



## **SPORTS AUTHORITY OF INDIA**

TRAINING CENTRE: KANCHANJANGHA STADIUM: SILIGURI  
(Tele-fax - 0353-2435820,+91-9434121347 [E-mail-stcslg@gmail.com](mailto:stcslg@gmail.com))

**Cost of Tender Form Rs.200/- (Two Hundred only)**

**TENDER DOCUMENTS FOR** running Mess of SAI Training centre, Kanchanjanga Stadium, Siliguri for the year 2015-16.

**Tender No. : - SAI/STC/SLG/**

**Last date of receipt of Tenders : - 20.04.2015 at 15.00 Hrs.**

**Date and Time for opening Tenders : - 20.04.2015 at 15.30 Hrs.**

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

- 1.1. Sports Authority of India Training Centre Kanchanjanga Stadium Siliguri on behalf of Regional Director SAI NSEC, Salt Lake City, Sector-III, Kolkata-700098 invites sealed Tender from reputed and registered Caterers having minimum three years experience in the field of Catering services to Educational hostels/Sports institutions/Centers with minimum annual turn over of **Rs.5.00 lakhs** from the Catering only, for a period of **01(One) year** commencing from 01.04.2013 to 31.03.2014. The Bidders having experience of supply of such items to SAI STC/SAG/NCH shall be given preference.
- 1.2. The bidders are required to accept all terms and condition mentioned in the Tender documents. **SAI reserves the right to reject any or all offers without assigning any reasons thereof.**
- 1.3. It is the responsibility of the bidders to read all terms & conditions of the Tender document before filing 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 DEPOSIT.**

Offer for contract of running mess supply for SAI Training Centre, 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, Siliguri" payable at Siliguri as Earnest Money, which will be refundable in due course to the unsuccessful bidder without any interest.

**PLEASE NOTE THAT OFFERS NOT ACCOMPANIED BY THE REQUIRED EMD WILL BE DECLARED REJECTED.**

**Offer Submitted with incomplete 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 condition.

- i) The successful bidder shall start mess service of the SAI Training Centre, Siliguri within fifteen 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.

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

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

- 3.1 The Tender document will be available for sale between 10.30 Hrs to 13.30 Hrs. on all working days from **26<sup>TH</sup> March to 20<sup>TH</sup> April '2015.** The intended bidders may purchase the same from Office of the Sports Authority of India Training Centre Siliguri by making payment of Rs.200/- (Rupees Two Hundred only) in cash or through A/c payee Demand draft/Pay order drawn infavour of "SAI Training Centre, Siliguri" The bidders downloaded the tender documents are required to pay the cost of tender document in the form of separate demand draft/pay order. In case the bid is received on down loaded tender document without the cost of the tender document the same will be rejected out.
- 3.2 Technical and Financial bids will be received **from 27<sup>th</sup> March to 20<sup>th</sup> April'15 up to 15.00 Hrs.** The Technical bids will be opened on **20<sup>th</sup> April'15 at 15.30 Hrs. at SAI STC Siliguri.**
- 3.3 The Financial bid of only those bidders will be opened whose Technical bid 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 qualified bidders while opening the financial bids.
- 3.4 **Any Tender received after the date and time given 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 itself to accept any Tender and reserve the right to call for fresh tender.**
- 3.6 If the Sports Authority of India Training Centre Siliguri satisfied with the quality /quantity of the food and service provided by the contractor then the existing contract may be extended for a further period of one year on existing terms and condition & rates, subject to the willingness submitted by the Contractor in writing to the Competent Authority, subject to approval of SAI competent authority.

#### **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 document (Annexure-II). Tender document duly signed by the bidder on each page and all necessary documents to be submitted along with Technical Bid.
- c) Envelop C- should contain the financial Bid documents (Annexure-III).

**4.2 All the three envelopes (i.e envelopes A,B & C) should be submitted in a big cover duly sealed, addressed to the Centre In-charge, SAI Training Centre , Kanchenjunga Stadium Siliguri and super scribed " Tender for supply of Mess items, as per categories to SAI Training centre,Siliguri".The cover should also bear the name and address of the bidder including telephone number. Tender duly completed as above may please be dropped in the drop box placed in a well accessible place.**

**4.3 The Bidder must put his seal and signature on each of the bids and also attest all or correction etc. if any, under his seal and signature.**

#### **5. BIDDER QUALIFICATION.**

The bidder should have minimum three years experience in the field of providing catering services in educational/Sports institute/Centre. 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 requirement time to time.
- 6.2 To arrange for serving fresh and hot food whenever required at the Dining Hall at SAI Training Centre Siliguri.
- 6.3 To provide all the cooking ingredients and /or raw materials to be used should be fresh and of reputed brands.
- 6.4 As far as possible all materials to be placed used must be pre-packed and or reputed brand.
- 6.5 Additional serving material to be placed covered in casserole/hot cases.
- 6.6 The used utensils, trays, casserole are to be cleaned and to store in hygienic conditions without any delay .In no condition the used dishes are to left over. They should be immediately cleaned and stacked in proper hygienic condition.

To facilitate the prospective bidder for running mess the Sports Authority of India Training Centre Siliguri will provide Kitchen, dining 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" payable at Siliguri.
- 7.2 The Technical Bids shall be opened at Sports Authority of India, Training Centre Kanchenjunga stadium, Siliguri by a duly constituted committee in 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 responsibility of Bidders to read all terms & condition of this document carefully before filling the bid. Incomplete bid documents or bids not responsive enough to the terms and condition are liable to be rejected. **The bidder should sign. Undertaking along with the bid document that he/she has read the complete tender document and will abide by the terms & conditions.**
- 7.4 The Financial bids shall be opened and evaluated on the basis of acceptance of rate as per schedule of requirement attaches 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 such case such correction shall be authenticated by the person or persons signing the bid.
- 7.6 Bids documents are neither transferable nor cost of the Bid documents are refundable under any circumstances,
- 7.7 The issuing of the Bid document shall not constitute that the bidders are automatically qualified.
- 7.8 If even after award of the Contract, information/facts submitted by the Bidders are found misleading/incorrect/false etc. the Competent Authority reserves the right to terminate the Contract.
- 7.9 The successful Bidder has to furnished **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 Centre,Siliguri" payable at Siliguri/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 03 months from the date of the conclusion of the 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 Bidder will be liable to be forfeited, if he/she does not full fill any of the following condition.**
  - a) The successful bidder shall have to deposit security deposit within a period of 15 days of receipt of the award letter. The security so deposited with Sports Authority of India Training Centre, Siliguri shall not carry any interest.
  - b) Execution of the Agreement on Rs.100/-(Rupees One 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, 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 the agreement.
- 7.13 The successful Bidder will have to provide food to the Hostel of SAI Training Centre Siliguri as per items and rates 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 fittings in proper working conditions 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 the 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 areas of the SAI Training Centre, Siliguri at his/her own cost.
- 7.17 The successful bidder will not be allowed to use hard coal/wood and electricity for cooking. Cooking has to be done on LPG Fuel only.
- 7.18 The food supplied should be whole some, hygienic & nutritious. National Campers of SAI Training Centre Siliguri reserves the right to take the assistance of any institution/agency/expert for guiding the successful bidder in this respect and advice of Regional Director will be binding.
- 7.19 The successful bidder will ensure compliance of all the relevant provisions of the Laws.
- 7.20 The successful bidder has to bring his/her own Kitchen equipments, crockery and cutlery, Utensils and other items required for preparing and serving of food. All the items should be good and standard quality and same are subject to surprise checking by the Assistant Director/Centre In-charge SAI Training Centre Siliguri 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 hygienic condition or not supplied in time, a deduction of 10% will be made from monthly bill as penalty or as decided by the Assistant Director/Centre In-charge SAI Training Centre Siliguri. Repeated fault may result in forfeiture of part or whole of Security money and even termination of the Contract. SAI Training Centre Siliguri 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, 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.

- 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 there of 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 licenses 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/temporary) on the allotted space. In case of any such structure(s) is /are required to be put by the successful bidder for promotion of his and her business the successful bidder shall submit a detail plan for approval of SAI. No addition /alternation or structural changes would be allowed to be put up without the written prior approval of 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, fitting, furniture, fixtures, utensil, raw materials, cooking ingredient etc. without the prior written approval of the Centre In-charge, SAI STC Siliguri-734001 any how if successful bidder decide not to written all or any of his/her furnishing, fitting, furniture, fixture, utensil, raw materials, cooking ingredients etc. The successful bidder shall remove the same peacefully with the prior written approval of the Centre In-charge, SAI STC Siliguri and rest of the licensed space to the original condition at its own cost.
- 7.25 That the successful bidder shall not do any thing inside or outside the premises, which any create noises or any cause of annoyance to the neighbor, to the Director and or to the visitors and Sports person living /visiting the premises.
- 7.26 That sufficient no. of lights points power plucks, fan including exhaust fan will be provided by SAI Training centre Siliguri. In case of any addition and alteration in the electrical installing work prior approval in writing of the Centre In-charge, SAI STC Siliguri will have to be obtained by the successful bidder.
- 7.27 Only such items of food and beverage etc will be prepared as providing menu including any additional items which have not been prohibited by Ministry of Health or SAI NSEC Salt Lake City Sector-III Kolkata -700098 and other Government agency.
- 7.28 The successful bidder shall arrange for removal of the Garbage the kitchen waste of any other type of refused or waste materials every day at its own cost.
- 7.29 That the success bidder shall remain environmental hygiene and proper Sanitation of the premises during all the working hours. The successful bidder shall be found abide by all the provision of the prevention and food adulteration act as applicable in West Bengal state and such other general local laws and rules and regulations existing there in or to be enacted of introduced hereafter.
- 7.30 That the successful bidder at his own cost shall arrange running hot water Cup boards and all other incidental requirement in the Kitchen including all fire proof arrangement. It will be the responsibility of the successful bidder to comply with all the fire and / or fire fitting norms and condition as laid down by the concern authority including the relevant provision of the relevant laws. SAI STC Siliguri will not hold responsible in case of any eventuality.

- 7.31 That the washing of Utensil etc including dish washing shall not be permitted to stack any place of other than 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 than allotted portion for any purpose.
- 7.33 That no public telephone shall be arrange /provided in Canteen without obtaining the permission from the competent authority.
- 7.34 SAI STC Siliguri reserves the 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 SAI STC Siliguri and his own employees. In case of any injury to any SAI STC Siliguri person or damages caused to the property of Sports Authority of India Training Centre Siliguri as result of this Contract activity, 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 insure compliance with the summons/challan served in this behalf.
- 7.36 The successful bidder will submit bill in duplicate by 5<sup>th</sup> of each month along with the attendance sheet of SAI Training Centre Siliguri dully signed by each trainees, verified by the concerned Coach and recommended by the hostel/camp In-charge to the Assistant Director/Centre In-charge SAI STC Siliguri for payment. The payment will be made as far as possible within ten days from the date of receive of the bill after deduction tax as per rule through A/c payee cheque or ECS.
- 7.37 These are only proposed draft, terms and conditions and can be modified/changed or add 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 confirming 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 Centre Siliguri before bidding the quote reasonable License fee.
- 8.2 The intended bidder is required to submit an undertaking that **“Staff deployed at the Centre in term 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 dully attested by the concern 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 in minimum of Rs.5Lakhs** issued by the Nationalized Bank or Collector along with the 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 and rates approved for the same.

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

**Signature** : \_\_\_\_\_  
Name (In Block letters) : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Name of the firm : \_\_\_\_\_  
Address : \_\_\_\_\_  
Tele No. : \_\_\_\_\_  
Date : \_\_\_\_\_



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### **Bidding document for running mess of trainees of SAI Training Centre , Siliguri.**

#### **PARTICULARS OF EMD.**

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

#### **SIGNATURE OF THE BIDDER.**

or his/her authorized signatory agency along with seal.

**Those who are down loading 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/Tender** : \_\_\_\_\_
- i) Amount** : \_\_\_\_\_
- ii) Name of Bank** : \_\_\_\_\_
- iii) Pay order/Demand draft No. & Date** : \_\_\_\_\_



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Technical Bidding Document for running mess for trainees of SAI Training Centre, Siliguri.

**BID DOCUMENT NO.**

1. NAME OF BIDDER :

2. ADDRESS OF BIDDER :

**3. DETAILS OF DOCUMENTS TO BE SUBMITTED :**

(i) Details of permanent Account No. (PAN) :  
(Attach documentary proof)

(ii) Three Years experience of supply of Mess items (Attached documentary proof) :

(iii) Regn. No. of the Firm if any :  
(Attached documentary proof)

(iv) Total turn over during last 03 preceding year duly certified by CA.(Attached documentary proof) :

(v) Certificate of Registration of service Tax :  
(Attached documentary proof)

(vi) Annual turn over for the last 03 proceeding year duly certified by the CA. :

(vii) Income Tax return for the Last 03 preceding Year. :

(Viii) Solvency Certificate for Rs.5 Lakhs :  
(Attach in original)

**SIGNATURE OF THE BIDDER.**

Or his/her authorized signatory agency along with seal.

Telex : \_\_\_\_\_

Telephone : \_\_\_\_\_

Fax No. : \_\_\_\_\_

E-Mail : \_\_\_\_\_

Website : \_\_\_\_\_



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**Bidding Documents for running mess for trainees of SAI Training Centre,  
Siliguri.**

**PRICE SCHEDULE/FINANCIAL BID**

(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 180 days from opening of the Financial Bids.
3. The rates/cost should be quoted inclusive all type 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 THE BIDDER.**

Or his/her authorized signatory agency along with Seal.

Telex : \_\_\_\_\_

Telephone : \_\_\_\_\_

Fax No : \_\_\_\_\_

E-Mail : \_\_\_\_\_

Website : \_\_\_\_\_

**SCHEDULE OF REQUIREMENT.**

**Menu for SAI Training Centre Siliguri @ Rs.175.00 per head per day.**

<b>Meal</b>	<b>Food Items</b>	<b>Qty. as per the sanction diet.</b>
<b>BedTea</b>	<b>Tea</b>	<b>1 cup</b>
	<b>Biscuit</b>	<b>02 Nos.(20Gr.)</b>
<b>Breakfast</b>	<b>Bread</b>	<b>Bread Reputed brand 6 Pcs.</b>
	<b>Butter</b>	<b>10 Gr.</b>
	<b>Jam</b>	<b>10Gr.</b>
	<b>Milk with Sugar</b>	<b>200 ml.</b>
	<b>Eggs</b>	<b>02 nos.</b>
	<b>Cornflake</b>	
	<b>Table Banana Singapore.</b>	<b>02 nos.</b>
<b>Lunch</b>	<b>Rice</b>	
	<b>Green Salad</b>	
	<b>Dal/Dal(Sambar)</b>	
	<b>Vegetables</b>	
	<b>Curd</b>	<b>100 Gram</b>
	<b>Fish/Meat</b>	<b>100/150 Gram</b>
	<b>Fruit</b>	<b>150/200 Gram</b>
	<b>Real Fruit Juice</b>	<b>200 ml.</b>
<b>Evening</b>	<b>Milk with Bournvita/Horlicks</b>	<b>200 ml.</b>
	<b>Biscuits</b>	<b>02 nos.</b>
<b>Dinner</b>	<b>Chapati/Rice</b>	
	<b>Dal</b>	
	<b>Vegetable</b>	
	<b>Motton/Chicken/Eggs.</b>	<b>150/200 Gram</b>
	<b>Sweet Dish</b>	

I accept to provide the food as per the Menu and Rates.

**SIGNATURE OF THE BIDDER.**

**Or his/her authorized signatory agency along with Seal.**