Documents	SAI, Netaji Subhas Sub-Centre, Lucknow
6.	Earnest Money in way of draft	Rs. 12000/-
7.	Website	http://www.sportsauthorityofindia.nic.in

The detailed information, terms and conditions governing the award of contracts are contained in the tender documents which may be obtained from the office of Accounts Section, SAI, Netaji Subhas Sub-Centre, Lucknow. The tender document is also available on website.

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

REGIONAL DIRECTOR

Tender Cost 400/-

TENDER NO _____

SPORTS AUTHORITY OF INDIA

NETAJI SUBHAS SUB-CENTRE, LUCKNOW

TENDER

FOR

THE JOB OF HORTICULTURE

INCLUDING

PLAY FIELD

&

HOUSE KEEPING

AT

STC BAREILLY

www.sportsauthorityofindia.nic.in

LAST DATE & TIME FOR SUBMISSION OF TENDER : 28.12.12 TILL 2.30 PM
DATE & TIME FOR OPENING OF TENDER : 28.12.12 AT 4.00 PM

SPORTS AUTHORITY OF INDIA
NETAJI SUBHAS SUB-CENTRE, LUCKNOW

TENDER FOR THE JOB OF HORTICULTURE INCLUDING PLAY
FIELD & HOUSEKEEPING CONTRACT AT SAI TRAINING CENTRE,
MAJOR, DHYAN CHAND STADIUM, BAREILLY CANTT. BAREILLY

1. INVITATION OF BIDS:

- 1.1 Sports Authority of India, Netaji Subhas Sub-Centre, Lucknow invites sealed tender from reputed Contractor/firms having minimum annual turn over of Rs.10 Lakhs during last 3 financial years in Housekeeping & Horticulture for awarding job of House Keeping & Horticulture etc. for one year at STC, Major Dhyan Chand Stadium, Bareilly Cant. Bareilly from starting of the service.
- 1.2 It is the responsibility of the bidders to read all terms & conditions of the Tender Document before filling the tender.
- 1.3 Tenders documents are neither transferable nor cost of tender documents is refundable under any circumstances.
- 1.4 Offers sent by telex/fax/telegram will not be accepted.
- 1.5 SAI reserves the right to reject the tender of all or any party without assigning any reason.
- 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) & SECURITY**

- 2.1 Earnest money of Rs.12,000/- (Rupees twelve thousand only) by the tenderer through demand draft in favour of **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 along with EMD. Cheque will not be accepted. **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 one months of the finalization of the tender. 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.
- 2.3 The successful tender will furnish **SECURITY MONEY** 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. It will be refunded within 45 days after completion of the contract and fulfillment of all contractual obligations.

(SIGNATURE OF THE BIDDER)
with address and seal

- a) Execution of the agreement on Rs. 100/- (Rupees ten only) Stamp Paper within 7 days of the receipt of award letter.
 - b) To undertake the work from the 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 10.00 **am to 4.30 pm** on all working days up to **28.12.2012 till 11.00 am**. The intended bidders may purchase the same from account section of **Sports Authority of India, Netaji Subhas Sub-Centre, Sarojini Nagar, Kanpur Road, Lucknow** by making payment of Rs 400/- (Rs. Four hundred only) through A/C Payee Dement Draft/ Pay Order drawn in favour Director, Sports Authority of India, Netaji Subhas Sub-Centre, payable at Lucknow or by cash. The bidders who download the tender documents from given website are required to pay Rs. 400/- (Rs. Four hundred only) in the form of separate Demand Draft as cost of tender documents. In case the bid is received without the cost of tender documents, the same would be rejected.
- 3.2. Technical & Financial bids shall be received in the office of Sports Authority of India, Netaji Subhas Sub-Centre, Sarojini Nagar, Kanpur Road, Lucknow up to **2-30 pm by 28.12.2012**. The technical bids will be opened thereafter on the same date i.e. 28.12.2012 at 4.00 pm.
- 3.3. The Financial Bid of only those bidders will be opened who qualify the Technical bid. The date time and venue for opening of Financial Bids shall be communicated to the qualified bidders at a later date. However, SAI reserves the right for not inviting the unqualified bidders while opening the financial bids.

4. PROCEDURE FOR SUBMISSION OF BIDS.

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

- a) **Envelop A** – should contain the Bank Drafts for the EMD & Receipt/Bank Draft of Tender Cost along with details in (Annexure-I)
- a) **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.
- b) **Envelope C**- should contain the Financial Bid Documents (Annexure-III)

- 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 on it **“Tender for the Job of Horticulture including Play field & House Keeping Contract at Bareilly”**. The cover should also bear the name and address of the bidder including telephone number.

-:: 2 ::-

- 4.3. The bidder must put his seal and signatures on each page of the bid 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.
- 4.5. The bidder who wishes to submit bid duly completed in all respect by post will ensure that the same reaches to this office on or before due date and time given for submission of the same.
- 4.6. Bid received after due date and time, as a result of postal delay will not be considered under any circumstances.

5. BIDDER QUALIFICATION

- 5.1 The bidder should have minimum three years experience of the Horticulture & Housekeeping work. The bidder should enclose relevant certificate from the clients to whom services were provided during the last 3 years in support of the experience.
- 5.2 The minimum annual turn over of the agency should be Rs. 10 Lakhs per annum during the last three preceding years.

6 PAYMENT PROCEDURE

- 6.1 The agency will submit the bill to the Centre Incharge, STC Bareilly by the 2nd of every month for preceding month. The payment of the bills will be made by 8th of each month as far as possible through Electronic Payment System, if services are found satisfactory and all required documents are enclosed.
- 6.2 The agency will be 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.

7. TERMS & CONDITIONS

- 7.1 The successful bidder will have to submit a list of all the employees along with photographs and address for security reasons at the time of award of contract. In case of any replacement, the details of same be submitted.
- 7.2 The successful bidder shall be responsible for using such equipments and materials as may be necessary in accordance with the requirements of the Centre Incharge. Arranging equipments is the responsibility of the successful bidder. Material to be purchased for House Keeping work shall be responsibility of the successful bidder and the material purchased should be of good quality as approved by the Incharge.
- 7.3 Any damages done to the building, sanitary installations, water supply fittings, floors and roads etc by the employees of the bidder, will have to repaired accordingly.

(SIGNATURE OF THE BIDDER)
with address and seal

- 7.4** That the successful bidder shall be the sole and principle employer of all their staff and labour employed by them and shall be responsible for observing and complying with all the employment regulations, labour laws and other laws as applicable and laid down in this behalf from time to time, in respect of all the employees during the period of this agreement.
- 7.5** In case of any dispute between the successful bidder & employees of the employer, SAI will not be party and shall have no responsibility of any kind under any law and shall not be responsible to pay any compensation in any form to such employees. SAI will not be responsible for providing any compensation to any of such employees during the period of contract and/or after the expiry of these agreements.
- 7.6** The successful bidder shall ensure proper Horticulture including maintenance of play field & Housekeeping work of the entire complex and application of material as may be necessary for the cleanliness and upkeep of the area interest to them to the satisfaction of the Incharge. In case there is any dispute regarding the quality, standard and extent of cleaning, the Incharge shall be sole authority to determine the same.
- 7.6.** The detergent, disinfectants and deodorants shall be used in sufficient quantities to keep the entire complex public convenience and drains etc. free from any type of sinking/foul smell.
- 7.7.** The Incharge or any official deputed by him will have the liberty to inspect daily or periodically quality of work under this contract to ensure that the entire area under the contract is cleaned and maintained in perfect order to the satisfaction of such inspecting staff or Incharge. If the inspecting officer find any discrepancy in the work or use of sub standard material for the maintenance work, Incharge may impose monetary penalties which will not exceed to Rs. 500/- in each case for 5 instances, thereafter it may impose penalty of 10% deduction from the bill or deduction of part or whole of security or termination of the agreement at one month notice.
- 7.8.** The cleaning is required on all days including holidays during the month. In case if any function or event is organized in the SAI premises and the same involves additional work, then the payment will be made on „Pro-rata basis" prevailing daily wages rate.
- 7.9.** The successful bidder shall be responsible for ensuring the safety of the persons, building structures, boundary walls and open areas etc. In case of any injury to any persons or damages caused to the property of SAI or any third party, the bidder shall be 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 bidder 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.

- 7.10. The successful bidder will be fully responsible for payment of wages to the workman without any deduction except those under the payment of wages act and minimum wages act.
- 7.11. The successful bidder shall be responsible for obtaining the required permission/ license, order of the authorities competent to grant/issue the same for the purpose of horticulture/house keeping work. The successful bidder shall be responsible for all payments and fees for such permission/license payable to the competent authorities and shall also be liable for payment of all damages/fines or any other charges/penalties which may be levied by any authority for breach of any laws bye-laws regulations orders etc. issued by such authorities.
- 7.12. The successful bidder shall be responsible for fulfilling all the statutory provisions of all the labour laws of the respective State. The agency should be in a possession of a valid license from the Competent Licensing Authority for providing such services and will give an undertaking before starting services and thereafter with every bill that he is abiding by all the provisions of the Labour Law Acts.
- 7.13. The successful bidder should 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 any claim employment or permanency of job with SAI. Also an undertaking will have to be given that the persons put on duty at the Complex are verified by the police authorities.
- 7.14. The contract shall be period of one year. The contract can be terminated by the either party at any time before the ending of the contract by giving one month notice. In case of any dispute, the jurisdiction will be in the court within Lucknow.
- 7.15. The contract can be extended for six monthos and further for a period of six month if required on willingness of the successful bidder.
- 7.16. Rates Quoted will be valid for minimum three months and no revision will be allowed to the successful bidder during the period of the contract.
- 7.17. **Before tendering, the contractor should visit the complex for assessing the areas for the Job of Horticulture including play field & housekeeping work.**
- 7.18. These are only proposed terms and conditions and can be modified or added to at any time of finally concluding and signing of agreement.
- 7.19. If even after approval, information/facts submitted by the bidder are found misleading/incorrect/false etc. SAI reserves the right to disapprove the contract.

8.00 SCOPE OF WORK & MANPOWER REQUIRED TO PERFORM OF CONTRACT

<u>Purpose</u>	<u>Scope of Work</u>	<u>Minimum Manpower to be deployed</u>
Housekeeping, Horticulture & Maintenance of Play field	Hostel: Room – 06, Toilets & Bathroom – 06 each, including surrounding area of hostel, Office room – 01, Conditioning Hall – 1, Toilets -04 & approx 400 Sq. meter open area near by office. It should be cleaned/swept/ wiped on regular basis as per schedule of work at the serial no. 10. For safety & security of overall campus, two persons may be deployed in night shift. (Approximate 05 acre area)	06 Nos.

9.00 SCHEDULE OF WORKS FOR HORTICULTURE AND MAINTENANCE OF PLAY FIELD.

1. Regular maintenance of Hockey Field, Sepaktakrow, Basket Ball Ground, Volley Ball Ground including road side hedge, floor beds, lawns in front of office/sports complex.
2. The maintenance of grass is a continuous process. The cutting of grass is required to be mowed upto soil level (1” growth) from soil level.
3. The contractor will mow the grass after 15 days (twice in a month) or as per requirement of the season/decided by the Incharge to ensure properly maintained lawn as on regular basis.
4. The contractor will trim/cut out the Hedges every month. In the rainy season, the contractor will trim the Hedges after 15 days. More trimming is required in the month of July, August and September. The contractor will ensure properly cut and maintained Hedges on regular basis.
5. The contractor will weed out the unwanted vegetative growth.
6. The contractor will grow seasonal flowers etc. maintain flower buds as per season for beautification of the campus as per requirement of the season.
7. The watering to the grass to be done as per requirement
8. The contractor will plant good quality of grass in the brown area, wherever there is no grass.
9. Whenever any damage is done to grass during cultural event / sports events. The contractor will replace / restore the damage at its own cost.

10. The maintenance and development of all play fields, grounds and other open area work of plantation and other horticulture work including cleaning, cutting the wild grass is the duty of the contractor.
11. The successful bidder shall have to all required equipments of his own cost for the above said work as lawn movers, pipes, sprinklers etc. and material like manure, fertilizers and insecticides, seeds, plants etc. SAI will not provide any of these items.
12. The reclamation and development of land will be sole responsibility of the successful tenderer in the schedule of time as decided by Centre Incharge. SAI will not pay any extra charges for the same.
13. In order to develop the centre in a planned way, it is desirable that the agency has experience land scaping consultants and that they shall submit detailed annual plan of action which shall be followed regularly.

10. SCHEDULE OF WORK HOUSEKEEPING

1. The work of cleaning, sweeping and scrubbing of the areas, particularly toilets and office rooms and hostels shall be completed every day as decided by Centre Incharge. On the day of any event is to be held at the complex, the cleaning of the entire area shall be completed within time prescribed.
2. The toilets shall be cleaned and disinfected everyday. There should be no dirty stains spots left in the toilets and urinals and urinals should have disinfectant naphthaline balls available all the time. There should be no blockage of toilets urinals or drains on any day and there should be regular flow of water through these urinals, toilets, drains etc.
3. Wiping of floors of Hostel, Office & other areas to be done daily.
4. The floor of the toilets etc. should be washed and wiped dry every day. There should be no collection of water or wet floors in any toilet to make it dirty and unhygienic.
5. Daily sweeping of the roads, parking area, toilets, corridors, rooms, change rooms and play fields, open areas etc. should be done and maintained spick and span clean through out the day.
6. Under no circumstances the garbage collected would be kept inside the complex and the bidder will make arrangements for its disposal at a place, as decided by concerned department at his own cost.
7. The sinks, floor area, walks etc. around water points, water coolers would always be kept thoroughly clean through out the day, free from any type of stains, refuse collection or blockages, washing or cleaning of pouches or dusters or any other material would not be done here.
8. All rooms, corridors, stairs and other attached area and toilets of Hostel should be kept clean all the time.

-:: 7 ::-

9. Acid cleaning of sanitary wares & Cleaning of water storages tank/water coolers.
10. Sweeping/cleaning of the roofs of Buildings like Hostel, Office etc. should be cleaned at least fortnightly.
11. Immediate cleaning of the blockage of any kind in the toilets, sewerages etc. through the complex will be the responsibility of the contractor.
12. Cleaning of sewerages/safety tank should be done if needed.
13. Spraying of finites in Hostels daily.
14. Any other house keeping works as assigned by Centre Incharge.

Certificate to be given by the bidder:

Certified that I/We have studied site, 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 SUB-CENTRE, LUCKNOW**

To

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

Sub.: TENDER FOR THE JOB OF HORTICULTURE INCLUDING
PLAY FIELD & HOUSEKEEPING CONTRACT AT SAI TRAINING
CENTRE, MAJOR, DHYAN CHAND STADIUM, BAREILLY CANTT.
BAREILLY

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

In response to the tender published in the on
.....,

I am enclosing herewith demand draft no. dated..... of
Rs. 12000/- (Rupees twelve thousands only) drawn on
Bank in favour of Director Sports Authority of India, Netaji Subhas Sub-
Centre payable at Lucknow on account of **Earnest Money Deposit (EMD)**.

AND

I am also enclosing demand draft no. _____ dt. ____ of Rs. 400/-
/Receipt dated _____ of Rs. 400/- towards cost of tender

(SIGNATURE OF THE BIDDER)
with address and seal

SPORTS AUTHORITY OF INDIA
NETAJI SUBHAS SUB-CENTRE, LUCKNOW

TENDER FOR THE JOB OF HORTICULTURE INCLUDING PLAY
FIELD & HOUSEKEEPING CONTRACT AT SAL TRAINING CENTRE,
MAJOR, DHYAN CHAND STADIUM, BAREILLY CANTT. BAREILLY

(TO BE SUBMITTED IN ENVELOP "B")
TECHNICAL BID FORM

1.	Name of the Firm/Agency	
2.	Full Postal Address with Tel. No.& Fax No.	
3.	Name, Address & Tel. No. of the Director/Proprietors & Chief Executive of the firm. Bio-Data of the Director/Proprietors, Chief Executives of the agency.	
4.	Registration No. of Firm (Copy enclosed)	
5.	Income Tax return Certificate of the last three years (Copy enclosed)	
6.	PAN No (Copy enclosed)	
7.	Contract Labour License (Undertaking to the effect that the Contract Labour License to be submitted within a month from the date of award letter).	
8.	EPF Registration No. (Copy enclosed)	
9.	ESI Registration No (Copy enclosed)	
10.	Certified/Audited Balance Sheet by CA of last three financial years confirming minimum annual turn over of Rs.10 lakhs from horticulture & housekeeping.	
11.	Details of other clients for providing Horticulture & Housekeeping services along with copies of award letter (at least three)	
12.	List of court cases, if any, to be furnished by the bidder. Bidder should also give any specific decision given by the Hon"able court. In case of any wrong information provided the bidder, it is liable to be rejected/terminated at any time	

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

(SIGNATURE OF THE BIDDER)
with address and seal

**SPORTS AUTHORITY OF INDIA
NETAJI SUBHAS SUB-CENTRE, LUCKNOW**

TENDER FOR THE JOB OF HORTICULTURE INCLUDING PLAY
FIELD & HOUSEKEEPING CONTRACT AT SAI TRAINING CENTRE,
MAJOR, DHYAN CHAND STADIUM, BAREILLY CANTT. BAREILLY

FINANCIAL BID FORM

(TO BE SUBMITTED IN ENVELOPE "C")

1. **Name of the Tenderer :**
2. **Address of the Tenderer** :
-
3. **Tender No./website** :

**TOTAL RATES QUOTED FOR A MONTH (INCLUSIVE OF ALL
CHARGES, TAXES and EPF & ESI Etc).**

IN FIGURE : **Rs.**

IN WORDS : **Rupees**

This is to 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