



UDHAV DAS MEHTA (BHAI JI) CENTRAL REGIONAL CENTRE

Gram Gora, Bishenkheri,
Suraj Nagar, Bhopal (MP) - 462044
Email: - saicrcbpl@gmail.com
Tel: 0755-2696930, 2696811(fax)

**NOTICE INVITING TENDERS FOR ENGAGEMENT OF AGENCY FOR PROVIDING
MAN POWER TO DIFFERENT UNITS UNDER SPORTS AUTHORITY UDHAV DAS
MEHTA CENTRAL REGIONAL CENTRE SPORTS COMPLEX ,GRAM GORA, BHOPAL
YEAR 2015-16.**

Sealed tenders are invited from reputed & registered agencies for providing Man power with minimum three years experience (recent) in the field for engagement by Sports Authority of India Udhav Das Mehta (Bhai ji), Central Regional Centre, Gram Gora, Bishenkheri, Bhopal for providing staff /personnel like male & female as per Annexure-A having minimum annual turnover of Rs.1 Crores (Rupees One Crore only) during last three proceeding years and audited balance sheet for the last three years (if audited balance sheet for the year 2014-15 is not available than audited balance sheet for the year 2011-12, 2012-13 & 2013-14) should be submitted as per requirement of the centre purely on contract basis at SAI Central Regional centre, Bhopal for the year 2015-16.

The detailed information, terms and conditions governing the award of contract are contained in the tender documents which may be obtained from the office of Regional Director Sports Authority of India, Udhav Das Mehta (Bhai ji) Central Regional Centre, Gram Gora, Bishenkheri, Bhopal on any working day from the date of publication of this notice to **13th July, 2015 between 10: A.M. to 4.00 P.M.** on payment of demand draft of Rs. 1000.00 (Rupees one thousand only) for each tender document in favour of Regional Director, SAI, Bhopal. Details are also available in website www.sportsauthorityofindia.nic.in & www.saicrc.org In case of downloading from website the bidder will have to submit tender cost along with EMD Rs. 2,00,000/- (Rupees two lac only) for each of the tender document.

Tender offer in the prescribed tender form along with all relevant documents sealed and completed in all respect must be submitted latest by **14th July, 2015 up to 1300 hrs** in the office of Regional Director, Central Regional Centre, Bhopal which will be opened on **14th July, 2015 1530 hrs** respectively in the presence of the bidders or their authorized representatives.

**(ROQUE DIAS)
REGIONAL DIRECTOR,
CENTRAL CENTRE**

COST Rs.1000/-

TENDER NO _____

SPORTS AUTHORITY OF INDIA
UDHAV DAS MEHTA (BHAIJI) CENTRAL REGIONAL
CENTRE, BHOPAL

Phone no. 0755-2696924 & 30

TENDER

FOR

ENGAGEMENT OF AGENCY

*FOR PROVIDING MAN
POWER*

For the year 2015-16

AT

*SAI, CENTRAL REGIONAL CENTRE,
BHOPAL*



UDHAV DAS MEHTA (BHAIJI) CENTRAL REGIONAL CENTRE

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TENDER FOR ENGAGEMENT OF AGENCY FOR PROVIDING MAN POWER AS PER REQUIREMENT ON CONTRACT BASIS AT CENTRAL REGIONAL CENTRE, BHOPAL

TECHNICAL BID DETAILS

LAST DATE & TIME OF SALE OF TENDER	13 th July, 2015 up to 16:00 hrs
DATE & TIME FOR SUBMISSION OF TENDER	14 th July, 2015 up to 13:00 hrs
DATE & TIME FOR OPENING OF TECHNICAL BIDS	14 th July, 2015 up to 15:30 hrs

iii) Invitation of Bids.

1.1. Sports Authority of India invites sealed Tenders from reputed and registered agencies/ firm with minimum three years experience (recent) in the field in providing Man power preferably to the Government Organization/Public Sector Undertaking as per Central Govt. /State Govt laid down norms for engagement for providing Man power staff like Male & female as per **Annexure-A**

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

1.3. 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. Tender duly filled in and complete in all respect and in sealed covers should be addressed to **Regional Director, Sports authority of India, Udhav Das Mehta (Bhaiji) Central Regional Centre, Bhopal.**

2. EARNEST MONEY DEPOSIT.

Tender for engagement agency for providing Man power, as required by SAI, Central Regional Centre, Bhopal must be accompanied by a **Bank draft of any Nationalized Bank for Rs. 2,00,000/- (Rupees two lac only) issued in favour of the Regional Director, SAI payable at Bhopal as earnest money**, which will be refundable in due course to the unsuccessful bidder. The earnest money of the successful bidder will be refunded after completion of following formalities:-

i) The successful bidder shall start providing services within stipulated day from the date of receipt of letter conveying the acceptance of offer.

ii) The successful bidder have to sign an agreement within 15 days after receiving of Award letter.

iii) The successful bidder shall deposit interest free security deposit of Rs. 5 lakhs (Rupees Five lac only) i.e. 5% of tender value within six days from the date of receipt of the letter awarding the contract.

**PLEASE NOTE THAT OFFERS NOT ACCOMPANIED BY THE REQUIRED EMD WILL BE REJECTED.
(SIGNATURE OF BIDDER WITH SEAL)**

3. Schedules of Tender

- 3.1** The Tender Document will be sold from **1000 hrs to 1600 hrs** on all working days from the date of publication to **13th July, 2015**.
- 3.2.** Technical & Financial bids shall be received up to **1300 hrs on 14th July, 2015**.
- 3.3** The technical bids will be opened on **14th July, 2015 at 1530 hrs**. The financial bids of only those bidders will be opened whose technical bids are accepted by the Competent Authority.
- 3.4.** The date time and venue for opening of financial bids shall be communicated to the qualified bidders at a later date. However SAI reserves the right for not inviting the unqualified bidders while opening the financial bids.
- 3.5.** Any tender received after the date and time given above will not be entertained under any circumstances.
- 3.6.** The contract for providing Man power will be awarded to the successful bidder from the date of expiry of the existing contract.
- 3.7.** The security deposit can be forfeited by the Sports Authority of India in whole or in part if the services rendered are not upto the required standard as specified by the competent authority.
- 3.8.** The competent authority reserves the right to reject any or all tenders without assigning any reason and shall not bind itself to accept any tender and reserves the right to call for fresh tender.
- 3.9.** All correspondence will be addressed to the Regional Director (CC), Sports Authority of India, Udhav Das Mehta (Bhai ji) Central Regional Centre, Bhopal.
- 3.10. The agency has to give an undertaking that staff deployed at the Centre in terms of this contract at all time will remain the employees of the agency exclusively and they shall not be entitled to claim employment or permanency of job in the Sports Authority of India and/or shall not raise any other direct or indirect claim on SAI.**

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 Drafts only (s) for the *EMD along with details in(Annexure-I)*
- b) Envelope B-** should contain the *Technical Bid Document, (Annexure-II)*. Tender Document should be duly signed by the bidder on each page and all necessary documents to be submitted along with the Technical Bid document. All the pages should be numbered from 01 to.....
- c) Envelope C-** should contain the *Financial Bid Documents (Annexure-III)*
- d)** Those bidders, who are downloading the tender documents from our website, are to pay Rs.1000/- in the form of Bank Draft/only in favour of Regional Director SAI Central Regional centre, Bhopal as cost of tender documents. In case the bid is received without the cost of tender documents, the same would not be considered.
- 4.2.** All the three envelopes (i.e. envelopes A,B & C) should be submitted in a big cover duly sealed, addressed to Regional Director (CC) Udhav Das Mehta (Bhai ji) Central Regional Centre, Bhopal and subscribing **“Tender for Engagement of Agency for Providing Man power in SAI Central Centre, Bhopal for the year 2015-16**. The cover should also bear the name and address of the bidder including telephone number.
- 4.3. Any Tender submitted by the bidder with in-complete information will be rejected.**
- 4.4.** The bidder must put their seal and sign on each paper of the bid and cutting, overwriting or correction shall not be accepted on the bid.

(SIGNATURE OF BIDDER WITH SEAL)

5. BIDDER QUALIFICATION.

The bidder should have minimum three years experience of providing Man power in Govt. Organizations/PSUs with minimum annual turnover of Rs.1 Crore during the last three preceding financial years and balance sheet of last three years i.e. 2012-13, 2013-14 & 2014-15. The bidder should have valid registration for providing labour & valid labour license in the state of Madhya Pradesh & Chhattisgarh.

6. SCOPE OF WORKS & TERMS AND CONDITIONS

- 6.1. The Agency should have qualified and experienced staff for deployment as per **Annexure-A**
- 6.2. The consolidated salary as mention against each post should be the minimum wages for each Man power to be engaged. The minimum qualification and eligibility for engagement of man power to a particular post is also mention in **Annexure-A**. The successful agency should produced list of candidate as per requirement to the Regional Director SAI Bhopal to check the suitability of the engage man power.
- 6.3. The Man power Agency should have required license in the state of Madhya Pradesh & Chhattisgarh for providing/ supplying Man power to the above two states.
- 6.4. The Agency shall be responsible for fulfilling all the statutory provisions of the contract labour (Regulations and Abolitions Act, 1970) .
- 6.5. The agency is solely responsible for payment of salary to the manpower engage by him as per minimum wage fixed within 03 working days of the preceding month and a certificate in this regard to this office is to be submitted, stating that the wages of all employee has been released. The bill only than cleared by this office.
- 6.6. The Man power so deployed would be bound to work 8 hours daily for full month as per timings fixed by the SAI CRC Bhopal.
- 6.7. The TDS will be deducted from the salary bill of the Agency every month.
- 6.8. The agency shall be solely responsible for observing and complying with all employment regulations, labour laws as applicable from time to time and laid down in this behalf in respect of all its employees during the period of Contract and agency's employees including any additional obligations that may arise on account of the contract being performed on SAI premises.
- 6.9. The agency shall remain the only and principal employer of all the staff recruited and appointed by it. The SAI shall not be responsible for loss of job to any employees of the agency in case of expiry/termination of the contract. The agency will maintain from inception, a reserve fund with his own bankers for meeting all accruing liabilities of terminal benefits, compensation etc. and will be solely responsible for providing alternative employment to all his employees, on the cessation of this agreement. The owner/proprietor of the agency and his personal assets will be subject to be liable for all dues whether of terminal nature or of reemployment till retirement of each of his employees. The SAI shall not at all be responsible in this regard, in any way, what so ever.
- 6.10. The successful bidder should provide police verification certificate of all personnel likely to engaged.
- 6.11. **The agency will submit the bill for service by the 1st of every month for the preceding month. The SAI will make the payment of the bill within one week from the date of receipt of the bill through RTGS in favour of the agency after deducting TDS etc. as per rules.**
- 6.12. The agency has to provide services as per the requirement of SAI even at a short notice.
- 6.13. **The contract shall be valid for a period of one year initially extendable for another year subject to satisfactory job execution.** The contract may be terminated by either side on one month's notice without assigning any reasons.

(SIGNATURE OF BIDDER WITH SEAL)

6.14. In case of any dispute the matter shall be under the jurisdiction of the courts situated in Bhopal (Madhya Pradesh).

6.15. **The successful bidder must has a minimum turnover of Rs. 1 Crore annually during the past three preceding financial years.**

6.16. **The Successful bidders has to deposit Security Deposit of Rs.5 Lac (Rupees five lac only) along with agreement.**

6.17. In case the services of the staff deployed are found unsatisfactory then there will be a deduction 10% out of the monthly payment of that staff which will be without prejudice to any other right of the SAI. Thereafter SAI reserves the right to terminate the contract or imposition of penalty as deemed fit for unsatisfactory services.

6.18. The successful bidder shall enter into a contract with the Sports Authority of India. The above terms and conditions are illustrative in nature and not exhaustive. In other words, SAI reserves the right to make further additions, alterations or modifications in the above conditions, while entering into the contract.

6.19. The successful bidder will submit Service Tax etc. and mandatory deduction details and the other statutory requirements of the staff deployed for this purpose, every month along with the bill, to the Regional Director (CC) SAI, Central Centre Bhopal. The successful bidder shall also submit an undertaking that the staff deployed at the Institute, in terms of this contract, shall at all the times, exclusively remain & be deemed to be the employees of the agency for all purposes, what so ever.

6.20. Any disputes between the parties whether relating to or arising out of the proposed contract deed or connected therewith shall be adjudicated by the arbitrator to be appointed/nominated by Regional Director(CC), SAI, Central Regional Centre, Bhopal and the decision of the said sole arbitrator shall be final and binding on both the parties. The place of Arbitration shall be at Bhopal & all the provisions of the Arbitration & conciliation Act 1946 shall be applicable to such Arbitration proceedings.

6.21. These are only proposed draft terms and conditions and can be modified, changed or added to at the time before finally concluding and signing the agreements.

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

6.22. All the three envelopes (i.e. Envelope A, B & C) should be submitted in a big cover duly sealed, addressed SAI RDCC subscribing "Tender for Providing of Man power in SAI Bhopal and its unit at M.P. & Chhattisgarh." The cover should also bear the name and address of the bidder including telephone number.

Signature_____

Name (In block letters)_____

Designation_____

Name of the firm_____

Address_____

Tele No._____

Date:-_____

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**TENDER FOR ENGAGEMENT OF AGENCY FOR PROVIDING MAN POWER TO
DIFFERENT UNITS UNDER SAI CENTRAL REGIONAL CENTRE, BHOPAL**

DETAILS OF EMD/BID SECURITY DEPOSITED ALONG WITH TENDER

LAST DATE & TIME OF SALE OF TENDER : 13th July, 2015 1600 HRS
 DATE & TIME FOR SUBMISSION OF TENDER : 14th July, 2015 by 1300 HRS.
 DATE & TIME FOR OPENING OF TECHNICAL BIDS : 14th July, 2015 1530 HRS.

1. Name of Bidder/Tenderer

2. Details of EMD/Bid Security
 Draft No. & Date

Name of Bank

Amount

Signature

Name

Name of the Firm

DETAILS OF PAYMENT IF TENDER DOCUMENT WAS DOWNLOADED

Draft No. & Date

Name of Bank

Amount

Signature

Name

Name of the Firm

UDHAV DAS MEHTA (BHAIJI) CENTRAL REGIONAL CENTRE

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TENDER FORM NO.

**OPEN TENDER ENQUIRY FOR ENGAGEMENT OF AGENCY FOR PROVIDING MAN POWER
TO DIFFERENT UNITS UNDER SAI CENTRAL REGIONAL CENTRE, BHOPAL**

TECHINICAL BID /DETAILS

LAST DATE & TIME OF SALE OF TENDER : 13th July, 2015 1600 HRS
DATE & TIME FOR SUBMISSION OF TENDER : 14th July, 2015 by 1300 HRS.
DATE & TIME FOR OPENING OF TECHNICAL BIDS : 14th July, 2015 1530 HRS.

The following details /documents /certificates issued by the concerned Authorities in respect of the bidder are required to be submitted:

- 1) Name of Firm/Agency
- 2) Name of the Proprietor/Partner
- (Attached Proof)
- 3) Address of the firm
- (Attached Proof)
- 4) Telephone/Fax No. email ID
- 5) Bio-data of Director/Proprietors/Chief
- Executive of Agency would be mentioned
- and enclosed with the proof of owner ship.
- 6) PAN Number (attached photocopy)
- 7) VAT No (attach photocopy)
- 8) Total turnover during last three proceeding
- Financial years duly certified by CA
- With balance sheet of last 3 years (copy attach)
- 9) Attach copies of ITR for last 3 years
- (Copy attach)
- 10) Experience in the line
- 11) Attach copies of Labour/ Man power License
- In M.P. & Chhattisgarh (copy attach)

Note: - All the pages should be sealed signed & number by the tendered.

(SIGNATURE OF BIDDER WITH SEAL)

- 12) PF Registration Number (attach copy)
- 13) Registration with the Service Tax
- 14) Attach an undertaking that the Man power deployed
at the Centre in terms of this contract at all time.
will exclusively remain employees of agency for
all purposes, what so ever.
- 15) Attach list of clients with no. of
personnel deployed with each client
- 16) Attach Copy of Registration Certificate
as Agency for providing Man power
in M.P. & Chhattisgarh
- 17) Total number of personnel on roll
of the firm for supply of Man power
as per Annexure-A
- 18) Details of Bank for RTGS
 - a) Name of the Bank
 - b) Branch name & address
 - c) Bank Account Number
 - d) Bank IFSC Code
- 19) Police verification report all staff to be deploy during employment
- 20) Details of EMD : -
 - a. Name of the Bank
 - b. Bank Draft No. & Date
 - c. Amount

Signature _____

Name :(In block letter) _____

Name of the Firm _____

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**TENDER FOR ENGAGEMENT OF AGENCY FOR PROVIDING MAN POWER TO DIFFERENT UNITS
UNDER SAI CENTRAL REGIONAL CENTRE, BHOPAL**

FINANCIAL BID DOCUMENTS

1. Name of bidder _____
2. Address of bidder _____
3. Telephone number of Bidder _____
4. Name of representative of firm _____

FINANCIAL OFFER/RATE

S.No.	Nomenclature	Minimum wage As per SAI/PERS/1774/200 8-09/Vol. II/1287/ dt-30.08.13	ESI/WCP 4.75%	Mandatory deduction PF 13.61%	Agency service charge	Service taxes per applicable (14%) of (A+B+C+D)	Total (A+B+C+D+E) in rupees
		(A)	(B)	(C)	(D)	(E)	
1.	Medical Doctor	₹ 812 per day OR ₹ 36,120/- per month					
2.	Physiotherapist	₹ 23,220/-					
3.	Nursing Assistant	₹ 13,760/- + 200 WA					
4.	Masseur /Masseuse	₹ 13,072/-					
5.	Gym Instructor	₹ 23,220/-					
6.	Electrician	₹ 12,212/-					
7.	Care Taker	₹ 12,212/-					
8.	Store Keeper	₹ 12,212/-					
9.	Driver	₹ 12,212/-					
10.	PA	₹ 13,072/-					
11.	D.E.O.	₹ 13,072/-					
12.	Junior Accountant	₹ 13,072/-					
13.	Warden (Male/Female)	₹ 13,072/-					
14.	Safai Karamchari	₹ 9,804/-					
15.	Plumber	₹ 9,804/-					
16.	Carpenter	₹ 9,804/-					
17.	Grounds man	₹ 9,804/-					
18.	Pump Operator	₹ 9,804/-					

Note:- Wages will be revised up words only as and when SAI New Delhi notified.

Signature.....
Name in block letter.....
Name of the firm.....

Name of the post & essential qualifications for supply of Man Power

S.N o.	Name of Post	Education Qualification	Technical Qualification	No. of Man power available with the agency
1.	Medical Doctor	MBBS with Diploma in Sports medicine	-----	
2.	Physiotherapist	Bachelor Degree in physiotherapy from a recognized university	-----	
3.	Nursing Assistant	Degree/Diploma in nursing from recognized institute	-----	
4.	Masseur /Masseuse	3 years Experience of massage in any Institute	-----	
5.	Gym Instructor	Diploma in coaching in weightlifting & weight training OR Degree in Physical Education Gradation & Diploma in Physical Education	-----	
6.	Pump Operator	8 th Pass	Diploma/Certificate from ITI as pump operator	
7.	Electrician	Matriculation or equivalent	Diploma as electrician from ITI	
8.	Plumber	8 th Pass	Diploma/Certificate as Plumber	
9.	Carpenter	8 th Pass	Diploma/Certificate as Carpenter	
10.	Grounds man	8 th Pass	-----	
11.	Care Taker	10 th Pass	-----	
12.	Store Keeper	12 th Pass	-----	
13.	D.E.O.	Higher Secondary/ Senior Secondary	Certificate in Data Entry	
14.	Accounts Clerk	B.com from recognized university	-----	
15.	Drivers	8 th Pass	Driving License for Heavy Duty Vehicle Preferably one year experience of driving Heavy Vehicle	
16.	PA	Graduate from recognized university	-----	
17.	Warden (Male/Female)	Graduate from recognized university	-----	
18.	Safai Karamchari	8 th Pass	-----	

