



## SPORTS AUTHORITY OF INDIA

### BIDDING DOCUMENT FOR RUNNING MESS IN SAI TRAINING CENTRE, AQUATIC COMPLEX, THRISSUR

Tender Document No. Cost of tender form : Rs.200/-

Last Date & Time of sale of Tender: : 22/04/15 1400 hrs.

Last Date & Time of Receipt of Tender : 22/04/15 1500 hrs.

Date & Time of Opening of Tender : 22/04/15 1600 hrs.

## INSTRUCTION TO BIDDER

### CHAPTER-I

- 1.1 Sports Authority of India (SAI), invites bids for Running Mess in SAI Training Centre, Thrissur.
- 1.2 The schedule of requirement and condition of contract is given in Chapter- II
- 1.3 The Bidding Documents duly completed in all respect should be submitted in 3 separate sealed envelops addressed to INCHARGE, SAI TRAINING CENTRE, THRISSUR as per details given below:

### **ENVELOPE 'A'**

---

- 1.4 Shall contain Demand Draft/Pay Order of Earnest Money of Rs.10,000/-(Rupees Ten Thousand only ). The EMD should be deposited in the form of Pay Order/Demand draft issued by any Nationalized/Scheduled Bank in favour of INCHARGE, SAI TRAINING CENTRE, THRISSUR along with other details in the format enclosed at Annexure-I. Cover must be sealed and super scribed as **Envelop 'A'**.

### **ENVELOPE-'B'**

---

Shall contain Technical Bid consisting of all technical details as per annexure II along with commercial terms and conditions. The Bidding Document (Chapter –2 Condition of contract ) duly signed by the tenderer or by his authorized signatory in each page should be submitted in a sealed envelope superscribed as **'Envelope B–Technical Bid'**

## **ENVELOPE- 'C'**

---

Shall contain the Financial/Commercial Bid indicating the amount of monthly licence fee offered for Running Mess in SAI Training Centre, Thrissur. The format for submitting the Financial Bid is given in Annexure III. The cover may be sealed and superscribed as Envelop 'C' - Financial Bid.

- 1.5 All the three envelopes should be submitted in one big cover duly sealed. Envelop 'A' & 'B' submitted by the tenderers will be opened on 22/04/15 at 1600 hrs., 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.
- 1.6 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.
- 1.6. Sports Authority of India, SAI Training Centre, Thrissur reserves the right to reject any or all bids without assigning any reason. SAI also reserves the right not to accept the highest bid.

### **ELEGIBILITY CRITERIA:**

- 1.7 The bidders should have experience of providing catering services in educational/Sports institute/Centres or in the hotel business at least for a period of three years with minimum annual turn over of Rs.3.00 lacs from the business. The bidders having more experience with registration and other valid documents in the field shall be given preference.

- 2.1 The bids must be accompanied by a Bank Draft/Pay Order issued by any nationalized/Scheduled Bank for Rs.10,000/- (Rupees Ten Thousand only ) in favour of INCHARGE, SPORTS AUTHORITY OF INDIA. SAI TRAINING CENTRE, THRISSUR as EMD.
- 2.2 It is the responsibility of Bidders 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 an undertaking along with the bid document that he has read the complete tender document and will abide by its terms & conditions.
- 2.3 The bids addressed to the INCHARGE, SAI TRAINING CENTRE, THRISSUR, SPORTS AUTHORITY OF INDIA, should be submitted in sealed covers subscribing “BID FOR MESS “ in SAI Training Centre, Sports Authority of India, Thrissur. 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, SAI TRAINING CENTRE, SPORTS AUTHORITY OF INDIA, THRISSUR up to 1500 hours on 22/04/2015 and Bids will be opened at 1600 hours on the same day in the presence of bidders who may desire to be present or their authorized representative 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 eraseres 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 Principal, SAI LNCPE, Trivandrum reserves the right to disapprove the contract.
- 2.8 The successful bidder has to furnish Performance Security Deposit for an amount equivalent to three months licence fee as quoted by him/her or Rs.15,000/- (Fifteen thousand only) which ever more in the form of Account Payee Demand Draft from a Commercial Bank/Bank Guarantee from a Commercial 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 the successful bidders will be liable to be forfeited, if he/she does not fulfill any of the following conditions.

(a) The successful bidder shall have to deposit Security Money amount within 10 days of the receipt of the award letter. The security thus deposited with SAI Training Centre shall not carry any interest.

(b) Execution of the agreement on Rs.100/-(Rupees One hundred 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 agreements.
- 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 Training Centre 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 refined oil. The SAI Training Centre reserves the right to take the assistance of any institution/agency/expert for guiding the caterer in his respect and advice of Director, 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 Training Centre.

- 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 Licensee shall pay the license fee for every month in advance by 10<sup>th</sup> of each English calendar month. Non-payment of license fee within the prescribed date will constitute breach of the terms of license and failure on part of the caterer with the provision to termination of the contract.
- 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 same are subject for checking by the Incharge or his representative at SAI Training Centre.
- 2.21 In case of any dispute the matter shall be under the jurisdiction of the courts situated in Thrissur.
- 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 deduction of 10% of the monthly bill or as decided by the Incharge, SAI Training Centre. Repeated fault may result in forfeiture of part or whole of security and even termination of the contract. SAI Training center 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 nor 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 the 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, fittings, 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 neighbor,/ to the Director, 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 Director, In charge 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 Training Centre 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 carter 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 condition as laid down by the concerned authority. SAI Training Centre 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 licensee 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 Training Centre 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 Training Centre 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.

### ARBITRATION

---

- 2.40 In the event of any dispute or difference arising between the parties with regard to the terms and conditions of the agreement/contract and or with regard to the breach or interpretation thereof including all rights and liabilities there under on any matter what so ever touching upon the terms and conditions of the agreement /contract whether in course or on after its termination the parties to settle the same at the first instance by mutual discussions/conciliation which would be conducted by the Principal at Trivandrum.
- 2.41 In the event the said mutual discussions/conciliation fail, the aggrieved party shall initiate arbitration proceeding for resolution of differences/ disputes etc., mentioned above by appointing a sole arbitrator, who shall be the Director General of SAI in which event the said proceeding shall be conducted in accordance with the provisions of the arbitration and conciliation act 1996.
- 2.42 The Venue of such arbitration proceeding shall be at Trivandrum and the courts in Trivandrum alone will have jurisdiction in all respect of all proceedings conncted there with.

Sd/-

INCHARGE

**BIDDING DOCUMENT FOR RUNNING MESS AT SAI TRAINING CENTRE,  
THRISSUR**

**SCHEDULE OF REQUIREMENTS**

**CHAPTER – 3**

Sl.No	Description	Location	Menu of Food	Approved cost
1	Running of Mess in SAI TRAINING CENTRE, THRISSUR	AQUATIC COMPLEX, THRISSUR	Menu of Food enclosed at Annexure IV	Rs.175.00
2	PERIOD OF CONTRACT	2015-2016	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 )

SL.NO	Name of Place	Details of Areas/facilities to be provide by SAI
1	SAI TRAINING CENTRE, THRISSUR	Cooking area Dining Hall with dining table and chair
		Water & Electric connection

SPORTS AUTHORITY OF INDIA  
SAI TRAINING CENTRE, ,THRISSUR

CHAPTER – 5

BIDDING DOCUMENT FOR RUNNING MESS IN SAI TRAINING CENTRE THRISSUR

PARTICULARS OF EMD

---

- 5.1 NAME OF AGENCY
- 5.2 PERIOD OF SALE OF TENDER DOCUMENT : 01/04/15 TO 22/04/15
- 5.3 LAST DATE & TIME FOR RECEIPT OF TENDER: 22/04/15 1500 hrs.
- 5.4 TIME & DATE OF OPENING OF TENDER: 22/04/15 1600 hrs.
- 5.5 PLACE OF OPENING OF BID: SAI TRAINING CENTRE THRISSUR
- 5.6 1.DETAILS OF EMD:
- (a) AMOUNT:
  - (b) NAME OF BANK:
  - (c) PAY ORDER/BANK DRAFT No.& DATE:

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

SPORTS AUTHORITY OF INDIA, SAI TRAINING CENTRE THRISSUR  
TECHNICAL BIDDING DOCUMENT FOR RUNNING MESS AT SAI  
TRAINING CENTRE, THRISSUR

BID DOCUMENT NO.

1. NAME OF BIDDER
2. ADDRESS OF BIDDER
3. DETAILS OF DOCUMENTS TO BE SUBMITTED
  - (i) Details of Permanent Account Number (PAN No.)
  - (ii) Three years experience of catering business(attach documentary proof )
  - (iii) Regn.No.of the Firm if any
  - (iv) Total Turn Over 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.

(SIGNATURE OF BIDDER OR HIS AUTHORIZED SIGNATORY  
ALONG WITH SEAL

Telex  
Telephone  
Fax No.  
E.mail  
Website:

BIDDING DOCUMENT FOR RUNNING MESS AT SAI  
TRAINING CENTRE, THRISSUR

**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 of all type of taxes.

**BID PARTICULARS FOR TENDER NO.**

1. NAME OF BIDDER
2. ADDRESS OF BIDDER
3. MENU COST (Per day Per Head)
4. MONTHLY LICENCE FEE
5. Additional menu (on need base)
  - 5.1 Cost Of Fresh Juice (250 ml)
  - 5.2 Cost of Tetra Pack Juice (200ml)
  - 5.3 Porotta/ Chapathi (one)
  - 5.4 Boiled Egg , Kerala Banana, Palak Paneer -200g, Alu Gobi-200g, Chilly Gobi-200g
6. Dry Fruits
  1. Kismiss (50gm)
  2. Cashewnut (50gm)
  3. Dates (50gm)
  4. Ground nut (50gm)

(Signature of Bidder or his authorized signatory with seal)

Telex

Telephone

Fax No :

E.mail :

**ANNEXURE – IV SAI TRAINING CENTRE, AQUATIC COMPLEX, THRISSUR  
M E N U**

DAY	BREAKFAST	LUNCH	EVENING	AFTER EVENING SESSION	DINNER
SUN	Poori –6 Vegetable/ Chana Masala, Egg (boiled 2 Nos.) Milk(Milma – 200ml	Rice, Sambar, Veg. thoran, Fish Fry Mathi – 3 nos. Butter milk	Tea & Biscuits	-	Rice, Fish curry(Ayla 150gm without gravy), Green Leaf. Thoran, Moru Curry, Green Salad, Semiya payasam
MON	Bread – 6 slice (Modern/Elite),Jam -20g & Butter 20gm (Amul /Milma) , Egg (boiled 2 Nos.) Robusta -1 Milk(Milma – 200ml	Rice, Parippu curry, Veg. thoran, Fish Fry (Mathi) – 3 nos. curd-100g (Milma)	Tea & Banana fry	FRESH LEMON JUICE	Chappathy 6 nos ,Chicken Fry –200gm(Nett 150gm chicken) Potato Curry, Green Salad, Fruits
TUE	Iddly (50gms)– 6 Sambar, Chutney, Egg (Boiled) 2 Nos Kerala Banana -1 no. Milk(Milma –200ml	Rice, Sambar, Veg. thoran, curd-100gm (Milma), Plantain/Fruit-1 no.	Tea & Sukhian	FRESH LEMON JUICE	Chappathy – 6 nos. Rajma Curry, Rice, Rasam, Green Salad, Cashew Nuts – 50gm, Wheat payasam
WED	Bread – 6 slice (Modern/Elite)Jam -20gm & Butter 20gm (Amul / Milma) Egg (Boiled) 2 Nos Robusta - 1 Milk(Milma –200ml	White Rice, Dal fry, Veg. thoran, Fish Fry (Mathi) –3nos. curd-100gm ,	Tea & Banana fry	FRESH LEMON JUICE	Chappathy 6 nos , Chilly Chicken –200gm(Nett 150gm chicken)Green Peas Curry, Green Salad, Fruit-1 no.
THU	Steam Cake, Channa Curry, Egg (Boiled) 2 Nos Kerala Banana -1 no. Milk(Milma –200ml	Rice, Sambar, Veg.Thoran, Fish Fry (Mathi) – 3 nos. curd-100gm (Milma)	Tea & Sukhian / Vada	FRESH LEMON JUICE	Chappathy 6 nos Chicken curry –200gm(Nett 150gm chicken),Dal fry, Green Salad, Semia/ Payasam, Cashew Nuts – 50gm
FRI	Bread – 6 slice (Modern/Elite)Jam -20gm & Butter 20gm (Amul /Milma)Egg Bull's Eye (2 Nos) Robusta -1 Milk(Milma –200ml	Rice, Sambar, Green Gram Thoran, Curd-100gm (Milma)	Tea, Vada (Parippu)	FRESH LEMON JUICE	Chicken biriyani, Salad , Pickle Pappadam, Ice Cream
SAT	Dosa – 6 Sambar, Chutney, Egg (Boiled) 2 Nos Kerala Banana -1 no. Milk(Milma –200ml	Rice, Daal Fry, Avial, Rasom, Curd-100G, (Milma)	Tea & Alu bonda //Vada (Parippu)	FRESH LEMON JUICE	Rice,Chicken curry–200gm (Nett 150gm chicken) Lobia Thoran, Morucurry, Green Salad, Fruit-1 no.

**Tea & Biscuits 2 nos. every day morning 6.00 a.m**