



## SPORTS AUTHORITY OF INDIA

### SPORTS TRAINING CENTRE, PORT STADIUM, VISAKHAPATNAM, A.P –530024.

Email: [saistc\\_vsp@yahoo.co.in](mailto:saistc_vsp@yahoo.co.in)

Ph.No. /Fax: 0891-2565366

No. SAI/STC/VSP/HKP/24/2015-16

15th July 2015

Sealed tenders are invited by Sports Authority of India, Sports Training Centre, Visakhapatnam from reputed Agencies having minimum Annual Turnover of Rs. 05 lakhs for the last 03 years, for Complete & Comprehensive Job of Housekeeping Contract at Sports Authority of India, Sports Training Centre, Visakhapatnam.

1	Tender Cost (Cash or draft)	Rs. 300/-
2	Last Date of Sale of Tender Documents	10.08.2015 upto 16.00hrs
3	Last Date of Submission of Tender Documents	11.08.2015 upto 15.00hrs
4	Date of Opening of Tender Documents	11.08.2015 upto 16.00hrs
5.	Estimated value	Rs. 3,20,000/-
6	Earnest Money in way of demand draft in favour of STC – Visakhapatnam payable at Visakhapatnam.	RS. 7,000/-
7	Website	<a href="http://sportsauthorityofindia.nic.in">Error! Hyperlink reference not valid. sportsauthorityofindia.nic.in</a>

The tender documents may be obtained from the office of Sports Authority of India, Sports Training Centre, Port Stadium, Visakhapatnam. Tender document is also available on website which can be downloaded.

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

Assistant Director

*SPORTS AUTHORITY OF  
INDIA*

*SPORTS TRAINING CENTRE, PORT STADIUM,  
VISA KHAPATNAM*

TENDER

FOR  
COMPLETE & COMPREHENSIVE  
JOB OF

HOUSEKEEPING

CONTRACT

AT  
SAI, STC, PORT STADIUM,  
VISA KHAPATNAM

<http://www.sportsauthorityofindia.nic.in>

**SPORTS AUTHORITY OF INDIA**  
**SPORTS TRAINING CENTRE, PORT STADIUM, VISAKHAPATNAM**

**TENDER FORM FOR COMPLETE & COMPREHENSIVE**  
**JOB OF HOUSE KEEPING CONTRACT AT SAI, SPORTS TRAINING CENTRE,**  
**VISAKHAPATNAM**

**1. INVITATION OF BIDS:**

- 1.1 Sports Authority of India, Sports Training Centre, Port Stadium, Visakhapatnam invites sealed tender from reputed Contractors/firms having minimum annual turnover of Rs. 05.00 lakhs during last 03 financial years, for complete & comprehensive job of Housekeeping at Sports Authority of India, Sports Training Centre, Port Stadium, Visakhapatnam.
- 1.2 Format for submission of tender is placed as Annexure – I, II, III and requisite documents referred thereof may be enclosed alongwith the tender.
- 1.3 It is the responsibility of the bidders to read all terms & conditions of the Tender Document before filling the tender. Incomplete Tender Documents or bids are liable to be rejected.
- 1.4 Tenders documents are neither transferable nor cost of tender documents is refundable under any circumstances.
- 1.5 Offers sent by telex/fax/telegram and conditional offer will not be accepted.
- 1.6 SAI reserves the right to reject the tender of all or any party without assigning any reason at any stage.
- 1.7 Any tender received after the specified date and time mentioned in the advertisement will not be entertained under any circumstances.

**2. EARNEST MONEY DEPOSIT (EMD) & SECURITY DEPOSIT**

- 2.1 Interest free Earnest money of Rs. 7,000/- (Rupees Seven thousand only) by the bidder through demand draft in favour of STC Visakhapatnam payable at Visakhapatnam from any Nationalized Bank. In case of downloading tender from website the bidder will have to submit tender cost in the form of demand draft separately along with EMD. Cheques are not acceptable.
- 2.2 Offers not accompanied by the required EMD will be rejected.
- 2.3 The Earnest Money of the unsuccessful bidders will be returned in three months on finalization of the bid. The earnest money of the successful bidder will be liable to be forfeited, if the firm does not fulfill any of the following conditions of the contract.

(SIGNATURE OF THE BIDDER)  
with address and seal

- a) The successful bidder will furnish interest free Performance Security equivalent to 5% (Five percent) of total annual bid amount rounded off to next Hundred Rupees within seven days of the receipt of the award of contract. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contract.
  - b) Execution of the agreement for Rs. 100/- (Rupees one hundred only) on Stamp Paper within 07 days of the receipt of award letter.
- 2.4 The earnest money of the successful bidder will be refundable after completion of the above-mentioned formalities.

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

3.1 The Tender Document will be available for Rs 300/- (Rupees three hundred only) **between 1000 hrs. to 16.00 hrs.** on all working days till 10.08.2015 from the office of Sports Authority of India, Sports Training Centre, Visakhapatnam by making payment of Rs 300/- (Rs. Three hundred only) through A/C Payee Demand Draft/ Pay Order drawn in favour STC - Visakhapatnam payable at Visakhapatnam or by cash.

The bidders who download the tender documents from given website are required to pay Rs. 300/- (Rs. Three hundred only) in the form of separate Demand Draft/Pay Order as cost of tender documents. In case the bid is received without the cost of tender documents, the same would not be considered.

- 3.2. Technical & Financial bids shall be received up to 11.08.2015 till 15.00 hrs. The technical bids will be opened there after on 11.08.2015 at 16.00 hrs.
- 3.3. Technical Bid will be opened if the EMD and tender cost (in case of downloading from website) is found in order. The Financial Bid of only those bidders will be opened who qualify the Technical bid. The date, time and venue for opening of Financial Bids shall be communicated to the qualified bidders later on.

### 4. **PROCEDURE FOR SUBMISSION OF BIDS.**

4.1. The Bids shall be submitted in three separate sealed envelopes as under:-

- a) **Envelope A** – should contain the Bank Drafts for the EMD & Tender Cost/Receipt along with details in (Annexure-I)
- b) **Envelope 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 the Technical Bid.
- c) **Envelope C**- should contain the Financial Bid Document (Annexure-III)

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- 4.2. All three envelopes should be submitted in one single envelope duly sealed, addressed to The Assistant Director, Sports Authority of India, STC, Port Stadium, Visakhapatnam and super scribed "**Tender Form for Complete & comprehensive Job of House Keeping Contract for one year**". The envelope should also bear the name and address of the bidder including telephone number.
- 4.3. The bidder must put his seal and signatures on each page of the bid. No cutting/correction etc. will be accepted in the financial bid and if so the tender will be rejected.
- 4.4. The bid duly completed in all respect should be dropped in a tender box placed in the office of Sports Authority of India, Sports Training Centre, Port Stadium, Visakhapatnam.
- 4.5. The bidder who wishes to submit bid duly completed in all respect by post will ensure that the same reaches to this office on or before due date and time given for submission of the same. Bid received after due date and time will not be considered under any circumstances.

## 5. **BIDDER QUALIFICATION**

- 5.1 The bidder should have minimum three years experience on the job of Housekeeping. The bidder should enclose list of clients to whom services have been provided during the last 03 years in support of the experience.
- 5.2 The minimum annual turn over of the agency should be Rs. 05.00 lakhs per annum during the last three preceding years.

## 6.0 **PAYMENT PROCEDURE**

- 6.1 The agency will submit the bill for Housekeeping work by the first week of every month for preceding month. The payment of the bills will be made with in 10 days from the date of receipt of the bill. Payment will be made through Electronic Payment System, if services are found satisfactory and all required documents are enclosed.
- 6.2 The agency will be wholly and solely responsible for making payment of monthly wages to the persons deployed at this centre and at other SAI Training Centres which should be as per minimum wages Act as prescribed from time to time by Central Government and shall also be responsible for depositing employee's and employer's share of contribution under EPF & ESI Acts. A certificate also be furnished alongwith the bill by the contractor to the effect that the contribution (EPF/ESI as the case may be) has been deposited through the enclosed challan in respect of the persons posted/deployed at SAI, Sports Training Centre, Port Stadium, Visakhapatnam.
- 6.3 SAI, Sports Training Centre, Port Stadium, Visakhapatnam will reimburse statutory liabilities on account of increase of DA, if any, as per notification issued by Government of India (Central Government) from time to time during the contractual period. However, there will be no change on account of Service Charge of the agency.

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## 7. **SCHEDULE OF WORK**

- 7.1 The work of cleaning, sweeping and scrubbing of the areas, particularly toilets, bathrooms, hostels rooms and office shall be completed every day before office hour. On any day if any event is to be held at the complex, the cleaning of the entire area shall be completed within time prescribed.
- 7.2 The toilets and bathrooms shall be washed, wiped, cleaned and disinfected everyday. There should be no dirty stains spots left in the toilets and urinals and urinals should have disinfectant naphthalene balls available all the time. There should be no collection of water, blockage of toilets urinals or drains on any day and there should be regular flow of water through these urinals, toilets drain etc.
- 7.3 Daily sweeping in front of Boys and Girls Hostels, Office Premises and Play Grounds as and when required by the Coaches.
- 7.4 Under no circumstances, the garbage collected would be kept inside the complex and the bidder will make arrangements for its disposal at a place, as decided by concerned department at his own cost.
- 7.5 The cleaning of floor areas would include sweeping with floor brush followed by continuous mopping with duster and use of detergent, deodorant, disinfectants like phenyl etc. one time in a day.
- 7.6 The sinks, floor area, walks etc. around water points, water coolers would always be kept thoroughly clean through out the day, free from any type of stains, refuse collection or blockages, washing or cleaning of pouches or dusters or any other material would not be done here.
- 7.7 Dusting and cleaning of doors, cleaning of glasses in various buildings e.g. Administrative Block, Boys and Girls hostel, & Fitness hall etc., with utmost care.
- 7.8 All rooms (office and change rooms), corridors, stairs and other attached area and toilets of Administrative Blocks, Boys and Girls Hostel, Fitness Centre etc. should be kept clean all the time.
- 7.9 All the public convenience shall be constantly manned for scavenging purpose, which would include:
  - a) Scavenging of closets, urinals pots and its allied fittings waste pipes, wash-basin in the open surface channel and floor shall be kept stain free through out the day.
  - b) The urinals pots should always contain sufficient good quality of deodorant/disinfectant like naphthalene balls (Bengal Chemicals), Odonil cubes etc so that the toilet blocks are kept free from foul smell. The mopping of the floor by using detergents, like phenyl etc. would be a continuous process.

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- c) The urine pots and taps would always be kept free from any type of blockage.
  - d) The wall tiles, doors, floor of the toilets, wash-basin etc would always be kept dry, unstained and dust free.
  - e) Flushing system and urinals pots would always be kept in perfect working order.
- 7.10 Cleaning of Air-conditioning grills, Removing cob-webs etc from the entire complex, Sweeping/cleaning of the roofs of Administrative Block, all Hostel buildings etc. should be cleaned at least fortnightly.
- 7.11 Immediate cleaning of the blockage of any kind in the toilets, sewerages etc. through out the complex will be the responsibility of the contractor.
- 7.12 Spraying of finites in Hostels daily and Administrative Block, Fitness Centre etc twice a week.
- 7.13 Any other house keeping works as assigned by The Assistant Director.

## 8. **TERMS & CONDITIONS**

- 8.1 The successful bidder will have to submit a list of all the employees along with address for security reasons at the time of awarding of contract.
- 8.2 The successful bidder will depute a responsible person through out to take instructions, if any and supervise the work of his men in fulfilling the contractual obligations.
- 8.3 Material and equipments for daily cleaning will be provided by SAI.
- 8.4 That the successful bidder shall be the sole employer of all their staff and labour employed by them and shall be responsible for observing and complying with all the employment regulations, labour laws and other laws as applicable and laid down in this behalf from time to time, in respect of all the employees during the period of this agreement.
- 8.5 In case of any dispute between the successful bidder & employees of the employer, SAI will not be party and shall have no responsibility of any kind under any law and shall not be responsible to pay any compensation in any form to such employees. SAI will not be responsible for providing any compensation to any of such employees during the currency of and/or after the expiry of these agreements.
- 8.6 The successful bidder shall ensure proper Housekeeping work and application of material as may be necessary for the cleanliness and upkeep of it to the satisfaction of the SAI. In case there is any dispute regarding the quality, standard, and extent of cleaning, SAI shall be sole authority to determine the same.

(SIGNATURE OF THE BIDDER)  
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- 8.7 Detergent, disinfectants, and deodorants shall be used in sufficient quantities to keep the entire complex public convenience and drains etc. free from any type of stinking/foul smell.
- 8.8 Any damages done to the building, sanitary installations, water supply fittings, floors and roads etc by the employees of the bidder, will have to be repaired accordingly.
- 8.9 The Incharge or any official deputed by him will have the liberty to inspect daily or periodically quality of work under this contract. If the inspecting officer find any discrepancy in the work or use of sub standard material, SAI may impose monetary penalties which will not exceed to Rs. 500/- in each case for 05 instances, thereafter it may impose penalty of 10% deduction from the bill or deduction of part or whole of Housekeeping or termination of the agreement at one month notice.
- 8.10 The successful bidder will deploy his manpower in the identified areas from 8.00 am to 4.30 pm with half an hour lunch break. The cleaning is required on all days including holidays in all hostels. For remaining areas there will be weekly off on Sundays and other holidays.
- 8.11 The successful bidder shall be responsible for ensuring the safety of the persons, building structures, boundary walls and open areas etc. In case of any injury to any persons or damages caused to the property of SAI or any third party, the bidder 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 bidder 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.
- 8.12 The successful bidder shall be responsible for obtaining the required permission/ license, order of the authorities competent to grant/issue the same for the purpose of Housekeeping work. The successful bidder shall be responsible for all payments and fees for such permission/license payable to the competent authorities and shall also be liable for payment of all damages/fines or any other charges/penalties which may be levied by any authority for breach of any laws bye-laws regulations orders etc. issued by such authorities.
- 8.13 The successful bidder shall be responsible for fulfilling all the statutory provisions of all the labour laws. The agency should be in a 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 provisions of the Labour Law Acts.

(SIGNATURE OF THE BIDDER)  
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- 8.14 The persons deployed at the centre by the agency in terms of this contract at all time will be employees of the agency exclusively and they shall not be entitled to any claim employment or permanency of job with SAI. Also an undertaking will have to be given that the persons put on duty at the Complex are verified by the police authorities.
- 8.15 The contract shall be for period of one year. The contract can be terminated by the either party at any time before the ending of the contract by giving one month notice. In case of any dispute, the jurisdiction will be in the court within Visakhapatnam.
- 8.16 The contract can be extended for three months and for a further period of three months and again three months if needed subject to satisfactory performance and willingness of the successful bidder.
- 8.17 Bid Validity:**
- a) The bid shall remain valid for acceptance for a period of six months after the date of Bid opening prescribed in the Bidding Document. Any Bid valid for a shorter period shall be treated as unresponsive and rejected.
- b) In exceptional cases, the Bidders may be requested by the SAI to extend the validity of their Bids up to a specified period. The Bidders, who agree to extend the Bid validity, are to extend the same without any change or modification of their original Bid and they are also to extend the validity period of the Bid Security accordingly. A Bidder, however, is at liberty to extend/not to extend its validity without forfeiting its Bid Security.
- 8.18 The tenderer may visit the campus to have an overall view of the areas of deployment before submitting the tender.
- 8.19 (A) Manpower requirement for comprehensive cleaning at SAI, Sports Training Centre, Port Stadium, Visakhapatnam.

<b>Sl. No.</b>	<b>Areas to be attended to</b>	<b>Manpower Requirement</b>
1.	Admn. Building and surroundings	01 (Male)
2.	Boys Hostel and surroundings	
3.	Fitness Centre	
4.	Girls Hostel and surroundings	01 (Female)

(SIGNATURE OF THE BIDDER)  
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- 8.20 The agency should deploy 02 Safaikarmchari's for complete and comprehensive job of housekeeping at SAI Sports Training Centre,Port Stadium, Visakhapatnam.
- 8.21 Cleaning & sanitation material & equipment to be provided by SAI.
- 8.22 During the National Coaching Camp, the agency will provide additional manpower on receipt of written order from the Assistant Director. The payment of the additional deployment will be paid on pro-rata basis calculated on basis of monthly rates as quoted by the bidder.
- 8.23 The agency shall not be entitled to claim any additional amount for any reason whatsoever during the currency of contract period.
- 8.24 These are only proposed terms and conditions and can be modified or added to at any time of finally concluding and signing of agreement.
- 8.25 If even after approval, information/facts submitted by the bidder are found misleading/incorrect/false etc. SAI reserves the right to disapprove the contract.
- 8.26 The successful bidder should maintain all the records and documents under various labour laws applicable to contract labour/personnel. Indicative list of such record is given for example: a) Register for Workmen (b) Employment card (to be issued to workers), (c) Muster Roll, (d) Register for wages etc.

**Certificate to be given by the bidder:**

Certified that I/We have studied assessing the house keeping work, gone through the above terms & conditions and undertake to abide by these.

(SIGNATURE OF THE BIDDER)  
with address and seal

**SPORTS AUTHORITY OF INDIA**  
**SPORTS TRAINING CENTRE, PORT STADIUM, VISAKHAPATNAM**

To

**The Assistant Director,  
Sports Authority of India,  
Sports Training Centre,  
Port Stadium, Visakhapatnam.**

**Sub.: TENDER FOR THE JOB OF HOUSE KEEPING CONTRACT AT  
SPORTS AUTHORITY OF INDIA, SPORTS TRAINING CENTRE,  
VISAKHAPATNAM**

**(EARNEST MONEY DEPOSIT)**  
**(TO BE SUBMITTED IN ENVELOPE "A")**

In response to the tender published in the ..... on .....  
....., I am enclosing herewith demand draft no. ....  
dated.....of ` \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) drawn on  
..... Bank in favour of STC - VISAKHAPATNAM payable at  
VISAKHAPATNAM on account of Earnest Money Deposit (EMD).

AND

I am also enclosing demand draft no. \_\_\_\_\_ dt. \_\_\_\_ of Rs. \_\_\_\_/- /Receipt  
dated \_\_\_\_\_ of Rs. \_\_\_\_/- towards cost of tender

**(SIGNATURE OF THE BIDDER)**  
with address and seal

**SPORTS AUTHORITY OF INDIA**  
**SPORTS TRAINING CENTRE, PORT STADIUM, VISAKHAPATNAM**

**TENDER FORM FOR COMPLETE & COMPREHENSIVE JOB OF HOUSE KEEPING**  
**CONTRACT AT SAI, SPORTS TRAINING CENTRE, VISAKHAPATNAM**

**TECHNICAL BID FORM**

**(To Be Submitted in Envelope B)**

<b>1.</b>	Name of the Firm/Agency	
<b>2.</b>	Full Postal Address with Tel. No., Mobline No., Fax No. & E-mail.Id	
<b>3.</b>		
<b>4.</b>	Registration No. of Firm (Copy enclosed)	
<b>5.</b>	PAN No (Copy enclosed)	
<b>6.</b>	Service Tax No. (Copy enclosed)	
<b>7.</b>	EPF Registration No. (Copy enclosed)	
<b>8.</b>	ESI Registration No (Copy enclosed)	
<b>9.</b>	Certified/Audited Balance Sheet by CA of last three financial years confirming minimum annual turn over of Rs 05.00 lakhs (2012-13, 2013-14 & 2014-15). In case the balance sheet for the year 2014-15 is not finalized, for the year 2011-12 should be enclosed)	
<b>10.</b>	Details of at least three clients within last three years for providing Housekeeping services along with copies of award letter (Copy enclosed)	
<b>11.</b>	Declaration by the agency that no case/dispute/claim with arbitration court/consumer forum etc. are pending, on a stamp paper of Rs. 50/-	

**(SIGNATURE OF THE BIDDER)**  
with address and seal

TENDER FORM FOR COMPLETE & COMPREHENSIVE JOB OF HOUSE KEEPING  
CONTRACT AT SAI, SPORTS TRAINING CENTRE, VISAKHAPATNAM

DETAILS OF OTHER ORGANIZATIONS WHERE SUCH CONTRACTS  
UNDERTAKEN DURING LAST THREE YEARS

(Enclosed supporting documents)

Proforma containing details of other organization where such or similar contracts were undertaken

Sl. No.	Name & Address of the organization, contract no.	No. of personnel supplied	Period of contract	Whether Govt./semi Govt./Autonomous bodies/PSUs/ Industries etc (Pl specify)	Amount of Contract	Reason for termination (if currently not valid)
<b>1</b>						
<b>2</b>						
<b>3</b>						

This information to be given in “Envelope No. ‘B’ Technical Bid for Annual Contract for Complete & comprehensive Job of Housekeeping Contract.

**(SIGNATURE OF THE BIDDER)**  
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**SPORTS AUTHORITY OF INDIA**  
**SPORTS TRAINING CENTRE, PORT STADIUM, VISAKHAPATNAM**

**TENDER FORM FOR COMPLETE & COMPREHENSIVE JOB OF HOUSE KEEPING**  
**CONTRACT AT SAI, SPORTS TRAINING CENTRE, VISAKHAPATNAM**

**FINANCIAL BID FORM**

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

1. Name of the Tenderer : .....
2. Address of the Tenderer : .....
3. Tender No./Website : .....
4. Rate schedule per month **(For SAI, Sports Training Centre, Port Stadium, Visakhapatnam.**  
(As per minimum wages Act as prescribed from time to time by Central Government)

Sl.	Particular		Rate per person	Total Amount
	Safaikarmchari (unskilled) - 02			
1		Basic Wages		
2		DA		
3		EPF @		
4		ESI @		
	<b>Total Wages</b>			
D.	<b>Service Charges of the agency</b>			
	Total			
E.	Service Tax on the total quoted amount			
	Grand Total			

Note: - Bid quoted with 'Nil' Service Charges over and above the minimum wages shall be treated as unresponsive and will not be considered as per Ministry of Finance, Govt. of India's OM No 29(1)/2014-PPD dated 28.01.2014.

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

**(SIGNATURE OF THE BIDDER)**

with address and seal

Dated .....