

SPORTS AUTHORITY OF INDIA
TRAINING CENTRE
SWARN JAYANTI KHEL CHHATRAWAS, MOINUL HAQ. STADIUM CAMPUS
RAJENDRA NAGAR, PATNA-800016
Phone/Fax:-0612-2691878, E-mail saistcpatna@gmail.com

NOTICE INVITING TENDER

Sealed tenders are invited from the reputed Firms/Suppliers falling under the eligibility criteria as contained in the Tender Documents for contract of running Mess for trainees of Sports Authority of India, Training Centre, Patna. For further details, interested firms may please visit our website at media.icc.sai@yahoo.in or may obtain the documents after paying requisite cost of Rs. 200/- from the address given above, from 01-04-2013 to 21-04-2013 on all working days between 10.00 hrs to 16.00 hrs.

(B.S.Dhillon)
Centre Incharge

SPORTS AUTHORITY OF INDIA
TRAINING CENTER, PATNA

Cost of Tender form Rs.200/- (Two Hundred Only)

TENDER DOCUMENTS for contract of running mess for SAI Training Centre, Patna.

Tender No-.....

Last date of receipt of Tenders: - **22.04.2013 at 3.00 P.M.**

Date & Time for opening Tenders: - **22.04.2013 at 3.30 P.M.**

1. Invitation of Bids

1.1. Sports Authority of India, Training Centre, Patna on behalf of Regional Director SAI NS Eastern Centre, Salt Lake City, Sector-III, Kolkata-700098 invites sealed tenders from reputed and registered Caterers having minimum three year experience in the field of catering Services to Educational Hostel/Sports institute/Centers with minimum annual turn over of **Rs.5.00 lacs** from the catering only, for a period of **01 (one) year** commencing from **01.05.2013 up to 30.04.2014**. The bidders having experience of providing catering services to SAI, STC/SAG/NCH shall be given preference.

1.2. The bidders are required to accept all terms & conditions mentioned in the Tender Documents. SAI reserves the right to reject any or all offers without assigning any reason thereof.

1.3 It is the responsibility of the bidders to read all the terms & conditions of the Tenders Documents before filling the tender. Incomplete Tender Documents or bids are liable to be rejected.

1.4. Tenders received after the due date and time will not be entertained.

1.5. SAI also reserves the right not to accept the lowest bid.

2. EARNEST MONEY (EMD) DEPOSIT

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

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

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

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

- i) The successful bidder shall start mess service for the Trainees of SAI Training Centre, Patna, within seven days from the date of receipt of letter conveying the acceptance of offer.
- ii) Successful bidder has to execute an agreement within fifteen days from the date of receipt of draft contract and also deposit security money within the stipulated period, which will be released on expiry of the contract, however, such deposit will not carry any interest.

The earnest money of the successful bidder will be refundable after completion of the above-mentioned formalities, without any interest thereon.

3. SCHEDULE OF TENDER

3.1. The Tender Documents will be available for sale between **10.00 Hrs to 16.00 Hrs** on all working days from **01.04.2013 to 21.04.2013**. The intended bidders may purchase the same from Cashier of Sports Authority of India by making payment of **Rs. 200/- (Rupees Two Hundred only)** in cash or through A/C Payee Demand Draft/Pay order drawn in favour SAI Training Centre, Patna.

3.2. Technical & Financial bids shall be received up to **22.04.2013 by 3.00 PM**. The technical bids will be opened on **22.04.2013 at 3.30 PM**.

3.3. The Financial Bid of only those bidders will be opened whose Technical bids are accepted by the Competent Authority. The date time and venue for opening of Financial Bids shall be communicated to the technically qualified bidders at a later date. However, SAI reserves the right for not inviting the unqualified bidders while opening the financial bids.

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

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

4. PROCEDURE FOR SUBMISSION OF BIDS

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

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

4.2. All the three envelope (i.e. envelop A, B & C) should be submitted in a big cover duly sealed, addressed to Incharge, Sports Authority of India, Training Center, Patna and super-scribed "**Tender for running Mess for SAI Training Centre, Patna**". The cover should also bear the name and address of the bidder including Telephone number. Tender duly completed as above May please dropped in the Drop Box placed in a well accessible place.

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

5. BIDDER QUALIFICATION

The bidder should have minimum three years experience in the field of providing catering services in Education/Sports institute/Center. The minimum **annual turn over** of the prospective bidder should be **Rs. 5.00 Lakhs** per annum during the last three preceding years.

6. SCOPE OF WORKS

6.1. To provide hygienic food as per approved menu of SAI attached to this tender document as Annexure-III, which may be slightly altered as per the seasonal requirements time to time with the approval of Incharge, SAI, STC, Patna.

6.2. To arrange for serving fresh and hot food whenever required at the Dinning Hall at SAI Training center Patna.

6.3. All the cooking ingredients and/or raw material to be used should be fresh and have reputed brands.

6.4. As far as possible all material to be used must be pre-packed and of reputed brand.

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

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

To facilitate the prospective bidder for running the mess of Sports Authority of India, Training Centre, Patna will provide with Kitchen, Dinning Hall etc, space for store room for stocking various commodities as is where is basis.

7. TERMS AND CONDITION OF CONTRACT

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

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

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

- 7.4. The financial bids shall be opened at Sports Authority of India, Netaji Subhas Eastern Center Salt Lake City, Sector-III, Kolkata-98 and shall be evaluated on the basis of acceptance of rate as per schedule of requirement attached with financial Bid. A negotiation with the bidders is strictly prohibited.
- 7.5. The bid shall contain no erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such correction shall be authenticated by the person or persons signing the bid.
- 7.6. Bid Documents are neither transferable nor cost of the bid documents is refundable under any circumstances.
- 7.7. The issuing of bid document shall not constitute that the bidders are automatically qualified.
- 7.8. If even after award of contract, information/facts submitted by the bidders are found misleading/incorrect/false etc., Regional Director, Sports Authority of India, Netaji Subhas Eastern Center Salt Lake City, Sector-III, Kolkata-98 reserves the right to **Terminate the Contract and Security Deposit and Earnest Money, as the case may be, will be forfeited .**
- 7.9. The successful bidder has to furnish **interest free Security Deposit** of an amount of **Rs. 50,000(Rupees fifty thousand only)** in the form of Account Payee Demand Draft from a commercial Bank drawn in favour of SAI Training Center, Patna payable at Patna/Fixed Deposit Receipt/Bank Guarantee. This has to be given within stipulated period as mentioned in the letter of award of mess contract. The Security Deposit will cover entire period of the contract and will be released after 3 months from the date of conclusion of contract.
- 7.10. The Earnest Money Deposit will be refunded to the unsuccessful bidders within one month of the date of approval of the successful bidder without any interest.
- 7.11. However, The Earnest Money of the successful bidders will be liable to be forfeited, if he/she does not fulfill any of the following condition:
- a) The successful bidder shall have to deposit security deposit within a period of 15 days of the receipt of the award letter. The security so deposited with Sports Authority of India, Training Center, Patna shall not carry any interest.
 - b) Execution of the agreement of **Rs.100/- (Rupees Hundred only)** on **Non-Judicial Paper** within stipulated period on receipt of award letter.
 - c) To undertake the work from the specified date mentioned in the award letter.
- 7.12. In case of any dispute between the successful bidder and its employee, Sports Authority of India, Netaji Subhas Eastern Center Salt Lake City, Sector-III, Kolkata-98 will have no responsibility and shall not be responsible for any compensation in any form or employment to any of such employees during the currency of and/or after the expiry of this agreement.

- 7.13. The successful bidder will have to provide food to Trainees of SAI Training Centre, Patna as per items and Rate as given in Schedule of Requirement attached with price schedule/financial Bid document to this Tender Document.**
- 7.14. The successful bidder will be responsible for maintaining the furniture, electrical, sanitary, water connection and other fitting in proper working condition and in case of any fault, will be repaired at its own cost.
- 7.15. The furniture (if any) issued will be on a One-Time Basis, and it should be returned in good condition after expiry of the contract. Its maintenance will be responsibility of the bidder who will be responsible for any breakage and damage of this furniture.
- 7.16. The successful bidder will be responsible for the cleanliness of the Dinning Hall, Kitchen and the surrounding areas. Disposal of kitchen waste and other items will be outside the area of the SAI Training Centre, Patna at his own cost.
- 7.17. The successful bidder will not be allowed to use hard coal/wood and electricity for cooking purpose. Cooking has to be done on LPG Fuel Only.**
- 7.18. The food supplied should be wholesome, hygienic, and nutritious. The SAI Training Centre, Patna reserves the right to take the assistance of any institution/agency/expert for guiding the successful bidder in this respect and advice of Director will be binding.
- 7.19. The successful bidder will ensure compliance of all the relevant provision of the Laws.
- 7.20. The successful bidder has to bring his own kitchen equipments, crockery, and cutlery, utensils and other items required for preparing and serving of food. The entire item should be of good and standard quality and same are subject to surprised checking by Asst. Director/ Center In-charge SAI Training Centre, Patna, or his representative.
- 7.21. In case of food, if found same are less in quantity or quality and not of standard quality or in unhygienic condition or not supplied in time, a deduction of 10% will be made from monthly bill as penalty or as decided by the Asst. Director/Centre in-charge, SAI Training Centre, Patna. Repeated fault may result in forfeiture of part or whole of Security Money and even termination of the contract. SAI, Training Centre, Patna reserves the right to visit the existing or the past customers of the bidder to ascertain the quality of work performed by them and in case any negative report is received against the bidder, contract may be terminated.
- 7.22. That without prejudice to the right and privileges of the licensor, licensee, during the tenure of the contract shall not transfer, assign or part with the premises or any portion thereof permanently or temporarily to any other person/persons and shall not be allowed to take any person/persons to share the accommodation or in partnership without the prior written permission of the SAI, nor shall be entitled to allow any person/persons to occupy the licensed premises or to use any part thereof or create any right of any other person/persons/party in the licensed premises.

- 7.23. The successful bidder shall not be entitled to put up any structure (permanent/temporally) on the allotted space. In case any such structure(s) is/are required to be put by the successful bidder for promotion of his/her business the successful bidder shall submit a detailed plan for approval of the SAI, No additional;/alternation or structural changes would be allowed to be put up without the written prior approval of the SAI.
- 7.24. That after expiry of the instant contract or if the contract is being terminated before the expiry, the successful bidder shall not remove its furnishing, fittings, furniture, fixtures, utensils, raw materials, cooking ingredients etc. without the prior written approval of Regional Director, SAI NSEC Salt Lake City Kolkata-98. However, at the time of removal, the successful bidder has to restore the licensed space to the original condition at its own cost.
- 7.25. That the successful bidder shall not do anything in or outside the allotted premises which may create nuisance or any cause of annoyance to the neighbor, to the Regional Director and / or to the visitors and Sports person living/visiting the premises.
- 7.26. That sufficient number of lights points, power plugs, fan including exhaust fan will be provided by the SAI Center Patna. In case of any addition and alteration in the electrical installation work prior approval in writing of The Regional Director SAI NSEC Salt Lake City Kolkata will have to be obtained by the successful bidder.
- 7.27. Only such items of food and beverages etc., will be prepared as provided in menu including any additional items which have not been prohibited by Ministry of Health or Director SAI NSEC Salt Lake City Kolkata and other Govt. agency.
- 7.28. The successful bidder shall arrange for removal of the garbage, the kitchen waste or any other type of refused or waste material every day at its own cost.
- 7.29. That the successful bidder shall maintain environmental hygienic and proper sanitation of the premises during all working hour. The successful bidder shall be bound to abide by all the provisions of the prevention of Food Adulteration Act as applicable in Bihar and such other Central and local laws and rules and regulation existing therein or to be enacted or introduced hereafter.
- 7.30. That the Successful Bidder at its own cost Shall arrange running hot water, cupboards and all other incidental requirements in he kitchen including the fireproof arrangement. It will be the responsibility of the successful bidder to comply with all the fire and /or fire fighting norms and conditions as laid down by the concerned authority including the relevant provisions of the relevant laws. SAI NSEC, Salt Lake City, Sector-III, Kolkata-98 will not held responsible in case of any eventuality.
- 7.31. That the washing of utensils etc., including dishwashing shall not be permitted to stack at any places other than the space in the kitchen provided for this purpose.
- 7.32. The successful bidder shall not encroach upon any area of vacant land or constructed portion other then the allotted portion for any purpose.

- 7.33. That no public telephone shall be arranged/provided in canteen without obtaining prior approval of the Regional Director SAI NSEC Salt Lake City Kolkata.
- 7.34. SAI NSEC Salt Lake City Kolkata reserves right to revise its menu as per seasonal requirement and no extra payment will be made for the same.
- 7.35. The successful bidder shall be responsible for ensuring the safety of the trainees of SAI Training centre and his own employees in respect of its obligation under this contract. In case any injury to any person of SAI training Centre Patna or damage caused to the prosperity of SAI Training centre Patna as a result of this contract activities, the successful bidder shall be solely responsible to pay compensation for such injury and /or damages as may be required under the law. In case of any court case or Challan by the police or any local authority or any other party competent to take such action, the successful bidder shall be sole responsible for defending the cases before the Court of law and / or to ensure compliance with the summons/ challans served in this behalf.
- 7.36. The successful bidder will submit bill in duplicate by 5th of each month along with attendance sheet of SAI STC, Patna's Trainees duly signed by each trainees, verified by the concerned Coach and recommended by the hostel/Centre In-charge, SAI STC, Patna for payment. The payment will be made as far as possible within 10 days from the date of receipt of bill after deduction tax as per rules through A/C Payee Cheque/ETS.
- 7.37. These are only propose draft, terms & condition and can be modified/changed or added at the time of finalization and signing the agreement.
- 7.38. The Earnest Money of the successful bidder will be refunded after depositing of the Security money against the contract; however, the same will not carry any interest.
- 7.39. Conditional/Incomplete/offers not conforming to tender document will be rejected.
- 7.40. Arbitration clause to be inserted at the time of final Agreement.

8. **INSTRUCTION FOR BIDDER**

- 8.1. The intended bidders should visit the premises to be given in the complex of SAI Training Center, Patna before bidding to quote reasonable license fee.
- 8.2. The intended bidder is required to submit an undertaking that "Staff deployed at the Centre in terms of this contract at all time will remain the employees of the agency exclusively and they shall not be entitled to claim employment or permanency of job in the Sports Authority of India or any other direct or indirect claim on SAI on the non-judicial paper duly attested by concerned authority along with TECHNICAL BID". Offer without the said undertaking, the bid will not be considered.**

- 8.3. The intended bidder is also required to submit Solvency certificate of minimum of Rs. 5.00 Lakhs issued by the Nationalized Bank or Collector along with TECHNICAL BID. Offer without the said certificate will not be considered.
- 8.4. It is intended on the part of prospective bidder to submit offer for providing Food as per the Menu & rates approved for the same.

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

Signature.....

Name (In block letter).....

Designation.....

Name of the firm.....

Address.....

Tele No.....

Date: -

Sports Authority of India
Training Center, Patna

Bidding document for contract of running Mess for Trainees of SAI Training Centre, Patna

PARTICULARS OF EMD

1. NAME OF AGENCY----
2. PERIOD OF SALE OF TENDER DOCUMENTS.....
3. LAST DATE AND TIME FOR RECEIPT OF TENDER.....
4. TIME AND DATE OF OPENING OF TENDER.....
5. PLACE OF OPENING OF BID.....
6. DETAILS OF EMD----
 - a) AMOUNT----
 - b) NAME OF BANK and branch----
 - c) PAY ORDER/BANK DRAFT NO. & DATE----

(SIGNATURE OF BIDDER OR HIS AUTHORIZED SIGNATORY AGENCY ALONG WITH SEAL)

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

a) Name of Agency/Tenderer:

(i) Amount:

(ii) Name of Bank:

(iii) Pay Order/Demand Draft No. & Date:

Sports Authority of India
Training Center, Patna

Technical Bidding document for contract for running Mess for Trainees of SAI Training Center, Patna

BID DOCUMENT NO.

1. NAME OF BIDDER
2. ADDRESS OF BIDDER
3. DETAILS OF DOCUMENT TO BE SUBMITTED

(i) Details of Permanent A/C Number (PAN):

(Attach documentary proof):

(ii) Three years experience of catering services

(Attach documentary proof):

(iii) Registration No., of the Firm if any:

(Attach documentary proof):

(iv) Total Turn Over during last 3 preceding years:

duly certified by CA

(Attach documentary proof):

(v) Certificate of Registration of Service Tax:

(Attach documentary proof):

(vi) Annual turnover for the last 3 preceding year duly certified by CA

(vii) Income Tax Return for the last 3 preceding years:

(viii) Solvency Certificate for Rs.5.00 lakh: (Attach in original)

(Signature of bidder or this Authorized Signatory Along with Seal)

Telex :

Telephone :

Fax No. :

E-Mail :

Website :

Sports Authority of India
Training Center, Patna

Bidding document for contract of running Mess for Trainees of SAI Training Center, Patna

PRICE SCHEDULE/ FINANCIAL BID

(To be utilized by the bidders for quoting their prices)

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

BID PARTICULARS FOR TENDER NO: -

1. Name of Bidder
2. Address of Bidder
3. Amount of License Fee:

(Monthly License Fee to be quoted)

(Signature of Bidder or his authorized signatory with seal)

Telex : -----

Telephone : -----

Fax No : -----

E-Mail :-----

Website : -----

**Sports Authority of India
Training Center, Patna**

Schedule of Requirement

Menu for STC Center @ Rs.175/- per head

Meal	Food Item	Quantity as per the sanctioned diet
Bed Tea	Tea	1 Cup
	Biscuits	2 Nos. (20gm)
Break fast	Bread	Bread (reputed brand)
	Butter	
	Jam	
	Milk with sugar	200 ml
	Eggs	2 Nos.
	Cornflakes	
	Table banana Singapore	2 Nos.
Lunch	Rice	
	Green Salad	
	Dal/Dal (Sambar)	
	Vegetables	
	Curd	
	Fish/Meat	
	Fruit	1 No.
	Real Fruit Juice	1 pkt.
Evening	Milk with Bournvita/Horlicks	200ml
	Biscuits	(2Nos.)
Dinner	Chapatti/Rice	
	Dal	
	Vegetable	
	Mutton/chicken/Egg	
	Sweet Dish	

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

(Signature of Bidder or his authorized signatory with seal)