



# भारतीय खेल प्राधिकरण

खेल प्रशिक्षण केंद्र

गिरी सेंटर, सी. सी. एस. एच. ए. यू. हिसार

फैक्स एवं दूरभाष न. +91-1662-224203

## **NOTICE INVITING LIMITED TENDER**

Sealed tenders are invited by Sports Authority of India from Reputed Agencies with minimum annual turnover of Rs. 20.00 lakhs in each year as per audited accounts (trading profit & loss account and balance sheet for the last three years 2011-12, 2012-13 & 2013-14) should be submitted for providing Horticulture works/Contract in S.A.I. TRAINING CENTRE HISAR. The details information, terms and conditions governing the award of contract are contained in the limited tender document which may be obtained from the SAI TRAINING CENTRE HISAR or any working day from the date of publication of this notice between office hours on payment of demand draft of Rs.1000/- (Rupees One thousand only) in favor of Assistant Director, SAI Training Centre payable at Hisar ( Non-Refundable ). The sale of tender will close on 13.04.2015 at 11:00 a.m. Details are also available in our website [http://: sportsauthorityofindia.nic.in](http://sportsauthorityofindia.nic.in). In case of downloading the tender document from website the bidder will have to submit tender cost along-with EMD (25,000/-). Tender offer in the prescribed tender form along with all relevant documents sealed and completed in all respect must be submitted latest by 13.04.2015 up to 1:00 pm in the office of the INCHARGE SAI TRAINING CENTRE HISAR which will be opened on 13.04.2015 at 3:00 pm In the presence of the bidders or their authorized representatives .Sports Authority of India reserves the right to accept or reject any tender without assigning any reason whatsoever.

**( RAJINDRA K. VISHNOI )  
CENTRE-IN-CHARGE  
STC HISAR**



# भारतीय खेल प्राधिकरण

खेल प्रशिक्षण केंद्र

गिरी सेंटर, सी. सी. एस. एच. ए. यू. हिसार

फैक्स एवं दूरभाष न. +91-1662-224203

TENDER FORM NO. \_\_\_\_\_

## **LIMITED TENDER FORM**

Cost of limited Tender Rs.1000/- (one thousand only) by demand draft (non-refundable). In case of downloading the limited tender form from website the tenderer will have to submit tender cost along with EMD.

Last date for issue of limited Tender is 13.04.2015 up to 11:00 AM

Date & Time for submission of Tender is 13.04.2015 up to 1:00 PM

Date and time for opening of tenders is 13.04.2015 at 3.00 PM in the office of Incharge SAI STC, Giri Centre, CCS HAU, Hisar (Haryana).

### **Limited Tender Form for Maintenance & Development of all Plantation & Horticulture Works in the SAI STC, Giri Centre CCS HAU Hisar.**

Sports Authority of India invites sealed tender from reputed agencies / firms having approximate turnover of Rs.20.00 lakhs in Horticulture works for awarding job of maintenance and development of all plantation, horticultural and play fields works at SAI, STC, Hisar. The areas and schedule of work for the horticulture work is attached at **Annexure – I** to this form. Format for submission of tender is placed at **Annexure – II, III & IV**, requisite documents referred thereof may be enclosed along with the tender.

1. Name of the Firm : \_\_\_\_\_
2. Full postal address with Tel.No.& Fax No. : \_\_\_\_\_  
\_\_\_\_\_
3. Registration No. of Firm : \_\_\_\_\_
4. PAN : \_\_\_\_\_
5. Audited balance sheet / Trading/ PL account for last three years : \_\_\_\_\_
8. IT Returns of the last three years : \_\_\_\_\_

9. PF/ESI of minimum 10 workers : \_\_\_\_\_  
And latest monthly enrolling  
PF/ESI sheet of the bidding firm
10. Service tax no of Firm : \_\_\_\_\_

**TERMS AND CONDITIONS W.R.T. MAINTENANCE & DEVELOPMENT OF ALL  
PLANTATION & HORTICULTURE WORKS**

1. The words “**limited Tender Form for providing Maintenance & Development of all Plantation & Horticulture Works and Playfields for one year**” should be subscribed on the top left corner of envelope bearing the name and address of the tenderer. The tender shall be submitted in three separate envelopes addressed to the Centre Incharge, SAI, STC, Giri Centre, CCS HAU Hisar as under:-

- i) Envelope “A”: Earnest Money Rs.25,000/- (Rupees Twenty Fifty thousand only) by demand draft only in favour of **Asstt. Director, SAI, STC, Hisar** from any Nationalized Bank (**Annexure – II**). In case of downloading tender form from website, the tenderer will have to submit tender cost along with EMD.
- ii) Envelope ‘B’ should contain all the limited tender documents duly signed by the tenderer on each page and all other documents to be submitted along with the tender as per details given in **Annexure – III** along with information pertaining to the present line of business.
- iii) Envelope ‘C’ should contain the financial bid as in **Annexure – IV**.

2. Envelope ‘A’ & ‘B’ submitted by the tenderer will be opened on 13.04.2015 at 3.00 PM. Envelope ‘A’ will be opened first and Envelop ‘B’ of only those tenderers will be opened who have deposited required EMD. Envelope ‘C’ i.e. Financial Bid of only those bidders whose documents are found in order and selected by the SAI Committee will be opened. Date and Time for opening of Envelop ‘C’ will be decided later on. All three envelopes should be submitted in one big cover duly sealed and be put in the tender box kept in the office of Centre Incharge, Sports Authority of India, Training Centre HAU, Hisar (Haryana).

3. The successful tenderer has to maintain and develop the playgrounds, lawns fields and open areas in the complex in accordance with the requirements of SAI under the direction of the Incharge, STC in the efficient manner and to the satisfaction of the Sports authority of India.

4. SAI has the STC, Hisar under its control and is responsible for the upkeep, maintenance and whereas the SAI is desirous of entrusting the responsibility of

maintenance and development of all playgrounds, fields and open areas within the boundaries of the said premises including plantation of flowers, shrubs and other horticulture works.

5. The successful tenderer shall be responsible for maintenance of playing fields / pavements of the centre and also ensure removing, uprooting the wild shrubs in the above said areas.

6. The tenderer should sign each page of the tender. Individual signing the limited tender papers must indicate whether he is the sole proprietor or / partner of the agency / firm constituted attorney of the firm.

7. The firm/ agency should have qualified and experienced staff having sound horticulture knowledge.

8. The tenderer should also submit signed undertaking along with the limited tender that they have familiarized with the site, read the complete tender documents, and will abide by its terms and conditions and have also enclosed all the documents referred to in **Annexure – III.**

9. Offers sent by telex / fax / telegram will not be accepted.

10. SAI reserves the right to reject the tender of all or any party without assigning any reason.

11. Tender documents are neither transferable nor cost of limited tender document is refundable under any circumstances.

12. The issuing of limited tender document shall not constitute that the tenderers are automatically qualified.

13. TDS etc. will be applicable as per rules.

14. If even after approval, information / facts submitted by the tenderer are found misleading / incorrect / false etc., SAI reserves the right to disapprove the contract.

15. In case of breach / non-fulfillment of any of the conditions contained in the contract, Incharge, STC shall be at liberty to get the work done at the risk and cost of the successful tenderer and the amount shall be recovered from the successful tenderer along with damage from the monthly bill.

16. The commencing of this contract shall be for one year commencing from the date of taking over the possession.

17. The Earnest Money draft will be returned to the unsuccessful bidders within three months of the date of approval of the successful bidder. The earnest money of the successful tenderer will be liable to be forfeited, if he does not fulfill any of the following conditions of the contract.
18. The successful tenderer shall have to deposit security amount of Rs. 60000/- (sixty Thousand only) as advance within fifteen days of the receipt of the award of contract which will be adjusted against deduction of security deposit. It may be added that the security thus to be deposited with SAI shall not carry any interest.
19. Execution of the agreement on Rs.100/- (one hundred only) Stamp Paper within fifteen days of the receipt of award letter.
20. To undertake the work from the specified date mentioned in the award letter.
21. In case of any dispute between the employees and successful tenderer, SAI will have no responsibility and shall not be responsible for any compensation in any form to such employees during the commencing of and / or after the expiry of the agreement.
22. In case of any dispute the matter shall be sorted out under the jurisdiction of the courts situated at Hisar.
23. Sealed tenders containing relevant information should be addressed to the Centre Incharge, SAI STC, Giri Centre Hisar and should bear the name and address of the tenderer.
24. Any limited tender received after the specified date, time and place mentioned in the advertisement will not be entertained under any circumstances.
25. The successful tenderer shall be the responsible for fulfilling all the statutory provisions of all labour laws of the Union and as well as of the State. The agency should be in 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 Labour Acts.
26. The labour so deployed would be bound to work 8 hours daily for full month as per timings fixed by SAI, STC, Hisar. The manpower so deployed by the agency shall remain under the control and supervision of the agency as per directions from SAI STC, Hisar and the agency shall be liable for payment for their wages, ESI, EPF, Bonus etc and all other dues payable under various labour regulations and other statutory provisions.

27. The successful tenderer 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 of employment or permanency of job with SAI.

28. SAI reserves the right to forfeit whole or part of the security money towards any damage / loss caused due to the negligence on the part of the agency engaged or tenderer. Tenderer may be asked to replace any item within three days, which is not repairable, at no cost to SAI.

29. The tenderer may like to familiarize / apprise itself the exact areas to be maintained in the complex by physically visiting the centre. The SAI is at liberty to include, exclude, modify the areas or any part of the areas as per its requirements and add any further areas which it may acquire for the purpose of its objective to any of the lawns, playfields, parking area, pavements, open green area is covered within the scope of this contract.

30. That in case of any event held at the Centre, the successful tenderer will prepare and tend to the grounds for use for the event in accordance with the requirements of the SAI and restore the same to its original use, required by the SAI. No extra charges would be payable for performing the said job.

31. In order to keep the playfields, lawns and other green areas in proper shape and in order to beautify the various areas in complex, the successful tenderer shall be responsible for cutting and mowing the grass of the best quality wherever necessary, pruning shrubs, hedges, trees planting and tending to flowers, plants and develop lay out and maintain the entire horticulture area including landscaping keeping in view the use of the of the centre for the relevant sporting events in consultation with and in accordance with the requirement of the SAI. In this regard work scheduled to be performed by the successful tenderer is enclosed at **Annexure – I**.

32. The successful tenderer shall be responsible for engaging the required trained staff for maintenance of horticulture work, play grounds, lawns, fields and open areas to the satisfaction of the SAI and at his own cost.

33. The successful tenderer shall be the sole and principle employer of all their staff and labour employed by them and shall be solely responsible for observing the complying within all employment regulations, labour laws and other terms and conditions as laid down in this regard from time to time by the Govt.

34. The successful tenderer shall be responsible for maintenance, repair and upkeep of water supply system made available to them for watering the grounds, fields, lawns, plants, trees etc. at his own cost.

35. The electricity required for pumping water for maintenance of the horticulture work will be provided by the SAI and no charges will be taken from the successful tenderer.

36. The successful tenderer shall place potted plants in the rooms, as decided by Incharge STC. The potted plants shall also be provided in other places where the competent authority i.e. the Incharge, SAI STC, Hisar requires. The successful tenderer shall also place potted plants at various places within the buildings and structures of the SAI STC Complex as may be necessary for beautification of the complex including ornamental plants in lobbies, corridors, office rooms, reception rooms, waiting halls and other covered areas of the buildings of the SAI STC Complex for which successful tendered would be entrusted with maintenance of horticulture work.

37. The successful tenderer shall procure additional equipment including hose pipe if required for the discharge of its duties and responsibilities assigned to them under the contract and they shall be responsible for maintenance, repair and upkeep of all such equipments, including the equipments loaned to them by the SAI, if any, at their own cost. However, the successful tenderer will be at liberty to retrieve, after the expiry of termination of the contract, such equipments as may have been procured by them from their resources at their own cost.

38. In case of the breach / non-fulfillment of any of conditions contained in the contract, the SAI shall have the right to terminate the contract agreement at **ONE MONTH NOTICE** to the successful tenderer.

39. The tenderer will not remove any tree, even if dry or dead from the SAI STC Complex. No wood is to be taken out without written permission from Incharge, SAI STC, Hisar.

40. In case of horticulture development & maintenance work is not found satisfactory during the period of contract for SAI STC then deduction of 10% of the monthly bill per instance will be made out of the payment bill submitted by the successful tenderer as penalty which will be without prejudice to the right of SAI. Repeated five un-satisfactory works will lead towards termination of contract by giving one month notice. SAI reserves the right to visit the existing or the past customers of the tenderer to ascertain the quality of the work performed by them and in case any negative report is received against the tenderer, his tender may be rejected.

41. In case any information provided by the tenderer is found to be false, their tenders will be rejected.

42. These are only proposed draft terms and conditions and can be modified, changed or added to all the time of finalizing, concluding and signing the agreement.

43. The successful tender shall not be entitled to claim any additional amount for any reason whatsoever during the contract period.

44. The charges payable to successful tenderer shall be monthly basis for the relevant maintenance of horticulture work of SAI STC on production of bill with satisfactory

maintenance certificate from official decided by the Incharge, STC. In case, if any function or event is organized in the SAI STC complex and the same involves additional work, then the payment will be made on 'Pro-rata basis' prevailing daily wages rate.

45. The successful tenderer will remove dry leaves, waste material etc. from the ground / playfields etc. as covered by this contract every day.

46. No tree will be cut without the specific orders of competent authority in SAI STC and the appropriate Government / Municipal Authority.

47. The successful tenderer will be exclusively responsible for all environmental and other compliances as per Govt. directions / Acts.

48. Inspections will be done by the designated official nominated for the purpose by Incharge, STC and grading of 'good' or above will have to be achieved.

49. Conditional tenders will not be accepted under any circumstances.

50. SAI will not be responsible in case of any injury or mis-happening of any employee of the agency and treatment if needed will be the responsibility of the agency / tenderer.

51. The tenderer should study the watering system of the complex so as to ensure that proper watering is done with the available resource of SAI.

52. Tender invited is on job contract basis only and not labour contract.

53. The agency will submit the bill with attendance sheet & Pay slip of employees engaged by firms during the month to the Incharge, SAI STC by the 2<sup>nd</sup> of every month for proceeding month. The monthly payment of the bills will be made by 6<sup>th</sup> to 8<sup>th</sup> of each month as far as possible through a crossed cheque in favour of the agency if services are found satisfactory and all required documents are enclosed.

54. Any of the above area can be deleted and new area added. In case of additional to above total area payment will be extra at the rate already quoted by successful tenderer and in case of deletion, payment will be adjusted accordingly.

55. SAI reserves right to accept or reject any or all the tenders without assigning any reason.

56. The contractor will ensure deployment of sufficient number of malis, groundsmen and supervisors required for the maintenance and development of horticulture area, lawns and playfields etc. throughout the year.

**Certificate to be given by the Tenderer**

Certified that I/We have familiarized with site and have gone through the parawise contents of the limited tender form and accept all the above terms & conditions mentioned in this tender document.

Signature \_\_\_\_\_

Name & Designation \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Full Address &

Tel.No. with Stamp \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dated: \_\_\_\_\_

**Seal**

## Annexure - I

### Horticulture Area and Work Schedule in SAI STC, Giri Centre, CCS

#### HAU, Hisar

The concerned area of maintenance and development under horticulture work in the centre including of playgrounds, lawns and open area etc.

**Area for maintenance & Development : \* 14038 /- Sq.Mtr. (Approx.) as appendix 'A'**

(\*The area can be increased or decreased as per requirement)

#### Work Schedule for Horticulture Work

1. The maintenance of grass is a continuous process. The cutting of grass is required to be moved up to soil level (1" growth) from soil level.
2. The contractor will move the grass after 15 days (twice in a month) or as decided by the Incharge, STC, Hisar
3. 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.
4. The contractor will weed out the vegetative growth in whole complex.
5. The contractor will grow seasonal flowers etc. in the nursery for decoration purpose as per requirement or purchase from outside nursery at their own cost.
6. The contractor will plant following summer season flowers in the month of March, April.
  - i) Kochia
  - ii) Balsum
  - iii) Zinnia Rose
  - iv) All kinds of Roses etc.
7. The contractor will grow all varieties of winter season flowers in the month of October, November, during the contract period .
8. The contractor will put manure as per requirement or as per need as advised by SAI.
9. The watering to the grass to be done daily during month of April, May, June in order to make the grass green. In other months watering is to be given as per requirement.

10. The contractor will plant evergreen plants on the periphery of SAI STC Complex and ornamental plants in the open space not used for playfields in the rainy season (as per list enclosed).
11. The removing of wild growth of weeds is the responsibility of the contractor and there should not be any growth of the wild bushes in the SAI STC Complex.
12. The maintenance and development of all playfields, grounds and other open area work of plantation and other horticulture work including cleaning, cutting the wild grass is the duty of the contractor.
13. The successful tenderer will have own required equipments such as tractor, water tanker, tractor trolley, tractor driven lawn movers, sprinkling system, pipes for watering, diesel engine driven grass cutting machines, suhaga, cultivator, tractor driven rollers etc. (which is mandatory for tenderer). The material like manure, fertilizers and insecticides, seeds, plants etc. will be provided by successful tenderer at own cost and SAI will not provide any of these items.
14. The successful tenderer will have own required equipment such as Shrub Master, Electrical Grass-cutting Machine, Hand grass cutting machine, Roller and water pipe soft etc (which is mandatory for tenderer). The maintenance of equipment will be done by successful tenderer
15. The reclamation and development of land will be sole responsibility of the successful tenderer in the schedule of time as decided by Incharge, STC. SAI will not pay any extra charges for the same.

**List of area for maintenance of Development**

Sr. No.	Name of area	Per Sq. Mtr. ( approx)
1.	Boys hostel	100
2.	Girls hostel	100
3.	Hockey Ground	5038
4.	Athletics Track	6600
5.	Grassy lawn in front of Boxing hall	2000
6.	Nearby office area	200
	Total =	14038 Sq. Mtr.(approx)

**ANNEXURE - II**

**FORMAT FOR SUBMISSION OF THE LIMITED TENDER ON LETTER HEAD OF THE FIRM**

To

Centre Incharge,  
Sports Authority of India  
Training Centre, Giri Centre,  
CCS HAU, Hisar

**EARNEST MONEY DEPOSIT FOR THE LIMITED TENDER FOR THE JOB OF PROVIDING MAINTENANCE AND DEVELOPMENT OF ALL PLANTATION AND HORTICULTURE WORK ETC. AT SAI, STC, GIRI CENTRE HAU, HISAR.**

**(TO BE SUBMITTED IN ENVELOPE 'A')**

In response to the limited tender published in the \_\_\_\_\_ on \_\_\_\_\_, I had purchased limited Tender Form No. \_\_\_\_\_ from your office.

I am sending herewith demand draft No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) drawn on \_\_\_\_\_ Bank in favour of Sports Authority of India, STC, Hisar payable at Hisar on account of EMD.

Or

In response to limited tender floated on website, I/we have downloaded the tender document and depositing herewith demand draft of Rs. \_\_\_\_\_ /- (Rupees ..... only) drawn on \_\_\_\_\_ Bank in favour of Sports Authority of India, STC, Hisar payable at Hisar on account of EMD and cost of limited tender.

(AUTHORISED SIGNATORY)

(NAME IN BLOCK LETTERS) \_\_\_\_\_

SEAL OF THE TENDERER

Date: \_\_\_\_\_

Encl: as above.

**ANNEXURE - III**

**FORMAT FOR SUBMISSION OF THE LIMITED TENDER ON LETTER HEAD OF THE FIRM**

To

The Centre Incharge  
Sports Authority of India  
Training Centre HAU, Hisar

Sub: **LIMITED TENDER FOR THE JOB OF PROVIDING MAINTENANCE AND DEVELOPMENT OF ALL PLANTATION AND HORTICULTURE WORK ETC. AT SAI, STC, GIRI CENTRE HAU , HISAR**

In response to the limited tender published in the \_\_\_\_\_ on \_\_\_\_\_, I had purchased Tender Form No. \_\_\_\_\_ from your office. I had downloaded tender from website [sportsauthorityofindia.nic.in](http://sportsauthorityofindia.nic.in) and have deposited cost of limited tender along with EMD.

I am sending herewith my limited tender document as under:-

- a) **Technical Bid:** The limited tender document duly signed on each page and all other documents to be submitted along with the tender. (Envelope 'B')\*\*.
- b) **Financial Bid:** The financial bid for the job of providing maintenance & development of all plantation and horticulture work (Envelope 'C').

\*\*The following details and supporting documents accordingly are available in Envelope 'B' for evaluating eligibility etc.

- i) PAN (copy enclosed)
- ii) Details of clients for providing maintenance & development of all plantation and horticulture work (copy of award letters be enclosed).
- iii) Copy of audited balance sheet for the last three years should be submitted showing annual turnover of Rs. 20.00 lacs.
- iv) Undertaking to abide by all labour laws.
- v) Service tax no., ESI & PF (Copy Enclosed)

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

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

(AUTHORISED SIGNATORY)

(NAME IN BLOCK LETTERS) \_\_\_\_\_

SEAL OF THE TENDERER

Date: \_\_\_\_\_

Encl: as above.

**ANNEXURE - IV**

**FINANCIAL BID DOCUMENTS FOR THE JOB OF PROVIDING MAINTENANCE AND DEVELOPMENT OF ALL PLANTATION AND HORTICULTURE WORK ETC. AT SAI, STC, GIRI CENTRE CCS HAU HISAR**

**(TO BE SUBMITTED IN ENVELOPE 'C')**

1. Name of the Tenderer : \_\_\_\_\_
2. Address of the Tenderer : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Tender No. : \_\_\_\_\_

**RATES QUOTED FOR A MONTH (INCLUSIVE OF ALL CHARGES & TAXES ETC.) FOR THE JOB INCLUDING MATERIAL & EQUIPMENT ETC.**

In figure : Rs. \_\_\_\_\_  
In words : Rupees \_\_\_\_\_  
\_\_\_\_\_ only)

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

Dated: \_\_\_\_\_

Signature of the Tenderer)  
Address \_\_\_\_\_  
\_\_\_\_\_  
Tel.No. \_\_\_\_\_  
Fax No. \_\_\_\_\_

**(Seal of the Tenderer)**

