

Bid Reference No.

SPORTS AUTHORITY OF INDIA
NCOE-Thiruvananthapuram

Telephone : +91471-2415401

Email: stcacctvm1990@gmail.com

Website:

E-Bidding Document

For

SUPPLY OF DIETARY ARTICLES
(GROCERIES / PROVISIONS)

INDEX

<u>Section</u>	<u>Topic</u>	<u>Page No.</u>
PART – 1 – BIDDING PROCEDURE		
Section – I	- Invitation for Bid (IFB)	4
Section – II	- (A) Instructions to Bidders (ITB)	7
	- (B) Instructions for Online Bid Submission	19
Section – III	- (A) Qualification Criteria	22
	- (B) Performance Statement	23
	- (C) Evaluation Criteria	24
Section – IV	- Bidding Forms:	
	- (A) Bid Submission Form	25
	- (B) Form for Power of Attorney / Board Resolution	26
	- (C) Bank Guarantee Form for Bid Security	27
	- (D) Price Schedule Form	28
	- (E) National Electronic Fund Transfer (NEFT) Form	33
	- (F) Letter of Authorization for attending bid opening meeting	34
	- (G) Disclosure of Conflict of Interest	35
	- (H) Disclosure of Code of Integrity	36
	- (I) Affidavit / Undertaking	37
PART – 2 – WORK REQUIREMENTS		
Section – V	- Scope of Work	39
PART – 3 – CONTRACT		
Section – VI	- General Condition of Contract (GCC)	46
Section – VII	- Contract Forms	
	- (A) Contract Agreement	51
	- (B) Check List	53

PART – 1

BIDDING PROCEDURE

SECTION – I
INVITATION FOR BID (IFB)

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1. Sports Authority of India(SAI), for and on behalf of the Centre In Charge NCOE, Thiruvananthapuram invites E-Bids on two bid system for supply of dietary items including vegetable, fruits, livestock to Campers Hostel, SAI, NCOE, Kariavattom, Thiruvanthapuram

Brief Description of works	Amount of Bid Security in Rs.
Supply of dietary items – Groceries / Provisions – to Campers Hostel, SAI, NCOE, Kariavattom Sports Training Centre, Thiruvananthapuram	2,00,000/-
Scanned copy of Earnest Money is to be uploaded online and Hard copy of the same must be sent to the In Charge, STC, Kariavattom, Thiruvananthapuram or before Bid Submission Date & Time as mentioned in Critical Date Sheet.	

CRITICAL DATE SHEET

Publication of REF on e-procurement portal of CPP	10/03/2021 16:00 Hrs
Start date of downloading of document	10/03/2021 17:00 Hrs
Date and time of pre bid conference*	18/03/2021 11:00 Hrs
Last date for submission of queries / clarification made during the pre bid conference in writing**	12/03/2021 10:00 Hrs to 12/03/2021 17:00 Hrs
Bid submission start date	12/03/2021 10:00 Hrs
Last Date & Time of uploading/submission of Bids	30/03/2021 17:00 Hrs
Bid Validity Period	90 Days
Opening of Techno-Commercial Bid (Bid - 1)	01/04/2021 11:00 Hrs
Opening of Price Bid (Bid - 2)	To be inform separately

* Conference Hall, NCOE, Thiruvananthapuram.

** Queries/Clarifications are to be responded online only.

2. Bidder may also download the Bidding Documents from the web site- &CPP Portal of Govt. of India i.e. <http://eprocure.gov.in/eprocure/app>. Bidders shall ensure that their Bids, complete in all respect are uploaded online before the closing date and time as indicated in the critical date sheet above on CPP Portal <http://eprocure.gov.in/eprocure/app>.
3. Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Bidders are advised to follow the instructions provided in the 'Instructions to the Bidder for e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>.
4. Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> and SAI website www.sportsauthorityofindia.nic.in shall not tamper/modify the tender form **including downloaded price bid template in any manner**. In case, the same is found to be tempered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with SAI.
5. Intending bidders are advised to visit again CPP Portal website www.eprocure.gov.in and SAI website www.sportsauthorityofindia.nic.in at least three days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

Centre In Charge
For & on behalf of
, Sports Authority of India,
NCOE, Kariavattom (PO).

SECTION – II
INSTRUCTION TO BIDDERS (ITB)
CONTENTS

Sl. No.	Topic	Page No.
A	PREAMBLE	
1.	Introduction	7
2.	Language of Bid	7
3.	Tendering Expenses	7
4.	Local Conditions	7
C	BIDDING DOCUMENTS	
5.	Contents of Bidding Documents	8
6.	Amendments to Bidding Documents	8
7.	Modification / Withdrawal of Bids	8
8(A)	Clarification of Bidding Documents	8
8(B)	Pre-Bid Meeting	9
9.	Bid Format	9
	PREPARATION OF BIDS	
10.	Documents Comprising the Bid	9
11.	Technical Bids	9
12.	Financial Bid	10
13.	Bid Prices	11
14.	Firm Price	11
15.	Alternative Bids	11
16.	Documents Established Bidder's Eligibility and Qualification	11
17.	Bid Security/Earnest Money Deposit	11
18.	Bid Validity	12
19.	Signing of Bids	12
E	SUBMISSION OF BIDS	
20.	Submission of Bids	13
F	BID OPENING	
21.	Opening of Bids	13
G	SCRUTINY AND EVALUATION OF BIDS	
22.	Basic Principle	14
23.	Scrutiny of Tender	14
24.	Minor Infirmary/Irregularity/Non-conformity	15
25.	Discrepancies in Prices	15
26.	Qualification Criteria	15
27.	Comparison of Bids and Award Criteria	15
28.	Contacting the SAI	16
H	AWARD OF CONTRACT	
29.	SAI's Right to Accept any Bid and to Reject any or All Bids	16
30.	Notification of Award	16
31.	Issue of Contract	16
32.	Variation of quantities at the time of award	17
33.	Annulment of Award	17
34.	Termination of Contract	17
35.	Disqualification	17
36.	Non-receipt of Performance Security and Contract by the Authority	17
37.	Corrupt or Fraudulent Practices	17
38.	Conflict of interest among bidder/agents	18

SECTION – II (A)
INSTRUCTIONS TO BIDDERS (ITB)
(2) PREAMBLE

1. Introduction

- (i) The Bidding Documents is for purchase of items as mentioned in Section – V – “**Schedule of Requirement**”.
- (ii) This section (Section – II) provides the relevant information as well as instructions to assist the prospective Bidders in preparation and submission of Bids. It also includes the mode and procedure to be adopted by the Purchaser for receipt and opening of bids as well as scrutiny and evaluation of Bids and subsequent placement of Contract.
- (iii) Before formulating the Bid and submitting the same to the bid inviting authority, the Bidder should read and examine all the terms, conditions, instructions etc. contained in the Bidding Documents. Failure to provide and/or comply with the required information, instructions etc. incorporated in these Bidding Documents may result in rejection of its Bid.

2. Language of Bid

The Bid submitted by the Bidder and all subsequent correspondence and documents relating to the Bid exchanged between the Bidder and the purchaser, shall be written in the English language. However, the language of any printed literature furnished by the Bidder in connection with its Bid may be written in any other language provided the same is accompanied by an English translation and, for purposes of interpretation of the Bid, the English translation shall prevail.

3. Tendering Expenses

The Bidders shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its tender including preparation, mailing and submission of its tender and for subsequent processing the same. The SAI will, in no case be responsible or liable for any such cost, expenditure etc regardless of the conductor outcome of the tendering process.

4. Local Conditions

It is imperative that each bidder fully acquaints himself with all the local conditions and factors, which would have any effect on the performance/completion of the contract in all respect. Bidders would themselves be responsible for compliance with Rules, Regulations, Laws and. Acts in force from time to time in India. On such matters, the client shall not entertain any request from the bidders.

B. BIDDING DOCUMENTS

5. Content of Bidding Documents

In addition to Section I – “Invitation for Bid” (IFB), the Bidding Documents include: -

Section II (A)	Instructions to Bidders (ITB)
Section II (B)	Instructions for Online Submission of Bids
Section III	Qualification Criteria & Performance Statement
Section IV	Bidding Form
Section V	Scope of Work
Section VI	General Conditions of Contract (GCC)
Section VII	Contract Forms

6. Amendments to Bidding Documents

- i) At any time prior to the deadline for submission of bid, the SAI may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid document by issuing suitable amendment(s) to it.
- ii) Such an amendment to the bid document will be uploaded on SAI website: www.sportsauthorityofindia.nic.in and Central Public Procurement (CPP) Portal of Government of India i.e. www.eprocure.gov.in/eprocure/apponly.
- iii) Prospective bidders are advised in their own interest to visit website of Sports Authority of India (SAI) and CPP Portal for any amendment etc. before submitting their bids.
- iv) In order to afford prospective bidders reasonable time to take into account the amendments in preparing their bids, SAI may, at its discretion, suitably extend the dead line for submission of bids.

7. Modifications/withdrawal of bids

The bidder, after submitting the bid, is permitted to submit alterations/modifications to the bid, so long such alterations/ modifications are received duly sealed and marked like original bid, up-to the date and time of submission of bid. Any amendment/modification submitted after the prescribed date and time of receipt of bids is not to be considered.

8(A) Clarification of Bidding Documents

- (i) A bidder requiring any clarification or elucidation on any issue in respect of the bid document may take up the same with the SAI in writing. The SAI will respond in writing to such request provided the same is received (by the SAI) not later than **12TH MARCH 2021 up to 12.30 hrs.**, i.e., the next day of pre-bid conference.
- (ii) Any clarification issued by SAI in response to query (ies) raised by the prospective bidders shall form an integral part of bid document and it may amount to an amendment of the relevant clause(s) of the bid document.

8(B) Pre-Bid Meeting

- (i) A Pre-Bid conference will be held with the prospective Bidders for the purpose of holding technical & commercial discussions and providing clarifications by the Purchaser. In the Pre-Bid Conference, clarifications pertaining to technical, commercial and other issues regarding the items stipulated in the RFP may be required by the prospective bidders will be provided. The prospective bidders should on their own cost, attend the said conference on the date and venue.
- (ii) Details of proposed/suggested variations/ deviations/ additions from the Bid specification/conditions, if any, should be clearly indicated while sending queries before Pre-Bid Conference. Any verbal suggestion/ proposal of variations/ deviations/ additions in the RFP document made during the Pre Bid Conference should also be given in writing to the Purchaser latest by 10.30 hours on next working day of the pre bid conference.
- (iii) The purchaser may clarify on variations/ deviations, alternative proposals, which ensure equal or higher quality/ performance to the Technical Specifications during Pre-Bid Conference. However, the decision of the purchaser in this regard will be final.
- (iv) After incorporation the amendments acceptable to the Purchaser, the RFP Document shall be frozen as per the details provided in RFP, through issuance of an Addendum (s) which can be downloaded from the e-procurement portal and website of SAI. The Bidder shall submit its Bid along with Bid documents including Addendum if any issued duly signed and stamped.

9. Bid format

The bidders are to furnish their bids as per the prescribed format at **Section IV (D)** and also as per the instructions incorporated in the bid document.

D. PREPARATION OF BIDS

10. Documents Comprising the Bid

The documents as detailed in Clause 11 and 12 of ITB, i.e., Technical Bid and Financial Bid shall comprise the bid.

11. Technical Bid:

The Bidder shall submit the following documents alongwith the submission of bid documents:-

- (i) Bid Security: Bid Security is to be furnished in accordance with Clause 17 of ITB and bid submission as per format at **Section IV (A)**. Alternatively, documentary evidence for claiming exemption, if any, from payment of Earnest Money.
- (ii) Self-attested ID proof, address proof, Pan Card and a recent passport size colored photograph of authorized representative.
- (iii) Certificate of Incorporation, Articles and Memorandum of Association in case of companies/Partnership Deed and Registration of Partnership Firm in case of Firms/Any document proving ownership of proprietary firm.
- (iv) Documents mentioned in the qualification criteria as per Section III (A).

- (v) Three years experience of supply of mess items (Attach documentary proof).
- (vi) National Electronic Fund Transfer (NEFT Form) as per Section IV- (E) for payment in Indian Rupee.
- (vii) Certificate of Chartered Accountant showing annual turnover of **Rs.1 Crore per annum** for the last three financial years (2017-18, 2018-19 & 2019-20). Copies of Balance Sheet, Profit and Loss Account statement etc need not be enclosed.
- (viii) Income Tax returns filed for the last three Financial Years. (2017-18, 2018-19 & 2019-20).
- (ix) Goods & Services Tax Certificate.
- (x) Valid PAN & TIN (Tax Payer Identification Number)/TAN.
- (xi) Registration No. and Certificates for Shops & Establishment Act of the respective state, if applicable.

Note:

- 1) *The bidding companies /firms /agencies are required to attest (self attestation) the scanned copies of documents, along with the bid, signed on each page with seal, to establish the bidders' eligibility and qualifications failing which their bid shall be summarily rejected and will not be considered. The bidders are responsible for what they attest and claim; if, later on, it is found that whatever has been attested by the bidder is not true/ correct, the company/ firm / agency of the bidder will render itself liable for punitive action including black- listing for purpose of procurement of any service (s), in addition to attracting penal provisions of the agreement.*
- 2) *The Technical bid shall not include any financial information. Such a bid shall be summarily rejected.*

12. **Financial Bid:** This should be uploaded online in the prescribed PDF format as per **Section IV (D)** of bid document.

- (i) The Bidder shall quote for all the components of items specified in the '**Price Schedule Form**' provided under **Section IV (D) including all (taxes, duties, levies etc)**.
- (ii) It is the responsibility of Bidder to go through the Bidding Document before offering rates as per price schedule.
- (iii) All pages of the Bid should be page numbered and properly indexed.
- (iv) The authorized signatory of the bidder must sign the bid and duly stamp the same with seal of the Company/Organization at appropriate places and initial all the remaining pages of the bid.
- (v) A Bidder, who did not fulfill any of the above requirements and / or gives evasive information / reply against any such requirement, shall be liable to be ignored and rejected.
- (vi) Conditional bids shall be summarily rejected.
- (vii) All payments in Indian Rupee will be made through National Electronic Fund Transfer (NEFT)/ RTGS System. Bidders are required to fill and attach the NEFT Mandate Form attached as per Section-IV (E) along with their offers, if not already executed in SAI. Notification of Award will not be issued without NEFT Mandate Form

Note: All documents should be submitted in PDF format.

13. Bid Prices

The Bidder shall indicate on the Price Schedule provided under Section IV(B) all the specified components of prices shown therein. All the columns shown in the price schedule should be filled up as required [SELECTION CRITERIA IS GIVEN IN SECTION – III(C)].

14. Firm Price

- (i) The prices quoted by the Bidder shall remain firm and fixed during the currency of the contract and not subject to variation of any account.
- (ii) Any other tax(s) (except GST), if applicable in respect of this contract shall be payable by the bidder and SAI will not entertain any claim whatsoever in respect of the same. However, in respect of GST, if payable, same shall be paid by the bidder to the concerned department on demand and it will be reimbursed to him by the SAI after satisfying that it has been actually and genuinely paid by the bidder.

Note: Bidders are requested to upload the “Technical Bid” and “Financial Bid” having the above mentioned documents online in PDF format.

15. Alternative Bids are not allowed.

16. Documents establishing bidder’s eligibility and qualifications

The bidder shall furnish, as part of its bid, relevant details and documents establishing its qualifications as stipulated in Section III of Tender Document to perform the contract.

17. Bid Security/Earnest Money Deposit (EMD)

- (i) The bidder shall furnish Bid Security for an amount as shown in the Clause 1 of Section I- IFB. The Bid Security is required to protect the SAI against the risk of the bidder’s unwarranted conduct as explained under sub-clause 17 (vii) below. Non submission of Bid Security will be considered as major deviation and bid will not be considered.
- (ii) In case, as per notification of Government of India, the bidder falls in the category of exemption of Bid Security, it should furnish the relevant notification along with required documents like valid Registration Certificate etc. and other documents ensuring that such certification is still valid and subsisting.
- (iii) The Bid Security shall be furnished in one of the following forms:
 - a) Account Payee Demand Draft
 - b) Fixed Deposit Receipt
 - c) Banker’s cheque/Pay order
 - d) Bank Guarantee from any of the commercial banks (as per the format at **Section IV-C**)

- (iv) The Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee shall be drawn on any Commercial Bank in India, in favour of **"The Centre In Charge, Sports Authority of India, NCOE –LNCPE, Thiruvananthapuram"**, payable at Thiruvananthapuram. In case of Bank Guarantee, the same is to be obtained from any commercial bank in India as per the format specified under **Section IV (C)** of the Bid Document.
- (v) The Bid Security shall be valid for 90 (Ninety) days of the Bid.
- (vi) Unsuccessful Bidders' Bid security will be returned to them without any interest, after expiry of the bid validity period, but not later than forty-five days after conclusion of the resultant contract. Successful Bidder's Earnest Money will be returned without any interest, after receipt of performance security from that Bidder.
- (vii) Bid Security of a bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogates from the bid in any respect within the period of validity of its bid without prejudice to other rights of the SAI. Further, if successful bidder fails to furnish the required Performance Security and sign the contract / agreement within the period as specified by SAI in the Letter of Award (LoA), its Bid Security/EMD will be forfeited.

18. Bid Validity

- (i) The bid shall remain valid for acceptance for a period of 90 (Ninety) days after the date of bid opening, prescribed in the bid document. Any bid valid for a shorter period shall be treated as unresponsive and rejected.
- (ii) In exceptional circumstances, SAI may request the bidders' consent to extend the validity of their bids up to a specified period. The bidders, who agree to extend the bid validity period are to extend the same in writing. However, they will not be permitted to modify their original bids during the extended bid validity period.
- (iii) In case, the day up to which the bids are to remain valid falls on a holiday or on a day declared as holiday or closed day for the SAI, the bid validity shall automatically be extended up to the next working day.

19. Signing of Bids

- (i) The bidders shall submit their bids as per the instruction contained in ITB.
- (ii) The tender shall be written in legible & indelible ink and the same shall be signed by the bidder or by a person (s) who has been duly authorized to bind the bidder to the contract. The letter of authorization shall be by a written power of attorney, which shall also be furnished along with the bid.
- (iii) The tender shall be duly signed at the appropriate places as indicated in the TE documents and all other pages of the tender including printed literature, of any shall be initialed by the same person(s) signing the tender. The tender shall not contain any erasure or overwriting, except as necessary to correct any error made by the bidder and, if there is any such correction; the same shall be initialed by the person(s) signing the tender.

E. SUBMISSION OF BIDS

20. Submission of Bids

- (i) Bids should be submitted on line as per the instructions given for online submission under Section II (B).
- (ii) Bids must be received by the SAI not later than the date and time prescribed in the bid document.
- (iii) SAI, at his discretion, may extend the deadline for submission of bids by amending the bid document in accordance with clause 8 of ITB. In that case, all rights and obligations of the SAI and the bidders would automatically stand extended.
- (iv) Submission of more than one bid by the same bidder shall entail him for disqualification from participating in the bid process.

F. BID OPENING

21. Opening of Bids

- (i) The SAI will open the bids at the specified date, time and place as indicated in the IFB in **Section-I**. If due to administrative reasons the venue / date/ time of bid opening are changed, it will be uploaded on CPP Portal and on the SAI's website.
- (ii) In case the specified date of bid opening falls on a holiday or is subsequently declared a holiday or closed day for the SAI, the bids will be opened at the appointed time and place on the next working day.
- (iii) Authorized representatives of the bidders, who have submitted bids on time may attend the bid opening provided they bring with them letters of authority from the corresponding bidders. Letter of authority for attending the bid opening meeting should be in the format placed at **Section IV (F)**.
- (iv) Two – bid system as mentioned will be as follows:-
 - a) **Technical Bids** will be opened in the first instance, at the prescribed date and time as indicated in **Section-I (IFB)**. These bids shall be scrutinized and evaluated by the SAI with reference to parameters prescribed in the Bid Document. During the Technical bid opening, the bid opening official(s) will read the salient features of the bids like brief description of the items offered, delivery period, Bid Security and any other special features of the bids, as deemed fit by them.
 - b) **Financial Bids** of only the technically acceptable bids / offers (as decided @ first stage) shall be opened for further scrutiny and evaluation on a date notified after the evaluation of the Technical Bid. The prices, special discount if any offered etc., as deemed fit by bid opening official(s) will also be read out.

G. SCRUTINY AND EVALUATION OF BIDS

22. Basic Principle

Bids will be evaluated on the basis of the terms & conditions already incorporated in the TE document, based on which tenders have been received and the terms, conditions etc. mentioned by the bidders in their tenders. No new condition will be brought in while scrutinizing and evaluating the tenders.

23. Scrutiny of Tenders

- i) The SAI will examine the Tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed stamped and whether the Tenders are generally in order.
- ii) SAI will determine the responsiveness of each Tender to the TE Document without recourse to extrinsic evidence.
- iii) The tenders will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the TE document. The tenders, which do not meet the basic requirements, are liable to be treated as non – responsive and will be summarily ignored.
- iv) The following are some of the important aspects, for which a tender shall be declared non – responsive and will be summarily ignored;
 - a) Qualification Criteria not enclosed.
 - b) Tender is unsigned.
 - c) Tender validity is shorter than the required period.
 - d) Required EMD (Amount, validity etc.)/exemption documents have not been provided.
 - e) Bidder has not agreed to give the required performance security.
 - f) Bidder has not agreed to other essential condition(s) specially incorporated in the tender enquiry like terms of payment, liquidated damages clause, warranty clause, dispute resolution mechanism applicable law.
 - g) Poor/ unsatisfactory past performance.
 - h) Bidder has not quoted as per the Price Schedule.
 - i) Bidder has not complied with the requirement of Clauses of ITB.

24. Minor infirmity/irregularity/Non-conformity

If during the preliminary examination, the SAI find any minor infirmity and/ or irregularity and/ or non-conformity in a tender, the SAI will convey its observation on such 'minor' issues to the bidder by registered / speed post etc. asking the bidder to response by a specified date. If the bidder does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that tender will be liable to be ignored.

25. Discrepancies in Prices

- a) If, in the price structure quoted by a bidder, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless the SAI feels that the bidder has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.
- b) If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected, and
- c) If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail.
- d) If, as per the judgment of the SAI, there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the bidder by registered/speed post. If the bidder does not agree to the observation of the SAI, the tender is liable to be ignored.

26. Qualification Criteria

Bids of the Bidders, who do not meet the required Qualification Criteria prescribed in Clause 11 of Section II A read with Section III (A), will be treated as non – responsive and will not be considered further.

27. Comparison of Bids and Award Criteria.

- (i) The Contract shall be awarded to the responsive Bidder(s) who is/are Group wise lowest in that particular Group and who meets the laid down Qualification Criteria in the Bid documents. This means that award criteria will be based on the least rates, which would be total payout including all taxes, duties and levies.
- (ii) The SAI reserves the right to give the price preference/ Award preference as per the instruction in vogue while evaluating, comparing and ranking the responsive Bids. The Bidders claiming the same should enclose the concerned Notification of Govt. of India along with other relevant documents so as to establish their claim for such preferences.

28. **Contacting the SAI**

- (i) From the time of submission of tender to the time of awarding the contract, if a BIDDER needs to contact the SAI for any reason relating to this tender enquiry and / or its tender, it should do so only in writing.
- (ii) In case a bidder attempts to influence the SAI in the SAI's decision on scrutiny, comparison & evaluation of tenders and awarding the contract, the tender of the bidder shall be liable for rejection in addition to appropriate administrative actions being taken against that bidder, as deemed fit by the SAI.

H. AWARD OF CONTRACT

29. **SAI's Right to accept any Bid and to reject any or all tenders**

SAI reserves the right to accept or reject any or more tender(s) without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of Contract, without incurring any liability, whatsoever to the affected bidder(s).

30. **Notification of Award**

- (i) The bidder whose bid has been accepted will be notified of the award by the SAI prior to the expiry of the bid validity period.
- (ii) Before expiry of the bid validity period, the SAI will notify the successful bidder in writing, by registered / speed post or by fax/ email that its bid for items, which have been selected by the SAI, also briefly indicating there-in, that the essential details like description and prices have been accepted. The successful bidder must furnish to the SAI the required Performance Security within **15 (Fifteen) days** from the date of dispatch of this notification, failing which the Bid Security will be forfeited and the award will be cancelled. Relevant details about the Performance Security have been provided under GCC Clause 10 under Section VI.
- (iii) The details of award of work and name of the successful bidder shall be mentioned on the CPPP and also in the notice board/bulletin/website of SAI.
- (iv) Notification of Award shall constitute the conclusion of the Contract.

31. **Issue of Contract**

- (i) Promptly after notification of award, the SAI will mail the Contract Agreement as per Section VII (A), duly completed and signed, in duplicate, to the successful bidder by registered / speed post.
- (ii) The successful bidder shall return the original copy of the contract, duly signed and dated, to the SAI by registered/ speed post within **15(Fifteen)** days from the date of issue of the contract.
- (iii) The SAI reserve the right to issue the Notification of Award consignee wise.

32. **Variation of quantities at the time of award**

During execution of the contract, the SAI reserves the right to increase or decrease, the quantity of items mentioned in the "Price Schedule/Scope of Work" up to Twenty Five per cent (rounded off to next whole number) without any change in the unit price and other terms & conditions quoted in the bid by the bidder.

33. **Annulment of Award**

Failure of the successful bidder to comply with the requirement of signing an agreement with the SAI and furnishing Performance Security as per clause 10 of Section VI shall constitute sufficient ground for annulment of the award and forfeiture of bid security.

34. **Termination of Contract**

The SAI reserves the right to terminate the contract without assigning any reason. Before termination of contract, SAI will notify the service bidder giving a notice of 30 days.

35. **Disqualification**

SAI reserves the right to disqualify the bidder for a suitable period who fails to provide the services in time.

36. **Non-receipt of Performance Security and Contract by the SAI**

Failure of the successful Bidder in providing Performance Security and / or returning Contract copy duly signed in terms of ITB shall make the Bidder liable for forfeiture of its Bid Security and, also, for further actions by the SAI against it including termination on default and other administrative actions as deemed fit by the SAI.

37. **Corrupt or Fraudulent Practices**

It is required by all concerned namely the Authority/Bidders/Service providers etc to observe the highest standard of ethics during the procurement and execution of such Contracts. In pursuance of this policy, the SAI: -

- (a) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent or collusion or coercive practices in competing for the Contract in question;
- (b) will declare a firm ineligible or blacklist, either indefinitely or for a stated period of time, to be awarded a Contract by the SAI if it at any time determines that the firm has engaged in corrupt or fraudulent or collusion or coercive practices in competing for, or gross / deliberate negligence in executing the Contract.
- (c) The SAI reserve the right not to conclude Contract and in case Contract has been issued, terminate the same, if found to be obtained by any misrepresentation, concealment and suppression of material facts by the Bidder. In addition, Bid Security / Performance Security (as the case may be) deposited by the Bidder shall be forfeited and legal as well as administrative

action for such misrepresentation, concealment & suppression of material facts shall be initiated.

38. Conflict of Interest among bidders/agents

A bidder shall not have conflict of interest with others bidders. Such conflict of interest can lead to anti competitive practices to the detriment of SAI's interests. The bidder found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process if;

- a) they have controlling partner (s) in common; or
- b) they receive or have received any direct or indirect subsidy/financial stake from any of them; or
- c) they have the same legal representative/agent for purposes of this bid; or
- d) they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder; or
- e) bidder participates in more than one bid in this bidding process. Participation by a bidder in more than one Bid will result in the disqualification of all bids in which the parties are involved. However, this does not limit the inclusion of the components/ sub-assemblies from one bidding manufacturer in more than one bid.
- f) in case of a holding company having more than one independent units, or more than one unit having common business ownership/management, only one unit should quote. Similar restrictions would apply to closely related sister companies. Bidders must proactively declare such sister/common business/management units in same/similar line of business.

SECTION – II (B)
INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in//eprocure/app>.

2. **REGISTRATION**

- (i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in//eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.
- (ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iii) Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- (iv) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.), with their profile.
- (v) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- (vi) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

3. **SEARCHING FOR TENDER DOCUMENTS**

- (i) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

- (ii) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- (iii) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the helpdesk.

4. PREPARATION OF BIDS

- (i) Bidder should take into account corrigendum published on the tender document before submitting their bids.
- (ii) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- (iii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- (iv) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

5. SUBMISSION OF BIDS

- (i) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- (ii) The bidder has to digitally sign and upload the required bid documents one by one as indicate in the tender document.
- (iii) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- (iv) Bidder should prepare the EMD as per the instruction specified in the tender document. The original should be posted/couriered/given in person to the concerned official latest by the last date of bid submission or as specified in the

tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- (v) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission on the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- (vi) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (vii) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (viii) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with bid no. and the date & time of submission of the bid with all other relevant details.
- (ix) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

6. **ASSISTANCE TO BIDDERS**

- (i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contract person indicated in the tender.
- (ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The Contract number for the helpdesk is 1800 3072 2232.

SECTION – III

(2) QUALIFICATION CRITERIA

S.No.	Criteria	Documentary Evidence Required
1.	The bidder must be a company/firm/sole proprietor registered in India for the last three years as on the bid submission date.	Enclose copy of certificate of incorporation/registration issued By relevant authority in India
2.	Bidder must have annual average turnover of Rs.1 Crore in last three financial years viz. 2017-18, 2018-19 & 2019-20.	Statutory Auditor's Certificate that provides the information explicitly As per the criteria. Statutory Auditor's Certificate is mandatory. Providing Balance Sheet or Financial Statements is not sufficient for this requirement.
3.	The bidder must have three years experience for supply of mess items including dietary articles etc. to school/ colleges/education institution/sports hostel/government departments/autonomous bodies /PSUs /reputed private organizations.	The requisite order (s)/contracts/satisfactory completion certificates issued by relevant authority not less than the rank of Section Officer.
4.	The bidder should have a valid GST No. or should have registered under GST.	Enclose copy of GST registration Certificate.

SECTION – III

(B) PERFORMANCE STATEMENT

Bid reference No.	:	
Date of opening	:	
Name and address of the Bidder	:	
Name and address of the department where worked	:	

Order placed by (full address)	Order number & date	Order placed on	Description & quantity of services	Value of order	Date of completion of contact		Remarks indicating reasons for delay If any	Are the services provided satisfactorily?
					As per contract	Actual		
1	2	3	4	5	6	7	8	9

Signature and seal of the Bidder

Note:

SAI reserves the right to ask the bidder to furnish copies of orders and satisfactory completion certificate in respect of works detailed in above statement.

SECTION – III

(C) EVALUATION CRITERIA

1. Authority reserves the right to accept or reject any of all bids without assigning any reasons.
2. Authority also reserves the right to reject any bid (including the lowest one) which in its opinion is not responsive or violating any of the conditions/specifications or which is found to be adopting unethical business practices; without bearing any liability or any loss whatsoever it may cause to the bidder in the process.
3. Technical bids will be evaluated as per qualification criteria given in Section III read with pre-qualification stipulated in Clause 11 of Section II (ITB) of the tender documents.
4. Technical bids of only those bidders who have submitted Bid Security as per terms of NIT will be opened.
5. The Contract shall be awarded to the responsive Bidder(s) who is/are Group wise lowest in that particular Group and who meets the laid down Qualification Criteria in the Bid documents. In case, the two or more firms offer the same rates, successful bidders will be the one whose turnover is higher than the other competitor(s).

If in a group a bidder comes L1 in most of the items but does not come L1 in few items then that group be awarded to the bidder who comes L1 in most of the items.

SECTION – IV(A)
BID SUBMISSION FORM

Date_____

To,
In Charge
Sports Authority of India,
NCOE - LNCPE, Kariavattom(PO),
Thiruvananthapuram,
Kerala –695581

Ref: Your Bidding Document No. _____ dated _____

We, the undersigned have examined the above mentioned Bidding Document, including amendment/corrigendum No. _____, dated _____ (if any), the receipt of which is

hereby confirmed. We now offer to supply of dietary articles **Groceries / Provisions** at Campers Hostel of SAI, STC – LNCPE, Kariyavaattom, Trivandrum – 695 581 in conformity with your above referred document for the rate as quoted in the price schedule(s), attached herewith and made part of this Bid.

2. We further confirm that, if our Bid is accepted, we shall provide you with a Performance Security of required amount in an acceptable form in terms of GCC Clause 10, in Section – VI for due performance of the Contract.

3. We agree to keep our Bid valid for acceptance for **90 (Ninety) days** or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this Bid up to the aforesaid period and this Bid may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal Contract is executed, this Bid read with your written acceptance thereof within the aforesaid period shall constitute a binding Contract between us.

4. We agree to all terms & conditions of General Conditions of Contract as per Section VII.

5. We further understand that you are not bound to accept the lowest or any Bid you may receive against your above-referred Bid Reference.

6. We confirm that we are competent to Contract and we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

7. We confirm that we fully agree to the terms and conditions specified in above mentioned Bidding Document, including amendment/ corrigendum if any.

[Signature with date, name and designation] Duly authorized to sign Bid for and on

behalf of Messrs_____

[Name & address of the firm]

SECTION – IV (B)
Form for Power of Attorney/Board Resolution

Know all men by these presents, we, _____ the board vide board resolution dated....(name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./Ms. (Name),son/daughter/wife of _____and presently residing at _____, who is [presently employed with us and holding the position of _____], as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for the (Name of Mandate) including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidder's and other conferences and providing information/responses to Sports Authority of India(hereinafter referred to as "Purchaser"), representing us in all matters before Purchaser, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with Purchaser in all matters in connection with or relating to or arising out of our bid for the said Tender and /or till the entering into the Contract with Purchaser.

AND we hereby agree to ratify and confirm and do hereby all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____THE ABOVE NAMED PRINCIPALS HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ___ DAY OF

20** For _____

(Signature)

(Name, Title, and Address) Witnesses:

- 1.
- 2.

Accepted (Notarized) (Signature)

(Name, Title and Address of the Attorney)

SECTION – IV (C)
BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

To
The Centre In Charge
Sports Authority of India,
NCOE, Kariavattom(PO),
Thiruvananthapuram,
Kerala –695581

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instruction indicated]

Date:[insert date(as day, month and year) on Notification of Award]
and Contract No _____

Bank's Branch or Office: [insert complete name of Guarantor]

Beneficiary: Sports Authority of India, NCOE – LNCPE, Kariyavaattom, Trivandrum – 695 581.

PERFORMANCE GUARANTEE No.: [insert Performance guarantee number]

We have been informed that [insert complete name of Service provider] (hereinafter called "the Supplier") has entered into Contract No. (insert number) dated (insert day and month), (insert year) with you, for providing of Horticulture Services (hereinafter called "the Contract").

Furthermore, we understand that according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the firm, we hereby irrevocably undertake to pay you any sum(s) not exceeding [insert amount(s) in figures and words] upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the [insert number] day of [insert month] [insert year], and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

[Signature of authorized representatives of the Bank and the Supplier]

PRICE SCHEDULE FORM			
Groceries/Provision items			
Sl.No	Name of the items	Qty.	Rate (Rs.)
1	Ada	1Kg	
2	Almond	1Kg	
3	Almonds Slice	1Kg	
4	Apricot	1Kg	
5	Aromat Seasoning	1Kg	
6	Asofoetida	1Kg	
7	Asofoetida (cake)	1Kg	
8	Atta	1Kg	
9	Aval	1Kg	
10	Baking powder	1Kg	
11	Balsamic vinegar	1Kg	
12	Bamboo sticks	1No	
13	Barbecue sauce	1Kg	
14	Bason Flour	1Kg	
15	Bathing Soap	1NO	
16	Biriyani Masala	1Kg	
17	Biscuits Goodday	1Kg	
18	Biscuits ordinary	1Kg	
19	Black olive slice	1Kg	
20	Bleaching Powder	1Kg	
21	Blueberry crush	1Kg	
22	BREAD CRUMBS	1Kg	
23	Bread improver	1Kg	
24	Broken wheat	1Kg	
25	Brown sugar	1Kg	
26	Cake gel	1Kg	
27	Capers	1Kg	
28	Cardammom	1Kg	
29	Cashew Nut full	1Kg	
30	Cashew nut Powder	1Kg	
31	Cashewnuts Split	1Kg	
32	Chat masala	1Kg	
33	Chena Black	1Kg	
34	Chena white	1Kg	
35	Chicken masala	1Kg	
36	Chilli flakes	1Kg	
37	Chilly dry	1Kg	
38	Chilly Kashmiri	1Kg	
39	Chilly powder	1Kg	
40	Chilly sauce	1Kg	
41	Chocolate	1Kg	
42	Chocolate syrup hershey's	1Kg	
43	Chocos FLAKES	1Kg	
44	Cinnammon	1Kg	
45	CLEAN WRAPS	1NO	
46	Cleaning Scrub Steel	1NO	
47	Cleaning Sponge Solid	1Kg	
48	Cloves	1Kg	
49	Coco Powder	1Kg	
50	Coconut milk powder	1Kg	
51	Coconutoil	1LTR	

Sl.No	Name of the items	Qty.	Rate(Rs.)
52	Cooking Sauce	1LTR	
53	Coriander SEED	1Kg	
54	Coriander powder	1Kg	
55	Corn flakes	1Kg	
56	Corn flour	1Kg	
57	Corn Powder	1Kg	
58	COUS COUS	1Kg	
59	Cumin seed	1Kg	
60	Custard powder	1Kg	
61	Custard sugar	1Kg	
62	Dal chena	1Kg	
63	Dal Masoor	1Kg	
64	Dal moong	1Kg	
65	Dal orid	1Kg	
66	Dal tur	1Kg	
67	Dalda	1Kg	
68	Dark chocolate	1Kg	
69	Dates	1Kg	
70	Dried Oregano	1Kg	
71	Dried thyme	1Kg	
72	Dry Plums	1Kg	
73	Dry yeast	1Kg	
74	Egg Masala	1Kg	
75	Egg noodles	1Kg	
76	Ellu	1Kg	
77	Fennel seed	1Kg	
78	Fish Masala	1Kg	
79	French fries	1Kg	
80	Fried dal	1Kg	
81	Garlic	1Kg	
82	Garlic Paste	1Kg	
83	GARLIC POWDER	1Kg	
84	Gelatine	1Kg	
85	Ghee	1Kg	
86	Gherkins	1Kg	
87	Gingeley oil	1Kg	
88	Gluten	1Kg	
89	Gram Flour	1Kg	
90	Green Curry Paste	1Kg	
91	Green gram	1Kg	
92	Green Mutter	1Kg	
93	Green olives	1Kg	
94	Green peas	1Kg	
95	Green peppercorn	1Kg	
96	Ground Nut	1Kg	
97	GUN POWDER	1Kg	
98	HAND GLOVES	1Kg	
99	Hoisin sauce	1Kg	
100	Honey	1Kg	
101	Jaggery	1Kg	
102	Jalapeno slice	1Kg	
103	JALAPENOS WHOLE	1Kg	
104	Jam	1Kg	
105	Juice tropicana -Guava	1Kg	

Sl.No	Name of the items	Qty.	Rate (Rs.)
106	Kaskas	1Kg	
107	Kasthuri methi	1Kg	
108	Kasundi Mustred Paste	1Kg	
109	Kissmiss	1Kg	
110	kodampully	1Kg	
111	Lime cordial	1Kg	
112	Lobiya	1Kg	
113	Macaroni	1Kg	
114	Macaroni pasta	1Kg	
115	Madras curry powder	1Kg	
116	Maida	1Kg	
117	Mango crush	1Kg	
118	Maraschino cherries	1Kg	
119	Matches	1Kg	
120	Meat Masala	1Kg	
121	Methi	1Kg	
122	Milk Cream White	1Kg	
123	Milk Maid	1Kg	
124	Milk powder	1Kg	
125	Museli	1Kg	
126	Mustard SEED	1Kg	
127	Mustard Powder	1Kg	
128	MAGGI NOODLE	1Kg	
129	Nutmace	1Kg	
130	Nutmeg	1Kg	
131	Oats	1Kg	
132	Olive oil Extra Virgen	1Kg	
133	ONION POWDER	1Kg	
134	Orange Marmlade	1Kg	
135	Oyster Sauce	1Kg	
136	Paneer Masala Paste	1Kg	
137	Panko Bread Crumbs	1Kg	
138	Panko Crumbs	1Kg	
139	Papad	1Kg	
140	Paprika powder	1Kg	
141	PARCEL CONTAINERS ALLUMINUM	1NO	
142	PARCEL CONTAINERS ALLUMINUM	1NO	
143	PARCEL CONTAINERS ALLUMINUM	1NO	
144	Passion fruit puree	1Kg	
145	Peas Dhal	1Kg	
146	Penne pasta	1Kg	
147	Pepper black	1Kg	
148	Pepper powder	1Kg	
149	Peri peri Powder	1Kg	
150	Pickle	1Kg	
151	Pickle Mix	1Kg	
152	Pine apple Essence	1Kg	
153	Pista	1Kg	
154	Poppy seeds	1Kg	
155	Potato Wedges	1Kg	
156	PULIYOGARE MIX	1Kg	
157	PUMPKIN SEEDS	1Kg	
158	QUINOA WHITE	1Kg	
159	Ragi Powder	1Kg	

Sl.No	Name of the items	Qty.	Rate (Rs.)
160	Rajmah	1Kg	
161	Rasam Powder	1Kg	
162	Rava Sooji	1Kg	
163	Red cherry	1Kg	
164	Red curry Paste	1Kg	
165	Rice (Ponni)	1Kg	
166	Rice Basumathi	1Kg	
167	Rice Boiled(Jaya)	1Kg	
168	Rice Boiled(matta)	1Kg	
169	Rice doppy	1Kg	
170	Rice powder (Appam)	1Kg	
171	Rice powder (Putt)	1Kg	
172	Saffron	1Kg	
173	Sago	1Kg	
174	Salad oil	1LTR	
175	Salt	1Kg	
176	samba sooji	1Kg	
177	Sambar powder	1Kg	
178	Seasme seeds	1Kg	
179	SEASONING POWDER	1Kg	
180	Semiya/vermicelly	1Kg	
181	Sesame oil	1LTR	
182	SILVER FOIL	1NO	
183	Soda Powder	1Kg	
184	Soya Bean	1Kg	
185	Soya chunk	1Kg	
186	Soya Milk	1 LTR	
187	soya milk maker	1Kg	
188	Soyabean Sauce	1Kg	
189	Strawberry crush	1Kg	
190	Sugar	1Kg	
191	Sunflower Oil	1LTR	
192	Sweet Corn	1Kg	
193	Sweet Corn Soup Mix	1Kg	
194	Tabasco sauce	1Kg	
195	Tahini sauce	1Kg	
196	Tamarind	1Kg	
197	Tea powder	1Kg	
198	Teriyaki sauce	1Kg	
199	Thakkolam	1Kg	
200	Tomato Paste	1Kg	
201	Tomato peeled	1Kg	
202	Tomato sauce	1LTR	
203	Tomato Sauce Mix	1Kg	
204	Turmeric powder	1Kg	
205	USE AND THROW CAPS	1Kg	
206	Veg mayonnaise	1Kg	
207	Vegetable Masala	1Kg	
208	Vim Bar	1Kg	
209	Vim Liquid/ Dettol Liquid	1Kg	
210	Vineger	1LTR	
211	Walnuts	1Kg	
212	Washing powder	1Kg	
213	White chocolate	1Kg	

Sl.No	Name of the items	Qty.	Rate (Rs.)
214	Worcestershire sauce	1Kg	
215	Yeast	1Kg	
216	YELLOW CHILLI POWDER	1Kg	
217	Yogurt	1NO	

SECTION – IV(E)
NEFT MANDATE FORM

From: M/s. _____

Date:

To
In Charge
Sports Authority of India,
NCOE, Kariavattom(PO),
Thiruvananthapuram,
Kerala –695581

Sub: NEFT PAYMENTS

We refer to the NEFT being set up by SAI. For remittance of our payments using RBI's NEFT scheme, our payments may be made through the above scheme to our under noted account.

NATIONAL ELECTRONIC FUNDS TRANSFER MANDATAE FORM

Name of City	
Bank Code No.	
Bank 's name	
Branch Address	
Branch Telephone / Fax no.	
Bidder 's Account No.	
Type of Account	
IFSC code for NEFT	
IFSC code for RTGS	
Bidder's name as per Account	
Telephone no. of Bidder	
Bidder's E-mail ID	

[Signature with date, name and designation]

Confirmed by Bank

Enclosed a copy of Crossed Cheque

SECTION – IV
(F) Letter of Authorization for attending bid opening Meeting

Tender No.....

Subject: Authorization for attending bid opening on (date) in the tender of
.....

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of (Bidder) in order of preference given below.

Order of Preference	Name	Specimen
Signature		

1.

2.

Alternative Representative

Signature of bidder

Or

Officer authorized to sign the bid documents on behalf of the bidder

Note:

1. Maximum of two representatives will be permitted to attend bid opening. **In case where it is restricted to one, first preference** will be allowed. Alternate representatives will be permitted when regular representative are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.

SECTION – IV
(G) DISCLOSURE OF CONFLICT OF INTEREST

It is hereby disclosed that we have not any conflict of interest with others bidders in terms of conditions stipulated in clause No.38 of Section II-A of Tender Document. If this disclosure is found wrong later on, we are liable for punitive action as per terms of the agreement.

(Authorized Signatory)
Stamp

SECTION – IV
(H) DISCLOSURE OF CODE OF INTTEGRITY

It is hereby disclosed that we _____ shall not act in contravention of the codes as under:-

1. Prohibition of:-
 - a) Making offer either directly or indirectly in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
 - b) Any omission, or misrepresentation that may mislead or attempt to mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
 - c) Any collusion, bid rigging or anti competitive behaviour that may impair the transparency, fairness and the progress of the procurement process.
 - d) Improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
 - e) Any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract, which can affect the decision of the procuring entity directly or indirectly.
 - f) Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
 - g) Obstruction of any investigation or auditing of a procurement process.
 - h) Making false declaration or providing false information for participation in a tender process or to secure a contract.
2. It is also disclosed that no previous transgressions have been made in respect of the provisions of Sub Clause (i) of Rule 175 of GFR with any entity in any country during the last three year or of being debarred by any other procuring entity.

(Authorized Signatory)
Stamp

SECTION – IV (I)
AFFIDAVIT / UNDERTAKING

I/ We have read and understood the instructions and the terms and conditions contained in the document. I/We accordingly accept all terms and conditions of the tender enquiry document including the essential conditions specially incorporated in the tender enquiry like terms of terms of payment, liquidated damages clause, warranty clause, dispute resolution mechanism applicable law. I/ We confirm that we do not stand deregistered/debarred/banned/blacklisted by any Govt. Authorities. I/ We do hereby declare that the information furnished/ uploaded is correct to the best of my/our knowledge and belief. I/We hereby certify that the prices offered by us in this tender is not higher than the prices we had offered to any other Govt. of India Organisation (s)/PSU(s) during the last one year and shall provide the justification for reasonableness of our offered price whenever asked during evaluation of our submitted bid. I/ We also hereby certify that if at any time, information furnished by us is proved to be false or incorrect; I/ We are liable for any action as deemed fit by the purchaser in addition to forfeiture of the earnest money.

Date:

(Signature of Bidder)
NAME & ADDRESS OF BIDDER

NOTE: To be submitted on non-judicial stamp paper of Rs. 10/- duly certified by PublicNotary

PART-2

WORK REQUIREMENTS

SECTION – V

SCOPE OF WORK

1. To provide fresh & hygienic Groceries/Provisions as per '**Schedule of Requirement**' at SAI , NCOE – LNCPE, Kariyavattom, Trivandrum.
2. To arrange for supply of fresh & Groceries/Provisions, fruits item etc as required at the site by the contractor at his own cost.
 - 2.1 In the case of failure to supply, short supply or sub standard supply 'risk purchase' will be made by the organization out of the Security Deposit of the said Contractor (this includes the difference tender rate and risk purchase plus incidental charges).

SCHEDULE OF REQUIREMENT			
Groceries/Provision items			
Sl.No	Name of the items	UNIT	Qty.
1	Ada	KG	100
2	Almond	KG	1000
3	Almonds Slice	KG	10
4	Apricot	KG	250
5	Aromat Seasoning	KG	25
6	Asofoetida	KG	15
7	Asofoetida (cake)	KG	15
8	Atta	KG	5000
9	Aval	KG	300
10	Baking powder	KG	10
11	Balsamic vinegar	LIT	25
12	Bamboo sticks	No	2000
13	Barbecue sauce	KG	25
14	Bason Flour	KG	75
15	Bathing Soap	NO	1000
16	Biriyani Masala	KG	7
17	Biscuits Goodday	KG	750
18	Biscuits ordinary	KG	750
19	Black olive slice	KG	50
20	Bleaching Powder	KG	100
21	Blueberry crush	KG	20
22	BREAD CRUMBS	KG	25
23	Bread improver	KG	10
24	Broken wheat	KG	300
25	Brown sugar	KG	200
26	Cake gel	KG	20
27	Capers	KG	5
28	Cardammom	KG	5
29	Cashew Nut full	KG	10
30	Cashew nut Powder	KG	100
31	Cashewnuts Split	KG	75
32	Chat masala	KG	10
33	Chena Black	KG	450
34	Chena white	KG	450
35	Chicken masala	KG	45
36	Chilli flakes	KG	5
37	Chilly dry	KG	120
38	Chilly Kashmiri	KG	100
39	Chilly powder	KG	300
40	Chilly sauce	KG	100
41	Chocolate	40 GM	7500
42	Chocolate syrup hershey's	KG	50
43	Chocos FLAKES	KG	600
44	Cinnammon	KG	30
45	CLEAN WRAPS	NO	350
46	Cleaning Scrub Steel	NO	300
47	Cleaning Sponge Solid	NO	300
48	Cloves	KG	30
49	Coco Powder	KG	25
50	Coconut milk powder	KG	100
51	Coconutoil	LTR	400

Sl.No	Name of the items	UNIT	Qty.
52	Coriander SEED	KG	10
53	Coriander powder	KG	300
54	Corn flakes	KG	300
55	Corn flour	KG	120
56	COUS COUS	KG	100
57	Cumin seed	KG	30
58	Custard powder	KG	80
59	Custard sugar	KG	125
60	Dal chena	KG	150
61	Dal Masoor	KG	350
62	Dal moong	KG	300
63	Dal orid	KG	500
64	Dal tur	KG	600
65	Dalda	KG	150
66	Dark chocolate	KG	50
67	Dates	KG	1500
68	Dried Oregano	KG	2
69	Dried thyme	KG	2
70	Dry Plums	KG	750
71	Dry yeast	KG	10
72	Egg Masala	KG	30
73	Egg noodles	KG	750
74	Fennel seed	KG	35
75	Fish Masala	KG	15
76	French fries	KG	250
77	Fried dal	KG	30
78	Garlic	KG	750
79	Garlic Paste	KG	10
80	GARLIC POWDER	KG	2
81	Gelatine	KG	5
82	Ghee	KG	250
83	Gherkins	KG	10
84	Gingeley oil	KG	60
85	Gluten	KG	5
86	Gram Flour	KG	30
87	Green Curry Paste	KG	120
88	Green gram	KG	400
89	Green Mutter	KG	100
90	Green olives	KG	75
91	Green peas	KG	600
92	Green peppercorn	KG	5
93	Ground Nut	KG	400
94	GUN POWDER	KG	10
95	HAND GLOVES	NO	30000
96	Hoisin sauce	KG	15
97	Honey	KG	650
98	Jaggery	KG	1000
99	Jalapeno slice	KG	10
100	JALAPENOS WHOLE	KG	5
101	Jam	KG	600
102	Juice troppicana -Guava	KG	100
103	Kaskas	KG	10
104	Kasthuri methi	KG	5
105	Kasundi Mustred Paste	KG	5

Sl.No	Name of the items	UNIT	Qty.
106	Kissmiss	KG	800
107	kodampully	KG	150
108	Lime cordial	LTR	50
109	Lobiya	KG	500
110	Macaroni pasta	KG	100
111	Madras curry powder	KG	5
112	Maida	KG	500
113	Mango crush	KG	10
114	Maraschino cherries	KG	1
115	Matches	BOX	1000
116	Meat Masala	KG	25
117	Methi	KG	30
118	Milk Cream White	KG	150
119	Milk Maid	KG	50
120	Milk powder	KG	200
121	Museli	KG	150
122	Mustard SEED	KG	50
123	Mustard Powder	KG	10
124	MAGGI NOODLE	KG	50
125	Nutmace	KG	5
126	Nutmeg	KG	10
127	Oats	KG	350
128	Olive oil Extra Virgen	KG	25
129	ONION POWDER	KG	5
130	Orange Marmlade	KG	10
131	Oyster Sauce	KG	10
132	Paneer Masala Paste	KG	10
133	Panko Bread Crumbs	KG	20
134	Panko Crumbs	KG	25
135	Papad	NO	10000
136	Paprika powder	KG	3
137	PARCEL CONTAINERS ALLUMINUM (750ML)	NO	5000
138	PARCEL CONTAINERS ALLUMINUM (500ML)	NO	5000
139	PARCEL CONTAINERS ALLUMINUM (250ML)	NO	5000
140	Passion fruit puree	KG	10
141	Peas Dhal	KG	250
142	Penne pasta	KG	150
143	Pepper black	KG	40
144	Pepper powder	KG	20
145	Peri peri Powder	KG	3
146	Pickle	KG	200
147	Pickle Mix	KG	20
148	Pine apple Essence	KG	1
149	Pista	KG	1300
150	Poppy seeds	KG	10
151	Potato Wedges	KG	50
152	PULIYOGARE MIX	KG	10

Sl.No	Name of the items	UNIT	Qty.
153	PUMPKIN SEEDS	KG	10
154	QUINOA WHITE	KG	10
155	Ragi Powder	KG	160
156	Rajmah	KG	200
157	Rasam Powder	KG	30
158	Rava Sooji	KG	600
159	Red cherry	KG	10
160	Red curry Paste	KG	20
161	Rice (Ponni)	KG	500
162	Rice Basumathi	KG	1750
163	Rice Boiled(Jaya)	KG	2000
164	Rice Boiled(matta)	KG	7000
165	Rice doppy	KG	1500
166	Rice powder (Appam)	KG	1000
167	Rice powder (Putt)	KG	1600
168	Saffron	GRM	10
169	Sago	KG	10
170	Salad oil	LTR	10
171	Salt	KG	1000
172	samba sooji	KG	50
173	Sambar powder	KG	30
174	Seasme seeds	KG	2
175	SEASONING POWDER	KG	4
176	Semiya/vermicelly	KG	320
177	Sesame oil	LTR	10
178	SILVER FOIL	NO	150
179	Soda Powder	KG	10
180	Soya Bean	KG	50
181	Soya chunk	KG	50
182	Soya Milk	LTR	75
183	Soyabean Sauce	KG	160
184	Strawberry crush	KG	10
185	Sugar	KG	4000
186	Sunflower Oil	LTR	4000
187	Sweet Corn	KG	300
188	Sweet Corn Soup Mix	KG	10
189	Tabasco sauce	KG	5
190	Tahini sauce	KG	5
191	Tamarind	KG	400
192	Tea powder	KG	300
193	Teriyaki sauce	KG	5
194	Thakkolam	KG	30
195	Tomato Paste	KG	10
196	Tomato peeled	KG	25
197	Tomato sauce	LTR	300
198	Tomato Sauce Mix	KG	10
199	Turmeric powder	KG	60
200	USE AND THROW CAPS	NO	10000

Sl.No	Name of the items	UNIT	Qty.
201	Veg mayonnaise	KG	50
202	Vegetable Masala	KG	20
203	Vim Bar	NO	600
204	Vim Liquid/ Dettol Liquid	LIT	200
205	Vineger	LTR	300
206	Walnuts	KG	50
207	Washing powder	KG	300
208	White chocolate	KG	10
209	Worcestershire sauce	KG	10
210	Yeast	KG	6
211	YELLOW CHILLI POWDER	KG	5
212	Yougurt	NO	5000

PART - 3

CONTRACT

SECTION – VI

GENERAL CONDITIONS OF CONTRACT (GCC)

1. The contract will be for a period of one year commencing from the date of signing the contract. However, the Agreement is terminable by giving one month's notice in writing by SAI to the contractor.
2. The bids must be accompanied with a Bank Draft/Pay Order issued by any Nationalized/ Scheduled Bank for **Rs.2,00,000/- (Rupees two lakhs only) drawn in favour of The centre Incharge, Sports authority of India, STC-LNCPE, Thiruvananthapuram payable at Thiruvananthapuram.**
3. The Technical Bids shall be opened on CPP Portal at Sports Authority of India, LNCPE, Thiruvananthapuram – 695581 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.
4. 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.
5. The Financial Bids shall be opened at Sports Authority of India, and shall be evaluated on the basis of acceptance of rate as per '**Price Schedule Form**' attaches with Financial Bid.
6. The bid shall contain no erase 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.
7. If even after award of contract, information/facts submitted by the bidders are found misleading/incorrect/false etc., the Director, Sports Authority of India, NCOE – LNCPE, Kariyavaattom, Trivandrum – 695 581 reserves the right to terminate the contract.
8. The successful bidder is due to furnish **interest free Security Deposit @ 5% of estimated contract value** in the form of Account Payee Demand Draft from a Commercial Bank drawn in favour of "**The Centre In charge, Sports authority of India, NCOE- LNCPE, Thiruvananthapuram**" payable at Thiruvananthapuram/Fixed Deposit Receipt/Bank Guarantee. This has to be given within **15(fifteen) days** from award of supply of dietary articles' contract. The Security Deposit will cover entire period of the contract and will be released after **3 month** from the date of conclusion of contract.
9. The Earnest Money Deposit will be refunded to unsuccessful bidders within one month of the date of approval of the successful bidder without any interest.
10. **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 bidder shall have to deposit Security deposit within a period of 15 days of the receipt of the award letter. The security so deposited with Sports Authority of India, shall not carry any interest.

- (b) Execution of the agreement on **Rs.100/- (Rupees hundred only)** on non-judicial Paper within the stipulated period on receipt of award letter.
- (c) To undertake the work from the specified date mentioned in the award letter.
11. In case of any dispute between the successful bidder and its employee, Sports Authority of India, STC – LNCPE, Kariyavaattom, Trivandrum – 695 581 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.
12. The successful bidder will have to provide fresh & hygienic vegetable, fruits to SAI Millennium Hostel/Regional Hostel, Sports Authority of India as per items and Rate as given in
Price Schedule Form of Financial Bid document to this Tender Document.
13. In case of supplied materials, if found same are lower in quantity or quality and not of standard quality or in unhygienic condition or not supplied in time, a deduction of 10% of gross monthly bill amount of respective month will be made as penalty or as decided by the In Charger, Sports Authority of India, NCOE-695581. Repeated fault may result in forfeiture of part or whole of Security Money and even termination of the contract.
14. The successful bidder will ensure compliance of all the relevant provisions of the Laws / terms of contract.
15. Sports Authority of India, 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. 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 may be forfeited.
16. The successful bidder will submit bill in duplicate on 5th of each month along with challans separately to the Incharge, SAI NCOE – LNCPE, Kariyavaattom, Trivandrum – 695 581 for payment. The payment will be made after verification of items supplied as per indent. Tax at sources shall be deducted as admissible and payment will be made accordingly by A/C Payee cheque or to be transferred to his/her account through electronic system within 10 days from the receipt of the bill.
17. That the successful bidder shall not do anything inside or outside the 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.
18. The successful bidder shall be responsible for ensuring the safety of the SAI STC – LNCPE, Kariyavaattom, Trivandrum and his own employees. In case of any injury to any SAI STC – LNCPE, Kariyavaattom, Trivandrum & SAI Training Centre Trivandrum persons or damages caused to the property of Sports Authority of India STC Trivandrum as result of this contract activities, the successful bidder shall be solely 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 successful bidder shall be sole responsible for defending the cases before the court of law and/or to ensure compliance with the summons / challan served in this behalf.

19. These are only proposed draft, terms & conditions and can be modified/changed or added at the time of finalization and signing the agreement.
20. The Earnest Money of the successful bidder will be refunded after depositing the Security money against the contract. However, the same will not carry any interest.
21. **Conditional/Incomplete/offers not conforming to tender document will be rejected.**
22. Any violation of instructions / agreement or suppression of facts will attract cancellation of agreement without any reference.
23. In case the SAI suspects or finds any work is entrusted to any sub-contractor on piecemeal basis or on regular terms, the SAI reserves the right to terminate the contract without assigning any reasons.
24. If the contractor is a partnership of two or more persons all such persons shall be jointly and severally liable to the Department for the fulfillment of the terms of contract.
25. The Contractor will be held wholly responsible for any action taken by statutory bodies for violation /non – compilation of any such provision/rule.
26. Whenever there is a duplication of clause either in the terms and conditions or in the agreement, the clause which is beneficial to the SAI will be considered applicable at the time of any dispute / following any statutory rules.
27. **Disclaimer:** The near relatives of SAI are prohibited from participation in this tender. The near relatives for this purposes are defined as :
 - a) Member of a Hindu Undivided Family;
 - b) Their Spouse;
 - c) The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).
28. **Additional Factors and Parameters for Evaluation and Ranking of Responsive Tenders:**

SAI will take into account also the additional factors, if any, incorporated in tender document in the manner and to the extent indicated therein

- a) Further to Section II- A (g) Scrutiny & Evaluation of Bids above, the purchaser's evaluation of a tender will include and take into account the following:
 - i) In the case of goods manufactured in India or goods of foreign origin already located in India, Goods and Services Tax, Works Contract Tax etc which will be contractually payable (to the bidder), on the goods and services; and
 - ii) In the case of goods of foreign origin offered from abroad, customs duty and other similar import duties/taxes, which will be contractually payable (to the bidder) on the goods and services.
- b) In exercise of powers conferred in section 11 of the Micro, Small and Medium Enterprises Development (MSMED) Act 2006, the Government has notified a new Public Procurement Policy for Micro & Small enterprises effective from 1st April 2012. The policy mandates that 20% of procurement of annual requirement of

goods and services by all Central Ministries/Public Sector Undertakings will be from the micro and small enterprises. The Government has also earmarked a sub target of 4% procurement of goods & services from MSEs owned by SC/ST entrepreneurs out of above said 20% quantity.

- i) In accordance with the above said notification, the participating Micro and Small Enterprises (MSEs) in a tender, quoting price within the band of L1+15% would also be allowed to supply a portion of the requirement by bringing down their price to the L1 price, in a situation where L1 price is from someone other than on MSE. Such MSEs would be allowed to supply up to 20% of the total tendered value. In case there are more than one such eligible MSE, the 20% supply will be shared equally. Out of 20% of the quantity earmarked for supply from MSEs, 4% quantity is earmarked for procurement from MSEs owned by SC/ST entrepreneurs. However, in the event of failure of such MSEs to participate in the tender process or meet the tender requirements and the L1 price, the 4% quantity earmarked for MSEs owned by SC/ST entrepreneurs will be met from other participating MSEs.
 - ii) The MSEs fulfilling the prescribed eligibility criteria and participating in the tender shall enclose with their tender a copy of their valid registration certificate with District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir board or national Small Industries Corporation or any other body specified by Ministry of Micro and Small enterprises in support of their being on MSE, failing which their tender will be liable to be ignored.
- c) The provisions of Public Procurement (Preference to Make in India) Order 2017 issued by Department of Industrial Policy and Promotion under Ministry of Commerce and Industry vide Letter No. P-45021/2/2017BE-II dated 15.06.2017 shall be applicable to the bidding process and award of the contract shall be done accordingly. In this connection, the minimum local content shall be% (fill 50% in general however, the figure can be varied depending upon type of purchase with the approval of Competent Authority) and the margin of purchase preference shall be 20%. For award of contract, (3a or 3b or 3c, whichever is applicable) of the Public Procurement (Preference to Make in India) Order 2017 shall be applicable in addition to the other provisions in the bidding documents in this regard. The bidder shall have to specify whether he is a local supplier in terms of the Public Procurement (Preference to Make in India) Order 2017 or otherwise in the bid forwarding letter. In case of the bidder being a local supplier, he shall also give a certificate from statutory auditor of the company (in case bidder is a company) or from a practising cost accountant or practicing Chartered Accountant (in case bidder is not a company) along with his bid in terms of para 9 (b) of the Public Procurement (Preference to Make in India) Order 2017.
- d) The condition of prior turnover and prior experience may be relaxed for Startups (Rule 173 (i) of GFR, 2017) (As defined by Department of Industrial Policy and Promotion) subject to meeting of quality and technical specification and making suitable provisions in the bidding document. The quality and technical parameters are not to be diluted.

29. If dispute or difference of any kind shall arise between the SAI and the Contractor in connection with or relating to the Contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
30. If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, either the SAI or the Contractor may give notice to the other party of its intention to commence arbitration, as the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India. In the case of a dispute or difference arising between SAI the Contractor relating to any matter arising out of or connected with the Contract, such dispute or difference shall be referred to the sole arbitration, appointed to be the arbitrator by the Incharge, NCOE – LNCPE, Kariyavaattom, Trivandrum – 695 581. The award of the arbitrator will be final and binding on the parties to the Contract.
31. Venue of Arbitration: The venue of arbitration shall be the place from where the Contract has been issued.
32. The Court of Judicature at Trivandrum will have the exclusive jurisdiction to try the disputes.
33. The Contract shall be governed by and interpreted in accordance with laws of India for the time being in force.

Note:

These terms and conditions are part of the Contract/ Agreement as indicated in the Agreement between SAI and the Agency and any non-compliance shall be deemed as breach of the Contract / Agreement

SECTION – VII(A)
Contract Agreement
Sports Authority of India (SAI)

Contract No: _____

Dated: _____

**This is in continuation to this office's Notification of
No _____ dated _____**

Award of Rate Contract

1. Name & address of the Service provider: _____
2. Bidding Document No _____ dated _____ and subsequent Amendment No _____, dated _____ (if any), issued by the SAI.
3. Service provider's Bid No _____ dated _____ and subsequent communication(s) No _____ dated _____ (if any), exchanged between the supplier and the purchaser in connection with this Bid.
4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as integral part of this Rate Contract:
 - (i) General Conditions of Contract;
 - (ii) Schedule of Requirements;
 - (iii) Technical Specifications;
 - (iv) Bid Form furnished by the supplier;
 - (v) Price Schedule(s) furnished by the supplier in its Bid;
 - (vi) SAI's Notification of Award of Contract
5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference.
 - (i) Brief particulars of the services which shall be provided by the service provider are as under

Schedule No.	Brief description of services	Accounting unit	Unit price	Terms of delivery

Any other additional services (if applicable) and cost thereof: _____

- (ii) **Contract valid upto:**
- (iii) **Prices:**
- (iv) **Details of Performance Security:**
- (v) **Warranty Period:**
- (vi) **Payment terms:**

(Signature, name and address of the
authority's authorized official)
For and on behalf of Director, Sports Authority of
India Received and accepted this Contract

[Signature with date, name and designation]

For and on behalf of Messers _____
[Name & address of the service provider]
(seal of the service provider)
Date: _____
Place: _____

SECTION – VII (B)**CHECK LIST**

[To be filled up by the concerned Firm]

NAME OF BIDDER:

SL. No.	Activity	Yes/No/NA	Page No. in the TE Document	Remarks
1.a)	Have you enclosed EMD of required amount for the quoted schedules?			
b)	In case EMD is furnished in the form of Bank Guarantee, has it been furnished as per Section IV D?			
c)	In case Bank Guarantee is furnished, have you kept its validity of 135 days from Techno Commercial Tender Opening date as per Section I of IFB?			
2.	Have you enclosed duly filled Tender Form as per format in Section IV (A)?			
3.	Have you enclosed power of attorney in favor of signatory?			
4.	Have you submitted three years experience as per criteria stipulated in Section III (A) of RFP?			
5.	Have you submitted GST registration certificate?			
6.	Have you submitted rates of articles in the price schedule as per Section IV (D)?			
7.	Have you enclosed photocopy of IT Return for the year 2017-18, 2018-19 & 2019-20?			
8.	Have you furnished PAN No. as allotted by the Income Tax Department of Government of India?			
9.	Have you intimated the name and full address of your Banker (s) along with your account Number?			

(Seal & Signature)

SL. No.	Activity	Yes/No/NA	Page No. in the TE Document	Remarks
10.	Have you submitted the certificate of incorporation?			
11.	Have you furnished conflict of interest certificate as per Section – IV (G)?			
12.	Have you furnished Average Annual Turnover @ Rs.1 Crore P.A. for last three years prior to the date of Tender opening duly certified by chartered accountant bearing their membership no.?			
13.	Have you enclosed the Affidavit as per Section IV (I) of the TE Document?			
14.	Have you submitted declaration on disclosure of code of Integrity as per Section IV (H)?			
15.	Have you submitted duly filled up NEFT mandate form as per Section IV (E)?			

N.B.

1. All pages of the Tender should be page numbered and indexed.
2. The bidder may go through the checklist and ensure that all the documents/confirmations listed above are enclosed in the tender and no column is left blank. If any column is not applicable, it may filled up as NA.
3. It is responsibility of bidder to go through the TE document to ensure furnishing all required documents in addition to above, if any.

(Signature with date)

(Full name, designation & address of the person duly authorized sign on behalf of the bidder)

**For and on behalf of
(Name, address and stamp of the tendering firm)**