



**SPORTS AUTHORITY OF INDIA
REGIONAL CENTRE, KANDIVALI (East), MUMBAI**

**TENDER DOCUMENT
FOR THE SUPPLY OF DRY RATION**

Address : Regional Director, Sports Authority of India,
Regional Centre, Mumbai

Tel-No : 022- 28858395

Email : saircmumbai@gmail.com

Website : WWW.sportsauthorityofindia.nic.in

SECTION I

SPORTS AUTHORITY OF INDIA

Telephone: +022- 28858395 Website -: //www.sportsauthorityofindia.nic.in/

Bid Reference No. SAI/STC /MUMBAI/MESS /2019-2020

Dated: 18.2.2020

INVITATION FOR BID (IFB)

1. Sports Authority of India, Regional Centre, Mumbai invites sealed Bids for Open Tender for supply of Dry Ration for use of SAI ,NEOE, Mumbai. Estimated cost of the material would be **Rs. 50.00 lakhs** for Mumbai for one year consumption of dry ration from the date of award of tender.

Sr. No. 1	Brief Description of Mess contract (Dry Ration) is mentioned in the list as per annexure 'A'.	Tender fee is Rs.500/-.
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2. Bidding Schedule:

- (i) Closing date and time for Receipt of Bid : 24/03/2020 at **04.00 PM**
 - (ii) Date and Time of Opening of Technical bid : 26/03/2020 at **03.00 AM**
 - (iii) Date and Time of Opening of Financial bid : Immediately after Completion of Checking of the Technical Bid.
3. (a) EMD should be submitted @ 2% of the quoted annual contract value in the form of Demand Draft from nationalised bank in favour of "**Regional Director, Sports Authority of India,, Regional Centre, Mumbai**", payable at "**Mumbai**" should be submitted along with technical bid.
(b) EMD if exempted from government, documentary proof should be enclosed with Tender Documents.
(c) Cost of Tender if downloaded from website should be enclosed with Tender Documents.
 4. Bidders may also download the Bidding Document from the SAI website www.sportsauthorityofindia.nic.in and submit its Bid by utilizing the downloaded document, along with the required documents as mentioned in **Page 2 above**.
 5. Bidders shall ensure that their Bids complete in all respect, are dropped in the Tender Box placed in the office of Regional Director, Sports Authority of India, Regional Centre, Mumbai on or before the closing date and time as indicated in the **Para-2** above, failing which the **BIDS WILL BE TREATED AS LATE AND REJECTED**.
 6. In the event of any of the above-mentioned dates being declared as a holiday / closed day for the Bids will be received /opened on the next working day at the appointed time.
 7. The Bidding Document is not transferable.

M/s. _____

Sports Authority of India

**SPORTS AUTHORITY OF INDIA
REGIONAL CENTRE , KANDIVALI (East), MUMBAI**

IMPORTANT DATES AND INFORMATION

Sr. No.	FAQ	ANSWER
1	Address and place of Submission of Tender	Regional Director, Sports Authority of India, Regional Centre, Akurli Road, Kandivali East Mumbai 400101
2	Tender Document Delivery Mode	By hand or by post
3	Last Date and time of submission	24/03/2020 at 04.00 PM
4	Date of Opening Technical Bid	26/03/2020 at 03.00 PM
5	Date of Opening Financial Bids for technically qualified bidder	Immediately after Completion of Checking of the Technical Bid.
6	Venue of opening tender	Regional Director, Sports Authority of India, Regional Centre, Akurli Road, Kandivali East Mumbai 400101
7	Duration of contract	Initially for a period of one year & extendable for another period of one year subject to satisfactory supply report.
8	Total Number of pages of Tender Document	16 Nos

FORMAT FOR SUBMISSION OF THE TENDER ON LETTER HEAD OF THE FIRM

To,
The Regional Director
Sports Authority of India
Regional Centre, Kandivali (East)
Mumbai 400101

**Tender for the supply of Dry Ration at SAI Regional Centre,
Kanidvali (East), Mumbai.**

In response to the tender published in the website of SAI on _____.I have downloaded the tender from website sportsauthorityofindia.nic.in

I am sending herewith my tender document as under:

Technical Bid: The tender document duly signed on each page and all other documents to be submitted along with the tender. (Envelop 'A')

Financial Bid: the financial bid for the job of supplying Dry Ration.

** The following details and supporting documents accordingly are available in Envelop 'B' for evaluating eligibility etc.

- a. PAN (Copy enclosed)
- b. Copy of GST Number
- c. Details of clients for Supply of Dry Ration services (Copy forward letters be enclosed).
- d. Copy of ITR for the last one year.
- e. Certified Copy of annual turnover for the last one year.

That I/We will be responsible for all the contractual obligations including uninterrupted services, quality of the work etc.

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

AUTHORISED SIGNATORY

Name in Block Letters:_____

Seal of the Tenderer

Date:_____

Encl; As above

**SECTION – IV
(F) NEFT MANDATE FORM**

From: M/s. _____

Date: _____

To

The Regional Director
Sports Authority of India
Regional Centre, Kandivali (East)
Mumbai 400101

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 MANDATE FORM

Bank 's name	
Branch Address	
Branch Telephone / Mobile number	
Supplier's Account No.	
Type of Account	
IFS Code	
Telephone/ Mobile no. of supplier	
Supplier's E-mail ID	

[Signature with date, name and designation]
For and on behalf of Messrs _____

[Name & address of the manufacturers]

Confirmed by Bank

Enclosed a copy of Crossed Cheque

APPLICATION LETTER (Specimen)

To,
 The Regional Director,
 Sports Authority of India,
 Regional Centre, Kandivali (East)
 Mumbai 400101

Subject: Tender for Supplying of Dry Ration at Sports Authority of India, Regional Centre, Kandivali (East), Mumbai 400101.

Dear Madam,

In response to your tender inviting notice for the above-mentioned contract, I/We, a Company/Partnership/Sole Proprietor submit the tender with following particulars:

S.No.	Description	Particulars
1.	Constitution & Nature of Firm (state whether sole proprietor/Partnership firm/limited company)	
2.	Registration of Company	
3.	Registered Postal Address	
4.	Telephone No. Mobile No.	
5.	Name and address of Directors, in case of Company	
6.	Name and address of Sole Proprietor / partner in case of partnership firm	
7.	(a) Name of Bankers & Branch With full address (b) Type of Account & Number (c) Names(s) of person(s) operating the account (enclose banker's certificate)	
8.	PAN NO. & GST NO.	
9.	Registration under shops (Regulation/Abolition Act 1970)	
10.	Registration of Company	

AUTHORISED SIGNATORY

Name in Block Letters: _____

Section-III**TECHNICAL BID SUBMISSION FORM**

Dated ; _____

Letters of Bid**(To be printed preferably on Bidder's letterhead)**

To

Ref: Invitation for Bid' in respect to Open Tender Notice dated _____.

We, the undersigned, declare that:

1. We have examined and have no reservation to the Bidding Documents.
2. We offer to executive in conformity with the Bidding Documents for Supply of Dry Ration for the period from April, 2020 to March 2021.
3. If our bid is accepted, we commit to submit a performance security of 5% in accordance with the Bidding Documents.
4. We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/apes of serious nature.
5. We also accept all the terms and condition of this bidding document and undertake to abide by them, including the condition that the Competent Authority is not bound to accept highest ranked bid/lowest bid or any other bid the Competent Authority may receive.

Yours sincerely,

Authorised Signatory

(Authorised person shall attach a copy of Authorisation for signing on behalf of Bidding company)

Full Name and Designation

Date: _____

Place: _____

Stamp:

**SPORTS AUTHORITY OF INDIA
REGIONAL CENTRE , KANDIVALI (East), MUMBAI**

CONTACT DETAILS FORM

General Details of Bidder

1. Name of the Proprietor/Partnership Firm/Company.....
2. Name and Designation of
Authorised Signatory
3. Communication Address
4. Phone No./Mobile No.
5. Fax
6. E-Mail ID
7. REGN. NO.
8. PAN NO. of the Firm

Particular Details of the Bidders Representative'

1. Name of the Contract Person
2. Designation
3. Phone No.
4. Mobile No.
5. E-Mail ID.

UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and bidding upon me for the entire period of contract and period of extension, if any it is certified that the rates quoted are the lowest rates as quoted in any other institution of India.
3. I/We give the rights to the SAI to forfeit the Performance Security Deposit by me/us in case of breach of contract.
4. I hereby undertake to provide the services for supplying of Dry Ration as per the provisions in the tender document/Contract agreement.

Signature of the Authorised Signatory

**Designation:
(Office seal of the Bidder)**

Date: _____

Place: _____

**SPORTS AUTHORITY OF INDIA
REGIONAL CENTRE, KANDIVALI (East), MUMBAI**

Section-VII

TECHNICAL BID DOCUMENT

Mandatory details to be provided with seal & signature otherwise tender will be rejected summarily.

Sl. No.	Particulars	Page number
1	Name of the Tenderer/Firm, office address,	
2.	Address of the tender/firm	
3.	TELEPHONE Number/Mobile Number	
4	Copy of GST Number	
5	Copy of PAN/ PAN Number	
6	Experience Certificate, if any from past Agencies Should be enclosed.	
7	Income Tax Return if any for the Past one year	
8	All the bid documents need to be duly signed with seal.	
9	Statement of Average annual turnover of last one year duly signed by CA	
10	Self-declaration for not having been blacklisted by any Tender Inviting Authority	

**(Name and Signature of Tender
With stamp of the firm)**

Section-XI

(A) CONTRACT AGREEMENT (On Stamp Paper)
CONTRACT FORM FOR SUPPLY OF DRY RATION
SPORTS AUTHORITY OF INDIA,

Contract No _____ dated _____

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

1. Name & address of the Service Provider: _____
2. SAI's Bidding Document No _____ dated _____ and subsequent Amendment No _____ dated _____ (if any), issued by the Centre.
3. Service Provider Bid No _____ dated _____ and subsequent communication(s) No _____ dated _____ (if any), exchanged between the service provider and the SAI 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 contract:
 - (i) General Conditions of Contract;
 - (ii) Schedule of Requirements;
 - (iii) Technical Specification;
 - (iv) Bid form furnished by the supplier;
 - (v) Price Schedule(s) furnished by the supplier in its Bid;
 - (vi) SAI's Notification of Award
5. Some term, 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	Total price	Terms of services

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

Total value (in figure) _____ (In words) _____

- (ii) Contract Period:
- (iii) Details of Performance Security:
- (iv) Service Provider:
- (v) Defect Liability Period
- (vi) Payment term:

**(Signature, name and address
 Of the SAI's authority official)**

For and on behalf of Director General, Sports Authority of India

Received and accepted this contract

 [Signature with date, name and designation]

for and on behalf of Messer's _____

[Name & address of the service provider]

(seal of the service provider)

Date: _____

Place: _____

SPORTS AUTHORITY OF INDIA
REGIONAL CENTRE, KANDIVALI, MUMBAI-400101

TERMS & CONDITIONS OF TENDER FOR SUPPLY OF MESS ITEMS

1. Only the actual stockiest, Authorized Distributors, Dealers, Wholesalers in each product as the case may be, are allowed to quote. The offers of middlemen and those who are not in the line will not be entertained.
2. The word "**Tender for Supply of (name of items).....**" should be super-scripted on the top left corner of envelopes bearing the name and address of the tenderer. The sealed should accompany the following :-
 - (a) Documents mentioned at page No. 2 & 5 of Tender Form duly filled in the and signed on all pages by Tenderer, should be submitted in **ENVELOPE -A.**
 - (b) Rates quoted for each item/brand as per Proforma at Annexure-I should be in **ENVELOPE-B marking as "FINANCIAL BID".**
3. If the MRP is quoted in the Financial Tender Form, the tenderer should invariably indicate the percentage of discount allowed against each item on MRP. **SAI has the option to allot all items to such tenderer who has quoted the lowest rates for 80% or above items (including all major items) in that particular category.** Rates should be written in figures & words.
4. The tenderer must use the approved tender forms only and tenderer should quote for all the items mentioned in the List of items under each category.
5. Prices quoted by the Tenderer (Incl. tax) shall be valid for a period of one year from the date of our acceptance of your tender except in the case of items of MRP and no increase in price of other items whatsoever will be released.
6. The successful tenderer will have to execute an Agreement for the due performance of this contract on non-judicial stamp paper worth Rs. 100/- within one week of the receipt of the allotment order and till then no payment will be released.
7. The quantities indicated are approximate requirement and are subject to increase/decrease without notice and the Tenderer will be bound to supply the increased/decreased requirement at the quoted rates.
8. Delivery will be the essence of the contract and if the materials are not delivered within the specified time/period or not conform to SAI's requirement standard, the Centre will reserve the right to reject the same and purchase the goods from other sources and the defaulting tenderer will, on demand, unconditionally arrange to reimburse the sum equivalent to the difference between the rate tendered by him and the rate of the item procured from source(s).
9. Your quotation shall include free delivery to our designated location(s) SAI CAMPUS/ SAI NCOE, Kandivali (E), Mumbai The receipt of quantity supplied will be prepared in duplicate and one copy will be kept by SAI and the other to be brought in full and any shortage in weight shall be treated as non-supply and action will be taken in terms of the agreement.
10. The officer receiving the stores will have the right to reject the articles if not found fresh or substandard. In case of any adulteration in the food articles, the supplier will be held responsible under the clauses laid down in Prevention of Food Adulteration Act, 1955, as amended to date.

11. The centre reserves the right to inspect the successful tenderers premises through its representatives and shall be final judge of the suitability of the premises and the manufacturing conditions.
12. The successful tenderer shall furnish a deposit of Minimum 5% of total value of purchase as SECURITY DEPOSIT Through DD/ Pay order in favour of Regional Director RC SAI Mumbai. The deposit will be free of interest and is liable to be forfeited in whole or in part as may be determined by SAI at its sole discretion in the event of any lapse or unsatisfactory supply of goods, affecting the reputation of the authority and/to the regularity and efficiency of its service. Such Security amount will be returned after 60 days from the expiry of contract period.
13. The terms and conditions can be modified, changed or added to, at the time of finally concluding and signing the agreement.
14. The Regional Director SAI reserves the right to cancel the contract without giving any reason at any time.

ARBITRATION CLAUSE

15. In the event the said mutual discussions/conciliation fail, the aggrieved party shall initiate arbitration proceedings for resolution of differences/disputes etc. mentioned above by appointing a sole Arbitrator, who shall be the Director General of SAI. In such event the said proceeding shall be conducted in accordance with the provision of the Arbitration and Conciliation Act 1996.
16. The venue of such arbitration proceedings shall be at Mumbai only and the courts in Mumbai alone will be the jurisdiction in respect of all proceedings connected therewith.
17. The Regional Director, SAI, RC, Mumbai will be legally and lawfully competent to cancel the contract of supply and also to take any other action against the supplier including imposing of any penalty on the supplier during the pendency and till the final execution of the contract of supply in case the supplier is ever found to have committed any fraud against them or over-billing for any material so supplied to them or financial losses during the contract period or committed breach of agreement.

TECHNICAL BID - Envelope "A" (Separate Cover)

18. The word "TENDER FOR THE SUPPLY OF (Dry Rations) should be super-scripted on the top left corner of envelope bearing the name and address of the tenderer.

The following document will be in the Technical Tender Envelope invariably:

- a) Tender Form duly signed on all pages for having presumed read and accepted the terms and conditions.
- b) Other Documents/Details as required

FINANCIAL BID – Envelope "B" (Separate Cover)

19. I) Proforma for "Financial Bid" of the tender document after the rates duly quoted.
Note: The financial Bid will be opened only if the tenderer fulfils all the Requirements as per Technical Bid.

The envelope containing the documents as mentioned in SL. No. 18&19 above should be sealed and be super-scripted technical Bid- "A" and Financial Bid-"B" as the case may be. The envelopes "A" & "B" shall be submitted in one single sealed envelope addresses to the Regional Director, Sports Authority of India, Regional Centre, Kandivali (East), Mumbai – 400101 on or before **24/03/2020 by 04:00 PM**. By a Committee appointed by the competent authority on the fixed day in the presence of the tenderers or their authorized representatives.

- 20. Regional Director RC Mumbai reserves the Right to reject any or all tender without assigned any reason.
- 21. After submitting the bill credit must be One Month

The above terms and conditions are acceptable to me.

(Signature of the Tenderer with Stamp)

Name (in Block letters)

Address:
.....

SECTION-VII

FINANCIAL BID**APPROXIMATE MONTHLY QUANTITY OF DRY RATION ITEMS FOR
STC KANDIVALI (E)**

S/NO.	PARTICULARS	RATE(inclusive of all Taxes)	Approximate required QUANTITY (per month)
1	ATTA		700 Kg
2	BUTTER (AMUL)		40 Kg
3	BASMATI RICE		100 Kg
4	BADISHEP		250 Gm
5	BISCUITS(90 gm)		500 Pkts
6	BESAN		05 Kg
7	BAKING POWDER		01 Kg
8	CUSTARD POWDER		05 Kg
9	CHILLY POWDER		07 Kg
10	CORNFLAKES		15 Kg
11	COCONUTS(big size)		40 Pcs
12	CHANA DAL		10 Kg
13	CHAWLI		10 Kg
14	CASHEW NUTS		07 Kg
15	COFFEE		2 Kg
16	DHANIA POWDER		08 Kg
17	ELAICHI		500 Kg
18	GARAM MASALA		03 Kg
19	RED CHANA		25 Kg
20	GREEN PEAS		10 Kg
21	HING		500 Kg
22	HALDI POWDER		05 Kg
23	IIDLI RAWA		15 Kg
24	JEERA		03 Kg
25	JAVETRI		250 Kg
26	JAM (KISSAN)		40 Kg
27	KABULI CHANNA		10 Kg
28	KALIMIRI / BLACK PAPER		250 Gm
29	MOOG WHOLE		10 Kg
30	MUSTARD SEEDS		03 Kg
31	MASOOR WHOLE		10 Kg
32	MOONG DAL		10 Kg
33	MAGGI (VEG)		05 Kg
34	TETRAPACK JUICE (200 ml)		300 Pkts
35	SUN FLOWER OIL (double refined)		180 Ltr
36	PAPAD 200 GM PER PCK.		20 Pkts
37	PICKLE		05 Kg
38	PHOHA		75 Kg
39	RICE BASMATI BROKEN		450 Kg
40	RAWA		10 Kg
41	RAWA (LAPSI)		75 Kg
42	SABUDANA		5 Kg

43	SUGAR		300 Kg
44	SALT IODISED		50 Kg
45	SEVAI		10 Kg
46	SOYA WADI/CRUNCH		04 Kg
47	CHANA MASALA		06 Kg
48	SAMBAR MASALA		06 Pkts
49	PAV BHAJI MASALA		06 Pkts
50	CHICKEN BIRIYANI MASALA		06 Pkts
51	EVEREST CHICKEN MASALA		06 Pkts
52	ELAICHI BLACK		250 Gm
53	LAVANG		250 Gm
54	DARCHINI		250 Gm
55	STAR ANNIS		500 Gm
56	TEJ PATTA		500 Gm
57	JEERA POWDER		250 Gm
58	NOODLES		10 Kg
59	SOYA SAUCE		03 Btl
60	CHILLI SAUCE		03 Btl
61	TOMATO SAUCE		06 Btl
62	VINEGAR		03 Btl
63	TOORDAL		50 Kg
64	TEA (TATA / Wagh Bakri)		15 Kg
65	TAMARIND		02 Kg
66	CHILLI BEDGI		01 Kg
67	URAD DAL		10 Kg
68	ROASTED SOYABEAN		100 Kg
69	MATKI		10 Kg
70	VIM POWDER		05 Kg
71	JAGGERY/GUD		100 Kg
72	ROSTED CHANA		60 Kg
73	RAJMA CHITRA		20 Kg
74	KASOORI METHI		2 Kg
75	AJWAIN		2 Kg
76	KAJU BROKEN		2 Kg
77	KISHMISH/RAISINS		2 Kg
78	ALMONDS		2 Kg
79	WALNUTS		1 Kg
80	CHAR MAGAZ		1 Kg
81	CORN FLOUR		2 Kg
82	MAIDA		2 Kg
83	DESI GHEE (AMUL/MILKFOOD)		10 Kg
84	CHAT MASALA		1 Kg
85	MOONG DAL CHILKA		5 Kg
86	ROOH AFZA		5 Bottle
87	SABJA		2 Kg
88	MUSTARD OIL (FORTUNE/NATURE FRESH)		5 Litre
89	METHI WHOLE		1 Kg
90	MASOOR DAL		3 Kg
91	CHANNA DAL ROASTED		1 Kg
92	PEANUT RAW		5 Kg
93	JAIFAL		500 Gms
94	DHANIYA WHOLE		1 Kg
95	TOMATO PUREE (DELMOTE)		5 Litre
96	SHAHI PANEER MASALA		500 Gms
97	BOONDI		1 Kg
98	KHAJUR		10 Kg

99	SATTOO FLOUR		10 Kg
100	COCO POWDER		2 Kg
101	OATS		10 Kg
102	HONEY (DABUR)		2 Kg
103	PENNA PASTA (DELMOTE)		20 Kg

AUTHORISED SIGNATORY

Name in Block Letters: _____