

Sports Authority of India
Special Area Games Centre
Kabiguru Krirangan
Bolpur, Birbhum , 731204, WB
GST No.:19AACTS4979C1Z4



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No: SAI/STC/Bol/20-21/ 59(B)

Date: - 25-08-2020

Notice Inviting Tender

Tender No.- 02/2020-21

Sports Authority Of India, STC Bolpur, Birbhum invites sealed tenders in two bid(Technical & Financial) system from reputed and registered Agency preferably in Govt. Organization for the following works.

Sl No	Name of the Work	Total No. of Person	Price of Tender	Date & Time tender	Date & Time of submission tender	Date and Time of Opening of Tender
1.	Jr. Accountant	1no. Jr. Accountant	Rs. 500.00	03.09.2020 To 24.09.2020	25.09.2020 01.00 a.m	25.09.2020 At 03.00 p.m

Tender documents may be available in the SAI Website, (Sports Authority Of India, MYAS) . SAI reserves the right to accept or reject all tender without assigning any reason there.

Centre In Charge
Sports Authority Of India
Training Centre
Bolpur, Birbhum

Sports Authority Of India
STC Bolpur
Kabiguru Krirangan
Bolpur, Birbhum
Tele-fax:03463-258464

TENDER DOCUMENT FOR ABSOLUTE JR. ACCOUNTENT SERVICES AT SAI TRAINING
CENTRE BOLPUR.

Date of issuing Tenders : 03.09.2020 to 24.09.2020,

Date of Submission of Tenders : 25.09.2020, 01:00 p.m.

Date & Time for Opening Tenders : 25.09.2020 at 03:00 p.m.

1. Invitation of Bids.

1.1 Sports Authority Of India, Kabiguru Krirangan, Bolpur Birbhum on behalf of Director, Sports Authority Of India, Netaji Subhas Eastern Centre, Salt Lake city, Kolkata(SAI,NSEC) invites sealed Tenders from reputed and registered agencies/firms with minimum experience in the field, preferably in Government Organization/PSUs/Large Industries/Corporate Houses for Jr. Accountants.

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 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 received after the due date and time will not be entertained.

1.5 STC also reserves the right not to accept the lowest tender, for its own interest and smooth functioning.

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

Jr. Accountants contract service must be accompanied by a Bank draft of the Nationalized Bank for Rs. 25,000/-(Rupees twenty five thousand only) drawn in favor of the SAI SAG Centre Bolpur, payable at Bolpur as Earnest Money, which will be refundable in due course to the unsuccessful bidder, however, the same will not carry any interest.

OFFERS NOT ACCOMPANIED BY THE REQUIRED EMD WILL BE REJECTED.

Offer submitted with in-complete information will not be considered and EMD will be forfeited.

The earnest money of the successful bidder is liable to be forfeited if the bidder does not fulfill the following terms and conditions:-

- i) The successful bidder shall take over the work within fifteen days from the date of letter conveying the acceptance of offer.
- ii) An agreement will be executed within fifteen days from the receipt of draft contract with a **Bank Guarantee of Rs. 50,000/-(Rupees Fifty thousand only) as Security Deposit.**
- iii) **Deposit interest free security money within stipulated time frame**, which will be released on expiry of the contract.

The Earnest Money of the successful tenders will be refundable after completion of the above mentioned formalities.

3. Schedules of Tender

- 3.1 The Tender Document will be available for sale between **10.00 hrs to 13.00 hrs** on all Working days from 03.09.20 to 24.09.20. The intended bidders may purchase the same from the Office of Sports Authority Of India, Training Centre, Kabiguru Krirangan, Bolpur ,Birbhum by making payment of Rs. 500/-(Rupees Five Hundred only) through cash.
- 3.2 Technical & Financial bids shall be received on 25.09.2020 **by 13:00 hrs** and The Bids will be opened on 25.09.2020, 15:00 hrs at Sports Authority Of India, Training Centre, Kabiguru Krirangan, Bolpur Birbhum.
- 3.3 The Financial Bid of only those bidders will be opened whose Technical bids are accepted by the Competent Authority. The date time and venue for opening of Financial Bids shall be communicated to the qualified bidders at a later date. **However, STC reserves the right for not inviting the unqualified bidders while opening the financial bids.**
- 3.4 **Any tender received after the date and time given above will not be entertained under any circumstances.**
- 3.5 **The competent authority reserves the right to reject any or all tender without assigning any reason and shall not bond it to accept any tender and reserve the right to call for fresh tender.**

4. PROCEDURE FOR SUBMISSION OF BIDS

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

Envelope A – should contain the Bank Drafts (s) for the EMD along with details in (Annexure-I).

- a) 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.
- b) Envelope C- should contain the Financial Bid Documents (Annexure-III).

All the three envelopes(i.e., envelopes A,B & C)should be submitted in one single envelope duly sealed, addressed to Centre Incharge, STC Bolpur, Kabiguru Krirangan, Bolpur, Birbhum and super scribed **“Tender for Jr. Accountant at STC Bolpur, Kabiguru Krirangan, Bolpur, Birbhum.** The cover should also bear the name and address of the Bidder including telephone number.

- 4.2 The bidder must put his seal and signatures on each page of the bid and also attest all cutting or corrections etc., if any, under his seal and signatures.
- 4.3 The bid duly completed in all respects should be inserted in a sealed box placed in the office of the Centre Incharge, **STC Bolpur.**
- 4.4 **The bidder who wish to submit bid duly completed in all respects by post will ensure that the same reaches to this office on or before due date and time given for submission of same. Bid received after due date and time, as result of postal delay will not be considered under any circumstances.**

5. BIDDER QUALIFICATION

The bidder should sealed Tenders from reputed and registered agencies/firms with minimum experience in the field, preferably in Government Organization/PSUs/Large Industries/Corporate Houses for Jr. Accountants.

6. SCOPE OF WORKS

- a) Maintenance of Books of Accounts.
- b) Processing of Claims for payments.
- c) General Correspondence and record maintenance.
- d) Typing letters/ Office notes and multi tasking etc.

7. Terms and Conditions of Contract

7.1 The agency should have qualified and experienced personnel, having sufficient experience. After award of **Jr. Accountants**, the agency shall provide a list of staff along with police verification deputed by the agency at Sports Authority Of India, STC Bolpur, Kabiguru Krirangan, Bolpur, Birbhum in the following format for records. The agency will issue its own photo identity cards to its employees deployed in SAI offices for above purposes.

7.2

- i) Expanded Names
- ii) Father's name(Expanded)
- iii) Educational Qualification
- iv) Ex-serviceman/Civilian
- v) Age with date of birth(Enclose proof)
- vi) Permanent Address(With authenticated proof)
- vii) Local Address(With authenticated proof)

7.3 To report unusual happening, if any, to the Deputy Director/Assistant Director/Centre in charge or to any other authorized person.

7.4 The competent Authority reserves the right to direct Agency to remove any staff for unsatisfactory performance and to provide substitute.

7.5 Essential Qualification: Graduate from any recognized university with commerce/ Accounts background having 2 years work experience of maintenance of account; preference will be given to those who has experience in handling official correspondence / files in any Government / semi Govt./ PSU/NGO/ Pvt. Organization especially in accounts finance, knowledge of Tally-ERP 9 Software.

7.6 The Agency will be responsible for preserving good order, discipline and decorum in and around the SAI Complex, on day to day basis, and also at the time of any special functions/events.

7.7 The successful bidder shall furnish Security Deposit to 50,000=(Rupees fifty thousand only) within fifteen days from the date of receipt of the letter awarding the contract. The Security money deposited shall not carry any interest.

7.8 The Security Deposit can be forfeited by the Sports Authority Of India in whole or in part if the services rendered are not up to the required standard as specified by the competent authority.

TERMS AND CONDITIONS PERTAINING TO PERSONNEL DEPLOYED

7.9 The Agency shall be solely responsible for observing and complying with all employment regulations, labour law as applicable from time to time and laid down in this behalf in respect of all its employees (Ex-serviceman and Civil man) during the period of contract including any additional obligations that may arise on account of the contract being performed at STC premises.

7.10 The Agency shall remain the only and principal employer of all the staff deployed by it. The STC shall not be responsible for loss of job to any employees of the Agency in case of expiry/termination of the contract.

7.11 The Agency shall submit the bill for services to the Complex by the every 5th of every month for preceding month. STC will make the payment of the bill within one month from the date of receipt of the bill through a NEFT/RTGS in favour of the Agency after deducting TDS etc as per rules.

7.12 In case it is found that work has not been done as per plan submitted by the agency or otherwise found unsatisfactory there will be deduction of 5% on first occasion, 10% on second occasion and 15% on the third occasion out of monthly payment.

7.13 The contract shall be awarded initially for a period of one year from the date of its commencement. The contract may be further extended for basis of performance and work satisfaction of the Agency and mutually agreed by both parties on the same terms and condition. The contract shall be terminated by either side on one month's notice or payment in lieu thereof without assigning any reasons.

7.14 The validity of the rate quoted by the Agency would be minimum wages is applicable as and when revised.

7.15 As and when there is a change of personnel deployed in STC, it should be informed by the Agency to the Centre In charge of STC Bolpur, Birbhum at least one day in advance along with the reasons thereof and the substitute should be duly verified by the police for his character antecedents etc.

7.16 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, STC reserves the right to make further additions, alterations or modifications in the above conditions.

7.17 The successful tenderer will submit proof of payment of ESI, PF and other statutory requirements of the staff deployed for this purpose every month with the bill to the Centre In charge, STC Bolpur.

7.18 On special functions the Agency will provide additional manpower as per the requirement of Centre In charge, STC Bolpur at a short notice and ensure that the additional manpower thus deployed is properly briefed and turned out as required by STC. The payment of the additional deployment will be paid on pro-rata basis.

7.19 Any disputes between the parties whether relating to or arising out of this proposed contract deed or connected therewith shall be adjudicated by the arbitrator to be appointed/nominated by the Regional Director, SAI, NSEC, Kolkata and the decision of the said sole arbitrator shall be final and binding on both the parties.

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

8. INSTRUCTIONS FOR BIDDER

8.1 The intended bidder is required to submit 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 or any other direct or indirect claim on STC on the non judicial paper duly attested by the concerned authority along with TECHNICAL BID”. Offer without the said undertaking will not be considered.

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 and conditions mentioned in the tender documents.

Signature.....

Name (In block letters).....

Designation.....

Name of the firm.....

Address.....
.....

Telephone No.....

Mobile No:.....

Date:

ANNEXURE-I

Envelope 'A'

DETAILS OF EMD DEPOSITED ALONGWITH TENDER

1. Name of the Agency/Tenderer :
2. Last date and time of receipt of Tenders :
3. Time and date of opening tenders :
4. Place of opening of bids. : STC Bolpur , Kabiguru Krirangan, Bolpur

Sr. NoName of CentreAmountPay/Draft No & DateName of Bank

Signature.....

Name(In block letter).....

Name of the Firm.....

Address.....
.....

ANNEXURE-II

ENVELOPE ‘ B’

TECHNICAL BID/DETAILS FOR JR.ACCOUNTANTS.

1. Name of the Firm.....
2. Full Postal Address with Telephone Number:.....
3. Name, address and telephone number
of the Directors/Proprietors and chief
Executive of the Firm. Bio data of the
Director/Proprietors/Chief Executive
Of the Agency would be mentioned and
enclosed with the proof of ownership.
4. Registration No of firm as Agency with
Photocopy of the same.
5. Certified by C.A. Photocopy of Profit & Loss
A/c or Trading a/c and Balance Sheet for the
Last year.
6. PAN No and I.T. Assessment order/Income
Tax Return (enclosed photocopies)
7. Registration No with Employees State Insurance
authorities(enclose photocopy).
8. Registration No with Provident Fund authorities
(enclose photocopy).
9. Undertaking that the staff deployed for this purpose
at SAI Centre in terms of this contract at all time will
exclusively remain the employees of the agency for
all purposes as per Clause 8.1 of tender documents.
10. Work plan covering the entire scope of work.
.....
11. Additional Number of personnel, which the
firm is capable of providing at one time
immediately in case of special occasions if
the contract accepted.

12. Name of the client and the period of contract
for providing Jr. Accountant
.....

13. GST Registration Certificate
(enclose photocopy)

14. P TAX Challan

Signature.....

Name(In block letter):

Name of the Firm :.....

Date:.....

ANNEXURE-III

ENVELOPE ‘ C’

FINANCIAL BID DOCUMENTS FOR JR.ACCOUNTANTS.

- 1. Name of bidder _____
- 2. Address of bidder _____

- 3. Telephone No of the bidder _____
- 4. Name of representatives of the _____
 Firm/ Company.
- 5. Price quoted per month per head Details (In Rs).....
 In words.....

Any other charges, if so, details:-

Sr. No	Name of Work	Amount
(i)		
(ii)		
(iii)		

I have gone through all the terms & conditions of bid document and I also understood that only the amount quoted under column 5 above shall be payable on account of contractual obligation on pro-rata basis. No additional amount shall therefore be claimed.

Signature_____

Name(In block letter):_____

Name of the Firm_____

Date:

N.B : It may be noted that no additional amount except quoted in column No 5 Above shall be payable. Therefore, any additional amount for what so ever