

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



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

Date: - 25-08-2020

**Notice Inviting Tender**

**Tender No.- 04/2020-21**

Sports Authority Of India, Training Centre Bolpur, Birbhum invites sealed tenders for running mess to supply of food to the Residential inmates of SAI Training Centre Bolpur 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	Price of Tender	Date & Time of issue tender	Date & Time of submission tender	Date and Time of Opening of Tender
1.	Running mess to Supply of Food to the Residential Inmates at SAI Training Centre, Kabiguru Krirangan, Bolpur, Birbhum	Rs. 500.00	04.09.2020 To 25.09.2020	26.09.2020 01.00 p.m	26.09.2020 At 03.00 p.m

Tender documents may be purchased from Centre In Charge, Sports Authority Of India, Training Centre Bolpur, Birbhum from 04.09.20 to 25.09.20 on all working days between 10a.m to 1p.m on payment of cost of Tender documents in cash.

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

To,

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## **2. EARNEST MONEY DEPOSIT:**

Offer for contract of Catering Service for SAI Training Centre Bolpur must be accompanied by a bank draft from the Nationalized /Scheduled Bank for Rs. 25,000-00 (Rupees twenty five thousand only) drawn in favour of Sports Authority Of India, Special Area Games Centre Bolpur, Birbhum as earnest money, which will be refundable in due course to the unsuccessful bidder without any interest.

PLEASE NOTE THAT OFFERS NOT ACCOMPANIED BY THE REQUIRED EMD WILL BE DECLAIR REJECTED.

Offer submitted with incomplete information will not be considered.

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

- i) The successful bidders shall start Catering services for STC Centre Bolpur within fifteen days from the date of receipt of letter conveying the acceptance of offer.
- ii) Successful bidder has to execute an agreement within fifteen days from the date of receipt of draft contract and also deposit Bank guarantee of 50,000=00(Rupees fifty thousand only) within the stipulated period, which will be released on expiry of the contract.

The earnest money of the successful bidder will be refundable after completion of the above mentioned formalities without any interest thereon.

## **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 04.09.20 to 25.09.20. The intended bidders may purchase the same from the office of Sports Authority Of India, Special Area Games Centre, Bolpur by making payment of Rs 500=00 (Rupees five hundred and fifty only) in cash

3.2 Technical and financial bids shall be received up to 13.00 hrs of 26.09.20.

3.3 Technical bid will be open on 15.00 hrs of 26.09.20 at SAI Training Centre Bolpur.

3.4 Financial bid of only those bidders will be opened on 26.09.20 whose technical bid are accepted by the competent authority. However SAI reserves the right for not inviting the unqualified bidders while opening the financial bid.

#### **4.SCOPE OF WORKS**

4.1 To provide hygienic food as per approved rate of SAI attached to this tender document as Annexure III which may be slightly altered as per seasonal requirement time to time.

4.2 To arrange for serving fresh and hot food at the Dining hall at SAI Training Centre Bolpur.

4.3 To provide all the cooking ingredients and or raw materials to be used should be fresh and reputed brands.

4.4 As far as possible all materials to be placed used must be pre-packed and or reputed brand.

4.5 Additional serving material to be placed covered in casserole/ hot cases.

4.5 The used utensils, trays, casseroles are to be cleaned and store in hygienic conditions without any delay. In no condition the used dishes are to be left over. They should be immediately cleaned and stacked in proper hygienic condition.

(To facilitate the prospective bidder of running mess the Sports Authority Of India, Training Centre Bolpur will provide kitchen, dining hall etc., space for store room for stocking various commodities as is where in basis.)

#### **5.TERMS AND CONDITION**

5.1 The bids must be accompanied (EMD)with a bank draft / pay order issued by any Nationalized/ Scheduled Bank for Rs.25,000=00(Rupees twenty five thousand only) in favour of Sports Authority Of India, Special Area GamesCentre, Bolpur, Birbhum.

5.2 Technical bid & financial bid shall be opened at Sports Authority of India, STC Centre Bolpur by a duly constituted committee in the presence of such bidders or their authorized representatives who may desire to be present at the time of opening of bids.

5.3 It is responsibility of the bidders to read all terms and conditions of documents carefully before filling the bid. Incomplete bid documents or bids not responsive enough to the terms & conditions are liable to be rejected. The bidder should sign undertaking along with the bid document that he has read the complete tender document and will abide by its all terms and condition.

5.4 The bid shall contain no erasures 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.

5.5 Bid documents are neither transferable nor cost of the bid documents is refundable under any circumstances.

5.6 If even after award of contract, information/facts submitted by the bidders are found misleading/incorrect/false etc., Regional Director, SAI, NSEC, Kolkata reserves the right to terminate the contract.

5.7 The successful bidder has to furnish interest free security deposit of an amount Rs 50,000/- (Rupees fifty thousand only) in the form of Account Payee Demand Draft from any Nationalize bank drawn in favour of SAI SAG Centre Bolpur payable at State Bank Of India, Bolpur Branch/Fixed deposit receive/Bank Guarantee . This has to be given within stipulated period as mentioned in the letter of award of Catering Contract. The Catering contract deposit will cover entire period and will be released after 3 months from the date of conclusion of contract.

5.8 The Earnest Money Deposit will be refund to the unsuccessful bidders within one month of the date of approval of the successful bidder without any interest.

5.9 However, the earnest money of the successful bidders will be liable to be forfeited, if he/she does not fulfill any of the following condition:

a) The successful bidders shall have to deposit Catering Security deposit (Bank Guarantee) of Rs 50,000/- (Rupees fifty thousand only) within a period of 15 days of the award letter. The security so deposited with Sports Authority Of India, SAG Centre Bolpur shall not carry any interest.

b) Execution of the agreement on Rs.100/- (Rupees one hundred only) on Non-Judicial paper within stipulated period on receipt of award letter.

c) To undertake the work from the specified date mentioned in the award letter.

5.10 In case of any dispute between the successful bidder and its employee, Sports Authority Of India, Training Centre, Kabiguru Krirangan, Bolpur will have no responsibility and shall not be responsible for any compensation in any form to such employment to any of such employees during the currency of and/or after the expiry of this agreement.

5.11 The successful bidder will have to provide food to the residential trainees of SAI Training Centre Bolpur as per menu and rate as given in schedule

5.12 The successful bidder will not be allowed to use hard coal/wood/Electric heater for cooking purpose. Cooking has to be done by LPG only.

5.13 The food supplied should be wholesome, hygienic, and nutritious. The Sports Authority Of India reserves the rights to take the assistance of any institution/agency/expert for guiding the successful bidder in respect and advice of Regional Director of SAI NSEC will be binding.

5.14 The successful bidder will ensure compliance of all the relevant provisions of the laws including the Labour Laws towards its employees which may arise out the contract.

5.15 The successful bidder has to bring its own kitchen equipments, crockery & cutlery, utensils and other items as far as required prepaid serving of food. All the items should be of good and

standard quality and same are subject to checking by the Centre In Charge, SAI Training Centre Bolpur or his representative.

- 5.16 In case of food, if found less in quantity or quality and not of standard quality or in unhygienic condition or not served in time, a deduction of 10% will be made from monthly bill as penalty or as decided by the In charge, Sports Authority Of India, Kabiguru Krirangan, Bolpur, Birbhum, Pin: 731204, repeated fault may result in forfeiture of part or whole of security money and even termination of the contract. Sports Authority Of India, Kabiguru Krirangan, Bolpur, Birbhum reserves 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, bid may be rejected.
- 5.17 That without prejudice to the right and privileges of the SAI, the successful bidder during the tenure of the contract shall not transfer, assign or part with the premises or any portion thereof permanently or temporarily to any other person/persons and shall not be allowed to take any other person/persons to share the accommodation or in partnership without the prior written permission of SAI, nor shall be entitled to allow any person/persons to occupy the premises or to use any part thereof or create any right to any other person/persons/party in the said premises.
- 5.18 The successful bidder shall not be entitled to put up any structure (permanent or temporary) on the allotted space. In case any such structure(s) is or are required to be put by the successful bidder for promotion of his/her business. The successful bidder shall submit a detailed plan for approval of the SAI. No additional alternation or structural changes would be allowed to put up without the written prior approval of the SAI.
- 5.19 After expiry of the instant contract or if the contract is being terminated before the expiry the successful bidder shall not remove its furnishing, fittings, furniture's, fixtures, utensils, raw materials, cooking ingredients etc. without the prior written approval of In Charge, SAI Training Centre Bolpur, Birbhum, Pin 731204. Anyhow if successful bidder decides not to retain all or any of his/her furnishing, fittings, furniture's, fixtures, utensils, raw materials, cooking ingredients etc. the successful bidder shall remove the same peacefully with the prior written approval of Regional Director SAI and restore the licensed space to the original condition at its own cost.
- 5.20 That the successful bidder shall not do anything in or outside the allotted premises which may create nuisance or any cause of annoyance to the neighbor, to the Director and or to the visitors and Sports Person living/visiting the premises.
- 5.21 The Earnest Money of the successful bidder will be refunded after depositing of the security money against the contract; however, the same will not carry any interest.
- 5.22 Conditional/incomplete/offers not confirming to tender document will be rejected.
- 5.23 Arbitration clause to be inserted at the time of final agreement.

**6.INSTRUCTIONS FOR BIDDER**

The intended bidders should visit the premises to be given in the complex of Sports Authority of India, Training Centre, Kabiguru Krirangan, Bolpur, Birbhum, 731204, before bidding to quote responsible license fee. **License Fee** (Electricity, Water, Place) **will be charged every month from the supply of food bill.**

- 6.1 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 Sports Authority Of India or any other direct or indirect claim on SAI on the non-judicial paper dully attested by the concerned authority along with” Technical Bid”. Offer without the said undertaking, the bid will not be considered.
- 6.2 The successful bidder will not be allowed to use hard coal/wood and electricity for cooking purpose. Cooking has to be done on LPG Fuel only.
- 6.3 The intended bidder is also required to submit Solvency certificate of minimum of Rs. 5 lakh issued by the Nationalized Bank or Collector along with TECHNICAL BID. Offer without the said certificate will not be considered.
- 6.4 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.

Certify 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 their documents.

Signature.....

Name (In block letters).....

Designation.....

Name of the firm.....

Address.....

Telephone No.....

Mobile No.....

Date.....



Sports Authority of India  
 Training Centre  
 Kabiguru Krirangan  
 Bolpur, Birbhum, 731204, WB

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**BIDDING DOCUMENT FOR RUNNING MESSS FOR SUPPLY OF FOOD TO THE RESIDENTIAL  
 TRAINEES AT SAI TRAINING CENTRE BOLPUR,BIRBHUM**

**PARTICULAR OF EMD**

1. Name of the agency .....
2. Period of sale of tender document .....
3. Last date & time for receipt of tender .....
4. Time & date of Opening of tender .....
5. Place of opening tender .....
6. Details of EMD:
  - a) Amount .....
  - b) Name of the Bank .....
  - c) Pay order/Bank draft No & date .....

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

Sports Authority of India  
Special Area Games Centre  
Kabiguru Krirangan  
Bolpur, Birbhum , 731204, WB



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**TECHNICAL BIDDING DOCUMENT FOR RUNNING MESSS FOR SUPPLY OF FOOD TO THE RESIDENTIAL TRAINEES AT SAI TRAINING CENTRE BOLPUR,BIRBHUM**

1. NAME OF THE BIDDER .....
2. ADDRESS OF THE BIDDER .....
3. DETAILS DOCUMENTS TO BE SUBMITTED:
  - i) Permanent Account No(PAN) .....  
(Attach documentary proof)
  - ii) Forwarding Letter .....
  - iii) Professional Tax clearance certificate .....
  - iv) Non Convicted certificate .....
  - v) Experience of catering business(Govt. ) .....  
(Attach documentary proof).
  - vi) Annual Turn(Credential) Over 5 Lakhs .....  
during the three preceding years .....  
in this work(Govt.)
  - vii) Registration No of the Firm .....  
(Attach documentary proof)
  - viii) Food License .....
  - ix) Income Tax return ,Last 3 years .....
  - x) Certified by C.A. Photocopy of Profit & Loss .....  
A/c or Trading a/c and Balance Sheet for the .....  
Last 3 years.
  - xi) Registration No with Employees State Insurance .....  
authorities( enclose photocopy).
  - xii) Registration No with Provident Fund authorities .....  
( enclose photocopy).
  - xiii) GST Registration Certificate .....  
( enclose photocopy)

Telex :.....  
Telephone:.....  
Mobile : .....  
Fax No: .....  
E-Mail : .....  
Website: .....

SIGNATURE OF THE BIDDER WITH SEAL



Sports Authority of India  
Training Centre  
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**BIDDING DOCUMENT FOR RUNNING MESSS FOR SUPPLY OF FOOD TO THE RESIDENTIAL TRAINEES  
AT SAI TRAINING CENTRE BOLPUR,BIRBHUM**

**Price Schedule / Financial BID**

**(To be utilized by the BIDDERS for quotating their prices)**

1. No bidder will be permitted to alter or modify their bids after expiry of the deadline for receipt of 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 quotated inclusive all types of taxes.

**BID PARTICULARS FOR TENDER NO:**

1. Name of the Bidder :
2. Address of the Bidder :
3. Amount of License Fee  
(per head per day) :

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

Telex :.....  
Telephone:.....  
Mobile : .....  
Fax No: .....  
E-Mail : .....  
Website: .....

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**Menu for SAG Centre Bolpur @ 250/- per head per day + Overhead Charges(10 – 15%)**

Days	Morning Tea	Breakfast	Lunch	Evening Tea	Evening Tiffin	Dinner
Monday	Tea: 1 Cup + Biscuits:4pcs	Bread- 06 slice Egg (medium)-2 nos. Butter 25 grms. Jam – 25 grms. Corn flakes-30-35gm. Milk- 500 MI Banana (M) -2	Green Salad Rice (As desire) Dal Vegetable <b>Non Veg:</b> Fish: 100gm <b>Or Veg:</b> Paneer 100gm Curd 200gm Fruit -125-150g m	Tea- 1 Cup Biscuits-2 pcs	Fruit Juice (Tropicana / Real) : 200ml  Sprouts	Green Salad Rice/ Chapati (6pcs) Dal Vegetable <b>Non Veg:</b> Chicken 200gm <b>Or Veg :</b> Paneer 100gm Sweet dish- 3 tbs./Rasogolla
Tuesday	Tea: 1 Cup + Biscuits:4pcs	Bread- 06 slice Egg (medium)-2 nos. Butter 25 grms. Jam – 25 grms. Corn flakes-30-35gm. Milk- 500 MI Banana (M) -2	Green Salad Rice (As desire) Dal Vegetable <b>Non Veg:</b> Fish: 100gm <b>Or Veg:</b> Paneer 100gm Curd 200gm Fruit -125-150g m	Tea- 1 Cup Biscuits-2 pcs	Fruit Juice (Tropicana / Real) : 200ml  Sprouts	Green Salad Rice/ Chapati (6pcs) Dal Vegetable <b>Non Veg:</b> Chicken 200gm <b>Or Veg :</b> Paneer 100gm Sweet dish- 3 tbs./Rasogolla
Wednesday	Tea: 1 Cup + Biscuits:4pcs	Bread- 06 slice Egg (medium)-2 nos. Butter 25 grms. Jam – 25 grms. Corn flakes-30-35gm. Milk- 500 MI Banana (M) -2	Green Salad Rice (As desire) Dal Vegetable <b>Non Veg:</b> Fish: 100gm <b>Or Veg:</b> Paneer 100gm Curd 200gm Fruit -125-150g m	Tea- 1 Cup Biscuits-2 pcs	Fruit Juice (Tropicana / Real) : 200ml  Sprouts	Green Salad Rice/ Chapati (6pcs) Dal Vegetable <b>Non Veg:</b> Chicken 200gm <b>Or Veg :</b> Paneer 100gm Sweet dish- 3 tbs./Rasogolla
Thursday	Tea: 1 Cup + Biscuits:4pcs	Bread- 06 slice Egg (medium)-2 nos. Butter 25 grms. Jam – 25 grms. Corn flakes-30-35gm. Milk- 500 MI Banana (M) -2	Green Salad Rice (As desire) Dal Vegetable <b>Non Veg:</b> Fish: 100gm <b>Or Veg:</b> Paneer 100gm Curd 200gm Fruit -125-150g m	Tea- 1 Cup Biscuits-2 pcs	Fruit Juice (Tropicana / Real) : 200ml  Sprouts	Green Salad Rice/ Chapati (6pcs) Dal Vegetable <b>Non Veg:</b> Chicken 200gm <b>Or Veg :</b> Paneer 100gm Sweet dish- 3 tbs./Rasogolla
Friday	Tea: 1 Cup + Biscuits:4pcs	Bread- 06 slice Egg (medium)-2 nos. Butter 25 grms. Jam – 25 grms. Corn flakes-30-35gm. Milk- 500 MI Banana (M) -2	Green Salad Rice (As desire) Dal Vegetable <b>Non Veg:</b> Fish: 100gm <b>Or Veg:</b> Paneer 100gm Curd 200gm Fruit -125-150g m	Tea- 1 Cup Biscuits-2 pcs	Fruit Juice (Tropicana / Real) : 200ml  Sprouts	Green Salad Rice/ Chapati (6pcs) Dal Vegetable <b>Non Veg:</b> Chicken 200gm <b>Or Veg :</b> Paneer 100gm Sweet dish- 3 tbs./Rasogolla
Saturday	Tea: 1 Cup + Biscuits:4pcs	Bread- 06 slice Egg (medium)-2 nos. Butter 25 grms. Jam – 25 grms. Corn flakes-30-35gm. Milk- 500 MI Banana (M) -2	Green Salad Rice (As desire) Dal Vegetable <b>Veg:</b> Paneer 100gm Curd 200gm Fruit -125-150g m	Tea- 1 Cup Biscuits-2 pcs	Fruit Juice (Tropicana / Real) : 200ml  Sprouts	Green Salad Rice/ Chapati (6pcs) Dal Vegetable <b>Veg :</b> Paneer 100gm Sweet dish- 3 tbs./Rasogolla
Sunday	Tea: 1 Cup + Biscuits:4pcs	Puri : 6 pcs Chana Curry Milk-250 ml Banana (M) -2 Sweet- 1	Green Salad Rice (As desire) Dal Vegetable <b>Non Veg:</b> Fish: 100gm <b>Or Veg:</b> Paneer 100gm Curd 200gm Fruit -125-150g m	Tea- 1 Cup Biscuits-2 pcs	Fruit Juice (Tropicana / Real) : 200ml  Sprouts	Green Salad Rice/ Chapati (6pcs) Dal Vegetable <b>Non Veg:</b> Chicken 200gm <b>Or Veg :</b> Paneer 100gm Sweet dish : Rasogolla