



SPECIAL AREA GAMES CENTRE, TINSUKIA (ASSAM)
Tele/Fax: 0374-2335167

Tender Form No.____2015

OPEN TENDER NOTICE FOR RUNNING MESS (BOARDING) SERVICES

Sealed tenders are invited by SAI, SAG, Tinsukhia from reputed catering agencies with minimum annual turnover of Rs. 35 Lakhs per annum having minimum 3 years experience of providing food in various Hotels/ Hostels/ institutions etc. for awarding contract to provide Mess for Hostlers under SAI, Special Area Games (SAG) Centre, Tinsukia

1. **Tender Cost (Cash or draft) : Rs. 500/-**
2. **Last Date of Sale of Tender Documents : 13/04/2015**
3. **Last Date of Submission of Tender Documents : 13/04/2015 up to 11.00 A.M**
4. **Date of Opening of Tender Documents : 13/04/2015 at 11.30 AM**
5. **Venue of Opening Of Tender Documents : SAI, SAG Centre, Sarbananda Singha Stadium, Tinsukia**
6. **Earnest Money in way of Demand draft : Rs. 25,000/-**
7. **Website : www.sportsauthorityofindia.nic.in**

The detailed information, terms and conditions governing the award of contracts contained in the tender documents which may be obtained from the office of In-charge, SAI, SAG, Tinsukhia, Sarbananda Singha Stadium, Dist. Tinsukia, Assam.

In case of downloading of tender form from website the bidder will have to submit tender cost separately alongwith Earnest Money Deposit. Draft may be prepared in favour of “Assistant Director In-charge, SAI, SAG Centre, Tinsukia”.

Tender offer in the prescribed tender form along with all relevant documents sealed and completed in all respect must be submitted on or before schedule date & time.

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

(CENTRE IN-CHARGE)

SPORTS AUTHORITY OF INDIA
SPECIAL AREA GAMES CENTRE, TINSUKHIA (ASSAM)

CHAPTER - 1

INSTRUCTIONS TO BIDDERS

- 1.1 Sports Authority of India, SAI, SAG Centre, Tinsukia invites sealed tender for providing catering service for sports trainees at SAI, SAG Centre, Tinsukia for a period of 01 (one) year from reputed Caterers having minimum annual turnover of **Rs. 35.00 (Thirty Five Lakhs)** only during last 3 financial years for catering services to various institutions.
- 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 The schedule of requirement given in Chapter-3 and condition of contract is given in Chapter-2.
- 1.7 The bidding documents duly completed in all respects should be submitted in three separate sealed envelopes addressed to the In-charge, SAI, SAG Centre, Tinsukia as per detail given below:

ENVELOP-A

Shall contain Demand Draft of Earnest Money of **Rs. 25000/- (Rupees Twenty Five Thousand Only)** & Receipt/ Bank Draft of Tender Cost. The EMD should be deposited in the form of Demand Drafts issued by any Nationalized /Scheduled Bank in favour of the **ASSISTANT DIRECTOR IN-CHARGE, SPORTS AUTHORITY OF INDIA, SAG Centre, Tinsukia** payable at Tinsukia along with other details in the format enclosed at Annexure-1, Cover must be sealed and super scribed as **Envelope – A**.

ENVELOP-B

Shall contain Technical Bid consisting of all technical details along with commercial terms and conditions. The bidding documents duly signed and stamped by the tenderer or by his authorized signatory on each page should be submitted in the **envelope -‘B’**, along with other details in the format given in chapter –5. The technical bid should be submitted in the format given in Annexure – 2.

ENVELOP-C

Shall contain the financial / commercial bid indicating the amount of monthly licence fee offered for running mess at SAI, SAG Centre, Tinsukia. The format for submitting the Financial Bid is given in Annexure – 3. The cover may be sealed and super scribed as **Envelop ‘C’ – Financial Bid**.

- 1.8 All the three envelopes should be submitted in one big cover duly sealed, addressed to In-charge, Sports Authority of India, SAI, SAG Centre, Tinsukia. Envelop 'A' & 'B' submitted by the tenderers will be opened on **13/04/2015 at 11:30 am** and will be evaluated by a duly constituted committee. Envelop 'C' i.e. Financial/ Commercial Bid of only those bidders will be opened, whose documents are found in order and acceptable. Date and time for opening of the Envelop 'C' will be decided later on.
- 1.9 The Bids received after the specified date and time for receipt of bids will not be considered under any circumstances. SAI shall not be responsible for any postal delays.
- 1.10 Sports Authority of India (SAI) SAG Centre, Tinsukia reserves the right to reject any or all bids without assigning any reason. SAI also reserves the right not to accept the highest bid.

ELIGIBILITY CRITERIA :

- 1.11 The bidders should have experience of providing catering services in educational institutions/Hostels/ Sports institutes/Centres or in the hotel business at least for a period of three years with minimum annual turnover of **Rs. 35.00 Lakhs** from the business. The bidders having more experience with registration and other valid documents in the field shall be given preference.

SELECTION CRITERIA:

- 1.12 The selection of successful bidder will be done on the basis of License fee quoted by the bidders for use of the premises offered to them in SAI, SAG, Tinsukia and fulfilling the eligibility criteria.

CHAPTER – 2

CONDITIONS OF CONTRACT

- 2.1 The bids must be accompanied by a Bank Draft issued by any Nationalized/Scheduled Bank for Rs. 25000/- (Rupees Twenty Five Thousand Only) in favour of ASSISTANT DIRECTOR IN-CHARGE, SPORTS AUTHORITY OF INDIA, SAG Centre, Tinsukia payable at Tinsukia as EMD.
- 2.2 The Tender Document will be available between **10.00 hours to 16.00** hours on all working days up to **13/04/2015 till 11:00 a.m.** The intended bidders may purchase the same from the office of In-charge, SAI, SAG, Tinsukia by making payment of Rs 500/- (Rupees Five hundred only) in Cash or through A/C Payee Dement Draft/ Pay Order drawn in favour of Assistant Director In-charge, SAI, SAG Centre, Tinsukia payable at Tinsukia.

The bidders who download the tender documents from given website are required to pay Rs. 500/- (Rs. Five hundred only) in the form of separate Demand Draft/Pay Order in favour of Assistant Director In-charge, SAI SAG Centre, Tinsukia payable at Tinsukia as cost of tender documents. In case the bid is received without the cost of tender documents, the same would not be considered.

- 2.3 The bids addressed to INCHARGE, SPORTS AUTHORITY OF INDIA (SAI), SAG, Tinsukia, should be submitted in sealed covers super scribing "BID FOR MESS in SAI, SAG, Tinsukia". The sealed covers should bear the name and address of the bidder including telephone numbers. The bids will be received in the office of the INCHARGE, SPORTS AUTHORITY OF INDIA (SAI), SAG Centre, Tinsukia up to **11:00 a.m. on 13/04/2015** and Bids will be opened at **11:30 A.M. on 13/04/2015** in the presence of bidders who may desire to be present or their authorized representatives, by duly constituted Committee appointed by the competent authority of SAI. The date, time and place for opening the Financial Bids shall be decided only after analyzing the technical bids.
- 2.4 The bid shall contain no erasers or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be authenticated by the person or persons signing the bid.
- 2.5 Bid Documents are neither transferable nor cost of the bid documents is refundable under any circumstances.
- 2.6 The issuing of bid document shall not constitute that the bidders are automatically qualified.
- 2.7 If even after award of contract, information/facts submitted by the bidders are found misleading/incorrect/false etc. The In charge, SAI, SAG Centre Tinsukia reserves the right to disapprove the contract.
- 2.8 **The successful bidder has to furnish Performance Security Deposit for an amount of Rs. 3.00 lakhs (Rupees Three Lakhs) in the form of Account Payee Demand Draft from any Nationalised Bank /Bank Guarantee from any Nationalised Bank. This has to be given within 10 days of Acceptance/Award letter issued and will be the security deposits up to entire period of the contract.**
- 2.9 The Earnest Money Deposit will be refunded to the unsuccessful bidders within three months of the date of approval of the successful bidder. The Earnest Money of successful bidders will be liable to be forfeited, if he/ she do not fulfil any of the following conditions:
 - (a) The successful bidder shall have to deposit Security Money amount within 10 days of receipt of the award letter. The security thus deposited with SAI SAG Centre, Tinsukia shall not carry any interest.
 - (b) Execution of the agreement on **Rs. 50/- (Rupees Fifty only) stamp paper within 7 days** of the receipt of award letter to undertake the work from the specified date mentioned in the award letter.
- 2.10 In case of any dispute between their employees and successful bidder, 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 and/ or after the expiry of this agreement.

- 2.11. The successful bidder will have to provide food to SAI Trainees as per the prescribed food Menu (Annexure IV) and at the rates as quoted and agreed upon in Annexure III of Bidding Document.
- 2.12. The successful bidder will be responsible for maintaining the furniture, electrical, sanitary, water connection and other fittings in proper working condition and in case of any fault, will be repaired at his/her own cost.
- 2.13. The furniture 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 the responsibility of the bidder who will be responsible for any breakage and/ or damage of the furniture.
- 2.14. The caterer will be responsible for the cleanliness of the Dining Hall, Kitchen and the surrounding areas Disposal of Kitchen waste and other items will be outside the areas of the SAI, SAG Centre, Tinsukia Complex.
- 2.15. The caterer will not be allowed to use hard coal/ wood and will be allowed to use gas fuel only. No cooking on electricity will be permitted.
- 2.16. The food supplied should be wholesome, hygienic, nutritious and prepared in branded refined oil. The SAI Training Centre reserves the right to take the assistance of any institution/ agency/ expert for guiding the caterer in this respect and advice of the In-charge will be binding.
- 2.17. The caterer will ensure compliance of all labour laws as applicable to caterer and caterer's employees including any additional obligations that may arise on account of the canteens being located within the SAI SAG Centre, Tinsukia.
Waiters/Cooks should always be in prescribed uniform as decided by In-charge, SAG Centre, Tinsukia and the uniform has to be provided by the caterers at his own cost.
- 2.18. The caterer will maintain from inception a reserve fund with his own bankers for meeting all accruing liabilities of termini benefits, compensation etc., and will be responsible for providing alternative employment to all its employees on the cessation of this agreement, in his/ her other going catering projects.
- 2.19. The bill should be submitted by the 2nd of every month for the preceding month. The SAI will make the payment of the bill within one month from the date of receipt of the bill through ECS in a/c of the agency/firm after deducting Licence fee, TDS etc. as per rules.
- 2.20. The caterer has to bring his own kitchen equipments, crockery and cutlery utensils and other items required for preparing and serving of food. All the items should be of good and standard quality and the same are subject for checking by the In-charge or his representative at SAI, SAG Centre Tinsukia.
- 2.21. In case of any dispute the matter shall be under the jurisdiction of the courts situated in Tinsukia.
- 2.22. In case of food, if found less in quantity or quality is not of standard quality or in unhygienic condition or not served in time, the penalty will be as follows:-

| Sr. No. | Nature of Deficiency/Lapse | Penalty |
|---------|---|-------------------------------|
| i) | Delay in service | Rs. 250/- per instance |
| ii) | Insufficient Quality in food | Rs. 1000/- per instance |
| iii) | Lack of Cleanliness in Kitchen/Dining Hall | Rs. 500/- Per Instance |
| iv) | Non supply of food item/s for part or whole | Rs. 25/- per Trainee per item |
| v) | Quality Deterioration | Particular day's payment |

Repeated fault may result in forfeiture of part or whole of security and even termination of the contract. SAI Training centre reserve 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 his/ her bid may be rejected. Also in case any information provided by the bidder is found to be false, his/ her bid can be rejected and part or whole security forfeited.

- 2.23. That without prejudice to the right and privileges of the licensor, licensee during the tenure of this license shall not transfer, assign or part with licensed 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 licensor, 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 said licensed premises.
- 2.24. The licensee shall not be entitled to put up any structure permanent/ temporary on the licensed space. In case any such structure(s) is/ are required to be put by the licensee for the promotion of his/her business, the licensee shall submit a detailed plan for approval of the licensor. No additional/ alteration or structural changes would be allowed to be put up without the written prior approval of the licensor.
- 2.25. That in case the licensee comes to an end on expiry of the period of licensee or is revoked before the expiry of terms, in that event, the licensee shall not remove from licensed premises, furnishing, fitting, fixtures etc., belonging to the licensee without the prior written approval of the licensor. If the licensor decides not to retain all or any of the fittings and furnishing, the licensee shall remove the same peacefully and restore the licensed space to the original condition at his/ her own cost.
- 2.26. That the caterer shall not do anything in or outside the licensed premises which may create nuisance or any cause of annoyance to the neighbour/ to the Principal, in charge and or to the visitors and sports person living/ visiting the premises.
- 2.27. That adequate provision exists for sufficient number of light points, power plugs, fan including exhaust fan will be provided by SAI at its own cost. For any addition and alteration in the electrical installation work prior approval in writing of the In-charge, SAG Centre, Tinsukia will have to be obtained by the Caterer.
- 2.28. Only such items of food and beverages etc., will be prepared as provided in menu and any additional items should as have not been prohibited by Ministry of health or SAI SAG Centre, Tinsukia and other Govt. Agency.

- 2.29. The licensee shall arrange for removal of the garbage, the kitchen waste or any other type of refused or waste material every day at his / her own cost.
- 2.30. That the caterer shall maintain environmental hygienic and proper sanitation of the Mess premises during all working hours. The caterer shall be bound to abide by all the provisions of the prevention of Food Adulteration Act as applicable in the State and such other Central and local laws and rules and regulation existing there in or to be enacted or introduced hereafter.
- 2.31. That the caterer at his/ her own cost will provide running hot water, cupboards for keeping servant's cloths, fire proof arrangements and all other requirement in the kitchen. It will be the responsibility of caterer to comply with all fire fighting norms and conditions as laid down by the concerned authority. SAI SAG Centre, Tinsukia will not be responsible in case of any eventuality.
- 2.32. That the washing of utensils etc., including dishwashing shall not be permitted at any place other than the space in the kitchen provided for this purpose.
- 2.33. The license shall not encroach upon any area of vacant land or constructed portion for any purpose.
- 2.34. That no public telephone shall be arranged/ provided in canteen without obtaining prior approval of the licensor in writing.
- 2.35. SAI SAG Centres, Tinsukia reserves right to revise its menu and no extra payment will be made for the same.
- 2.36. The successful bidder shall be responsible for ensuring the safety of the persons, etc. In case of any injury to any persons or damages caused to the property of SAI SAG Centre, Tinsukia or any third party, the tenderer 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 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.
- 2.37. These are only proposed draft/ terms & conditions and can be modified, changed or added to the time of finally conclude and signing the agreement.
- 2.38. The Earnest Money of the successful bidder will be refunded after depositing of the security deposit and signing the contract.
- 2.39. Conditional/ incomplete bids with own terms and condition will be rejected.

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

Date : _____ Signature:

Name of the Firm & Address
SEAL:



SAG CENTRE, TINSUKIA
Tele/Fax: 0374-2335167

**BIDDING DOCUMENT FOR RUNNING MESS
AT SAI SAG CENTRE, TINSUKIA**

SCHEDULE OF REQUIREMENTS

CHAPTER – 3

| Sr. No. | Description | Location | Menu of Food | Approved Cost |
|----------------|--|--|--------------------------------------|--|
| 1. | Running of Mess at SAI, SAG Centre, Tinsukia | Sarbananda Singha Stadium, Borguri, Tinsukia, dist. Tinsukia (Assam) Pin- 786125 | Menu of Food enclosed at Annexure IV | Rs. 200.00 per day per head + 7% service charges |
| 2. | Period of Contract | Initially for a period of 1 year, extendable to 2 years based on satisfactory report of service. | | |

CHAPTER – 4

**SPECIFICATION AND ALLIED TECHNICAL DETAILS
(FACILITIES TO BE PROVIDED BY SAI)**

| Sr. No. | Name of Place | Details of Areas/Facilities to be provided by SAI |
|----------------|---------------------------|--|
| 1. | SAI, SAG Centre, Tinsukia | Cooking area, Dining Hall with dining tables and chairs Water & Electric connection |



SPECIAL AREA GAMES Centre, TINSUKIA
Tele/Fax: 0374-2335167

CHAPTER – 5

BIDDING DOCUMENT FOR RUNNING MESS
AT SAI SAG CENTRE, TINSUKIA

(TO BE SUBMITTED IN ENVELOP “A”)
(EARNEST MONEY DEPOSIT)

In response to the tender published in the on

I am enclosing herewith demand draft no dated..... of **Rs. 25000/- (Rupees Twenty Five Thousand Only)** drawn on Bank in favour of Assistant Director In-charge, SAI, SAG Center Tinsukia payable at Tinsukia on account of Earnest Money Deposit (EMD).

AND

I am also enclosing demand draft no..... dt..... of Rs. 500/- (Rupees Five Hundred) only Receipt dated..... of Rs.500/- towards cost of tender (in case tender is downloaded from SAI website).

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



SPECIAL AREA GAMES Centre, TINSUKIA

Tele/Fax: 0374-2335167

TENDER DOCUMENT FOR RUNNING MESS IN SAI SAG CENTER, TINSUKIA.

**TECHNICAL BID
(ENVELOPE "B")**

1. NAME OF BIDDER
2. ADDRESS OF BIDDER WITH TEL. NO.
3. DETAILS OF DOCUMENTS TO BE SUBMITTED:
 - i) Details of PAN No.
 - ii) Three years experience of catering business (attach documentary proof)
 - iii) Regn. No. of the Firm, if any
 - iv) Total Turnover during last 3 preceding years
 - v) Copy of Certificate/ Registration of Service Tax
 - vi) Copy of audited balance sheet or Income Tax Return for the last 3 preceding years.
 - vii) Have you ever been challenged by the Food & Adulteration Deptt. of Health for any offences, if so, give Details.
 - viii) Declaration by the agency that no case/dispute/claim with arbitration court/consumer forum etc. are pending, on a stamp paper of Rs. 10/-

That I/We will be responsible for all the contractual obligations including uninterrupted service, quantity & quality of food etc.

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 BIDDER
OR HIS AUTHORIZED SIGNATORY ALONG WITH SEAL)

Mobile No. :
Telephone No.:
Fax No. :
E. mail I.D. :
Website :

FORMAT FOR SUBMISSION OF THE TENDER ON LETTER HEAD OF THE AGENCY

TENDER DOCUMENT FOR RUNNING MESS AT SAI SAG CENTRE, TINSUKIA

**FINANCIAL BID FORM
(ENVELOPE “C”)**

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

1. No bidder will be permitted to alter or modify their bids after expiry of the Deadline for receipt of the bids.
2. The Financial Bid should be valid for a period of 90 days from opening of the financial bids.
3. The rates/ cost should be quoted inclusive of all type of taxes.

BID PARTICULARS FOR TENDER NO.

1. NAME OF BIDDER :
2. ADDRESS OF BIDDER:
3. AMOUNT OF LICENCE FEE QUOTED (per head per day): Rs. _____/-
(Rupees) plus service charges @ 7%.

This is certifying 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 the terms and conditions mentioned in the same.

(Signature of Bidder
or his authorized signatory with seal)

Dated: _ _ _ _ _

**SPORTS AUTHORITY OF INDIA,
SPECIAL AREA GAMES CENTRE, TINSUKIA**

WEEKLY CYCLIC MENU FOR PLAYERS STARTING FROM 01-05-2015 TILL THE
DIET RATES IS REVISED.

| Particulars | Items | Quantity | Remarks |
|----------------|--|--|--|
| Morning Tea | Tea Biscuits | 01 cup 02 pcs. | Before practice session |
| Breakfast | Dalia Egg Milk Banana / seasonal fruit | 40 gms. 02 nos 500 ml. 02 nos | 02 (two) days in a week |
| | Bread Butter Jam Egg Milk Banana / seasonal fruit | 04 pcs. 10gms. 10 gms. 02 nos 500 ml. 02 nos | 02 (two) days in a week |
| | Egg Milk Banana / seasonal fruit Puri - Sabji | 02 nos 500 ml. 02 nos | 02 (two) days in a week |
| | Puri - Sabji Egg Milk Banana / seasonal fruit | 02 nos 500 ml. 02 nos | 01 (one) day in a week |
| | Lunch | Rice Dal Sabji Dahi salad Pickles / papad Fruit | 150 to 200 gms. 100gms. 100 gms. 100 gms. -- -- 150 gms |
| Evening Tea | Tea | 01 cup | Before Practice session |
| Evening Tiffin | Channa (gram)/Chikki/ Dalia Juice | 40 gms. 01 glass | After practice session. |
| Dinner | Chapati Rice Dal Mutton/ Chicken / Paneer Sabji Sweet / Dahi | 04 pcs 100gms. 100 gms. 200 gms. 100gms. 100 gms. 01 no. / 100gms. | Mutton / Chicken = 3 days in a week Fish = 03 days in a week Paneer = 01day in a week |

Special Note:

- Quantity mentioned here is for raw edible food.
- To prepare 10kg of Wheat-Soya flour, the ratio should be 7:3, respectively.
- One green leafy vegetable likes spinach/fenugreek/cholai or yellow coloured vegetable like pumpkin may be served once in a day.

INCHARGE, SAI SAG CENTRE, TINSUKIA