



SPORTS AUTHORITY OF INDIA
SAI TRAINING CENTRE, CUTTACK, ODISHA-753001

Bidding Document For MESS SERVICE

CRITICAL SUMMARY SHEET

1	Title of Tender	Mess Catering Service
2	Ref No.	MESS/18-19/01
3	Tender Value	Rs-Rs 7,500,000
4	EMD Value	Rs 150000/- (Rupees one lacs fifty only)
5	Cost of Bidding Documents (Exemption not allowed to any firm)	Rs1000/- (Rupees One thousand only)
6	Date & Time for Obtain Tender Document	08-02-19 to 01-03-19 on all working days from 10.00 hrs upto 15.00 hrs and on Saturdays upto 13.00 hrs. On 4-3-18 upto 11.00 hrs
7	Period & time for clarification	10.00 am to 1.00 pm on working days
8	Last Date & Time for Submission	04-03-19 13.00 hrs
9	Date & Time of Opening of Technical Bid	04-03-19 at 14.00 hrs
10	Contact Person & Address	Sh Uma Prasad Rao Centre In-Charge SAI STC Cuttack Odisha - 753001 Mob:- 9778422580

SPORTS AUTHORITY OF INDIA
SAI TRAINING CENTRE, CUTTACK, ODISHA-753001

NOTICE FOR RUNNING MESS SERVICE FOR ELITE SPORTS PERSONS.

Sealed tenders are invited by Sports Authority of India, STC, CUTTACK, from Authorized/registered Government or Semi Government/Private caterers having minimum three year experience in catering service in educational institute/sports institute/hospital/centere run by Government/Public Sector undertaking/private sector, with a annual turnover of **Rs 75,00,000/-**(Rupees seventy five Lacks only) to run mess service for elite sports persons at SAI STC, CUTTACK, ODISHA .

The Bidding document with detailed information, terms and conditions governing the award of contract as contained in the bidding documents may be obtained from the office of Centre In-charge, Sports Authority of India, STC CUTTACK, on any working day from the date of First publication of this notice till 01-03-18 upto 15.00 hrs upto 13.00 hrs on 02-03-18 and on 4-03-19 upto 11 hrs , on payment of non-refundable tender cost of Rs1000/- (Rupees One Thousand only) through demand draft in favour of “SAI TRAINING CENTRE, CUTTACK, payable at “CUTTACK ”.

Details are also available on website on <http://www.sportsauthorityofindia.nic.in> or <http://eprocure.gov.in/eprocure/app> In case of downloading the Bidding Form from website, the Bidders shall have to submit the Non Refundable tender cost of Rs.1000/- through “Demand Draft” only in a separate envelope containing EMD (Envelope “A”).

The tender offer in the prescribed tender form along with all relevant documents sealed and completed in all respects must be dropped latest by **on 04-03-19 upto 12.00 hrs.** in the Tender Drop Box placed at office of Sports Authority of India, CUTTACK, which will be opened on **04-03-19 at 14.00 hrs** in the presence of the Bidders or their authorized representatives.

Competent Authority reserves the right to accept or reject any tender without assigning any reason whatsoever.

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

Copy to:-
Director, SAI NSEC, Kolkata,

Procedure for submission of Bid

1. The word “**Running Mess Service**” should be super scribed on the top left corner of the envelope bearing the name & address of the bidder. The tender should contain the following three separate sealed envelopes:
 - i. Envelope “A”: Envelope Super scribed “Envelope A” along with the name & address of the bidder contains the amount of EMD (As per Annexure-I) shall have to submitted by all the bidders except those who are eligible for exemption (Circular Should be Enclosed) in the form of Bank Demand Draft only, in favor of “SAI Training Centre, Cuttack, payable at “Cuttack ”
 - ii. Envelope “B”: Envelope Super scribed “Envelope B” along with Name & Address of the bidder contains the Bid submission form (As per Annexure-II) along with tender documents complete in all respects duly signed and serially page numbered by the bidder, along with all supporting documents be submitted in Envelope “B”.
 - iii. Envelope “C”: Envelope should be Super Scribed “Envelope C”, containing Financial Bid (As per Annexure-III). Conditional tenders containing alternative prices for any item/items are liable to be rejected.

The Tender should be kept in one big envelope , (Containing 03 separately sealed envelopes i.e. A,B & C, as above) and deposited in the tender drop box placed in the office of Sports Authority of India, STC Cuttack, Odisha , on or before 04th March’19 upto 13.00 hrs.

The tender received without the any of above will be summarily rejected.

SCOPE OF WORK

Brief description of work i.e. Mess services at SAI STC, Hazaribag	Value
Cooking and serving meal - breakfast, lunch, dinner as per menu given. Cleaning of utensils, kitchen and serving items. Cleaning of dining and auxiliary areas etc. maintenance of kitchen equipment , utensil and other items of mess . Deployment of manpower for above mentioned work.	Rs 8,500,000 (Rupees hundred Lacks only)

WEEKLY MENU

Monday	Tea 1 cup Biscuit -2 Pc	Bread - (Toasted) 4 slices; Butter - 25 gram Milk - 500 ml Egg - 2 nos Cornflakes with milk -30 gram Banana - 2 nos	1)Rice/Chapati - as per requirement 2)Dal(Masoor)- 30 gram 3)Salad 100 gram 4)Vegetable Curry - 200gram 5)Fish - 100 gram 6)Fruit- 1 no 7) Curd - 100 gram	Juice - 200ML. Kala Chana	1)Rice - as per requirement 2) Chapati - as per requirement 3) Dal (Arhar) -30 gram 4) Chicken Chilly - 150 gram; 5)Vegetable with potato - 200g 6) Sweet dish(Rice Kheer)-1 Plate
Tuesday	Tea 1 cup Biscuit -2 Pc	Alu Gobi Parotta with pickle-As per req. Milk - 500 ml Egg - 2 nos Daliya with milk - 30 gram Banana - 2 nos)Rice/Chapati - as per requirement 2)Dal(Moong) 30 gram 3)Salad - 100 gram 4)Vegetable Fry -200gram 5)Paneer masala-200 Gram. 6)Fruit- - 1 no 7) Curd - - 100 gram	Juice - 200ML. Kala Chana	1)Rice - as pe requirement 2) Chapati - as perrequirement 3) Dal (Masoor)- 30 gram 4) Chily paner -75 gram pener 5)Mix.Vegetable - 200g 6) Sweet dish - 1 plate (Semiya Kheer)
Wednesday	Tea 1 cup Biscuit -2 Pc	Bread(Toasted)- 4 slices Butter - 25 gram Milk - 500 ml Egg - 2 nos Cornflakes with milk -30 gram Banana - 2 nos)Rice/Chapati - as per requirement 2)Dal (Rajma) -30 gram 3)Salad - - 100 gram 4)Vegetable Curry- 200gram 5)Fish - -100 gram 6)Fruit - 1 no 7) Curd - 100 gram	Juice - 200ML. Kala Chana	1)Rice - as per requirement 2) Chapati -as per requirement 3) Dal (Chana) - 30 gram 4) Mutton - 150 gram; 5)Vegetable with potato 200 g 6) Ice Cream- 1 No.
Thursday	Tea 1 cup Biscuit -2 Pc	Alu Gobi Parotta with pickle-As per req. Milk - 500 ml Egg - 2 nos Corn Flex with milk -30 gram Banana - 2 nos	1)Rice/Chapati - as per requirement 2)Dal(Masoor)- 30 gram 3)Salad - 100 gram 4)Vegetable Fry - 200gram 5)Fish - 100 gram 6)Fruit- 1 no 7) Curd - 100 gram	Juice - 200ML. Kala Chana	1)Rice - as per requirement 2) Chapati - as per requirement 3) Dal (Arhar)- 30 gram 4) Chicken Stew - 150 gram; 5)Vegetable with potato - 200g 6) Rasgoola- 1 Pc.
Friday	Tea 1 cup Biscuit -2 Pc	Bread - (Toasted) 4 slices; Butter & JAm 25 gram Milk - 500 ml Egg - 2 nos Daliya with milk -30 gram Banana - 2 nos	1)Rice/Chapati - as per requirement 2)Dal (Moong) - 30 gram 3)Salad - 100 gram 4)Vegetable Curry - 200gram 5)Fish - 100 gram 6)Fruit- 1 no 7) Curd - 100 gram	Juice - 200ML. Kala Chana	1)Rice/Chapati - as per requirement 3) Dal (Chana) -30 gram 4) Chicken masala - 150 gram 5)Vegetable with potato - 200 gm. 6) Custard with fruit- 1 plate
Saturday	Tea 1 cup Biscuit -2 Pc	Bread - (Toasted) 4 slices; Jam 25 gram Milk - 500 ml Egg - 2 nos Daliya with milk - 30 gram Banana - 2 nos	1)Rice/Chapati - as per requirement 2)Dal (Masoor) 30 gram 3)Salad - 100 gram 4)Vegetable Fry- 200gram 5)Fish curry 100 gram 6)Fruit - 1 no 7) Curd - 100 gram	Juice - 200ML. Kala Chana	1)Rice - as per requirement 2) Chapati -as per requirement 3) Dal (Arhar) 30 gram 4) Mutton - 150 gram; 5)Vegetable with potato - 200 g 6) Gulab Jamun- -2 Pcs.
Sunday	Tea 1 cup Biscuit -2 Pc	Puri - as per requirement Kabuli Chana Milk - 500 ml Egg - 2 nos Banana - 2 nos Sweet - 1 Pc.	1)Rice/Chapati - as per requirement 2)Rajma/Sambar- 25 gram 3)Salad - 100 gram 4)Vegetable Curry- 200gram 5)Fish curry - 100 gram 6)Fruit - 1 no 8) Curd - 100 gram		1)Rice - as per requirement 2)Chapati - as per requirement 3)Dal (Chana) -25 gram 4) Chicken curry- 150 gram; 5)Vegetable with potato -200g 6) Sweet (Rice Keer)- 1 plate

Note 1: The above menu should be prepared using the following branded items

Sl No	Item	Brand/specification
1	Rice	Fine Quality, Single Boiled
2	Flour (Atta)	Ashribad
3	Refine Oil	Fortune/Sunflower/Nature fresh
4	Dal	Fine Quality
5	Vegetables, Potato, Onion, Fruits	Fresh, Hygienic
6	Jam	Kissan
7	Butter	Amul
8	Curd, Milk	comfid
9	Juice	Tropicana/Real
10	Non-veg articles	Fresh, Hygienic
11	Dalia	Gruhasti/ Fine Quality
12	Spices	Good Quality with fssi approve
13	Salt	Tata
14	Bread	Fresh and Hygienic
15	Sweet	Fresh and hygienic
16	Biscuits	Gooday/Britania/Bisk firm

Note 2: Salad should be mixture of Cucumber, Carrot, Beet root, Lemon, Onion and other seasonal items.

Note3: Potato should be less than 25% of vegetable curry/fry.

Note4: Acquaguard water used in kitchen/ dinning should be provided by renderer as per requirement.

Note5: Fruit provided in Lunch should not be less than 150 gram.

GENERAL TERMS & CONDITIONS OF CONTRACT

1. If Bid Form found to be false, incomplete, misleading or any type of tempering is liable to be rejected / terminated at any time.
2. SAI taking into accounts, past performance of the bidder, therefore reserves the right to reject any of the tender.
3. The Technical Bids will be opened first and financial bids of only those bidders shall be open whose Technical bids are accepted by the competent authority.
4. Earnest Money Deposit (EMD) amounting of Rs 150000/--(Rupees one lacs fifty thousand only) shall have to Deposit by all the bidders except those who are eligible for exemption by any special notification of Govt. of India (Such Circular should be enclosed) in the form of Bank Demand Draft issued by any nationalized bank only, in favor of "SAI Training Centre,Cuttack, payable at "Cuttack " falling which tender shall be rejected.
5. It must be noted that this is just an enquiry and does not amount to any commitment on the part of Competent Authority to award of this contract. The decision of Competent Authority in this regard would be final and be entirely at its discretion.
6. Interest free security deposit shall be deposited by the successful bidders amounting of Rs 375000/- (Rupees three lacks seventy five thousand only) irrespective of their registration status within seven days from award of Contract and it should be valid for ninety (90) days beyond the date of completion of all contractual obligations in form of Bank Demand Draft or submission of Bank Guarantee issued by any nationalized bank only.
7. Security Money will be refunded on or before Ninety (90) days of completion of all contractual obligations, if no complaints are received during the period of validity of contract.
8. The EMD of unsuccessful bidders will be refunded on or before 30th day after award or cancel of tender. Whereas the EMD of Successful bidders will be refunded on or before 30th day after Deposit Security Money.
9. An agreement required to be signed as per annexure enclosed where the Competent Authority reserves the right to call upon the contractor to continue the supplies at the contractual rates for one month in excess of the contract period.
10. The Price should be valid till completion of Contract period. No escalation in price on any ground will be acceptable. SAI reserves the right to make any change in menu within the existing financial limitation. However, in case of enhancement of boarding rates during the period of contract, SAI reserves the right to revised the menu to accommodate enhanced rate or to terminate the contract after giving one month's notice and go for fresh tender.
11. Rate column should not be left blank otherwise the bid will be strictly rejected.

12. Overwriting is not allowed and cuttings on the tenders should be avoided as far as possible and wherever corrections exist, the same should be attested by the Authorized bidder. Whereas overwriting or cutting in price bid is not allowed and the same shall be rejected.
13. If, even after approval, information/facts submitted by the bidder are found misleading/incorrect etc., SAI reserves the right to reject the tender for the current / future supply or may impose penalties as deemed fit. Non compliance of any of the terms & conditions of the tender will also warrant above penalties.
14. The competent Authority shall have the right to forfeit the Security Deposit, if the terms and conditions of the agreement are not adhered by the supplier / breach of Contract.
15. The Competent Authority will be legally competent to cancel the supply order and also to take any other action against the supplier including imposing any penalty during or till the final execution of the contract, in case the bidder is ever found to have committed any fraud against SAI in supplying the material or indulged in any other malpractices thereof causing any financial losses during contract period.
16. In case, any dispute arises in regard to the tender, the decision of the Competent Authority shall be final and binding the bidder.
17. In Case of Litigation, the courts of Odisha only will have jurisdiction for deciding case according to Indian law in force.
18. The bidder shall submit a self attested declaration on Rs100/- stamp paper that as Annexure-IV declaring the list of pending court cases / disputes / claims with arbitration court / consumer forum etc. in the court of law and also give any specific decisions / directions given by the Hon'ble court and he/she/firm/company is not debarred by the Department of Commerce or Ministry/Department convent.

19. Under taking is required to be given in Annexure -II, Technical

Bid criteria as per our tender document's undertaking clause as follows:-
“Undertaking of ownership of staff deployed at the centre in terms of this contract at all the times will remain the employee of the agency exclusively and they shall not be entitled to claim employment or permanency of job in SAI or any other direct or indirect claim on SAI”,
on non judicial Paper duly attested by concern authority along with *“Technical Bid offer. Without the said undertaking the bid will not be considered*

20. Please note that "Terms & Conditions" accompanying the bidding documents are for general guidance only and successful tender will have to sign an agreement (As per Annexure-V), with amendments, if any considered necessary by the Competent Authority.
21. These are only proposed draft terms and conditions and can be modified, changed or added to at the time of finally concluding and signing the agreement by the competent authority.
22. Payment will be made once in a month on receipt of original invoice(in duplicate) duly supported by attendance of trainees duly **signed by the bidder or his authorized agent**, only after satisfactory completion of catering service. The attendance provided by contractor will be reconciled with Biometric attendance prior to payment. It will be responsibility of contractor to collect attendance of trainees one day before. It also will

be the responsibility of contractor to have the attendance maintained by them to reconcile it with biometric attendance from time to time to avoid discrepancies. In event of the delayed payment due to administration reason the contractors will have no legitimate claim for any kind of compensation.

23. If as a result of post payment audit, any over payment is detected in respect of any bill of contractor under the contract the same shall be recovered by SAI from the contractor.
24. Where there is a statutory requirement for tax deduction at source, such deduction towards income tax, TDS(GST) and any other tax as applicable will be made from the bills payable to the Contractor at the rates as notified from time to time.
25. The contractor should have to submit a GST clearance certificate on quarterly basis **falling which the future bill may not be cleared.** The Contractor shall be entirely responsible for payment of all/any type of taxes, etc. to any authority against this contract.
26. The Inspection and monitoring of Canteen & Catering Services will be carried-out regularly and randomly by Authorized Officer of SAI who will issue Quality Certification on monthly basis certifying the Quality & quantity of food supplied by the Contractor during a particular month.
27. If the contractor becomes bankrupt or otherwise insolvent, the SAI reserves the right to terminate the contract.
28. The duly filled authorization letter for release of Payment through PFMS portal must be submitted along with the bid as per Annexure-VI in Envelope 'A'.
29. The Bidder should sign each page of the bidding document as token of accepting the terms and condition mentioned herein.
30. The Bidder shall not be directly concerned or in any way deal with the officers or other persons employed by or under the Competent authority in making the supplies hereby contracted for, nor shall the bidders either directly or indirectly give or promise to pay, or permit to be given to any person or persons or in any department under this Organization in kind or in money, fee or reward for any matter or thing or any way relating to the performance of the contract, falling which the Contract shall be liable to be rejected.
31. The Cost of tender document is non - refundable, similarly no interest will be payable on Earnest Money / Security Deposits.
32. Tenders withdrawing before the announcement of successful tender shall be liable to have his earnest money forfeited.
33. Photocopy of following Documents/Certificates are require to enclose along with their bid document in "Envelope-B". Whereas competent authority has right to ask for original documents for verification ***falling which the bid may be rejected***
 - i) Three years experience;
 - ii) Registration of firm(Proprietorship, Partnership, Company(Pvt. Or Public Limited/Societies/Trust/ registered under applicable status in India along with respective Memorandum of Association/Articles of Association/Trust Deed/Partnership Deed etc.

Special Conditions of Contract

The Special Conditions of Contract for Providing Canteen & Catering Services at SAI, Training Centre, Cuttack as per Scope of Services as under:

1. That the licensee shall equip himself with all necessary permits, license and other permissions as may be required under the law any time with regard to running of the mess.
2. No free Electricity connection will be provided for Fridge/Tube lighters/Oven/Microwave etc. and not for cooling purpose.
3. The contractor has to bring his own kitchen equipments, crockery and cutlery utensils and other items required for preparing and serving of food. All the items should be of good and standard quality and same are subject to checking by SAI. Plastic items for serving canteen items will not be allowed.
4. That in the event of any loss occasioned to the SAI, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the SAI, the said loss can be claimed from the contractor up to the value of the loss. The decision of the SAI, in this regard will be final and binding on the contractor.
5. In case any such structure (s) is/are required to be put by the Contractor for promotion of his business, the contractor shall submit a detailed plan for approval of the SAI. No addition/alteration or structural changes will be allowed without the written prior approval of the SAI.
6. The contractor will be responsible for cleanliness of dining hall and Kitchen area. Utensils etc. will be washed /cleaned with hot water and good cleaning powder/detergent. Washing of utensils etc. including dishwashing shall not be permitted at any place other than the space provided for this purpose in the Kitchen.
7. Only such item of foods and beverages etc. will be prepared as provided in menu and any additional items which have not been prohibited by Ministry of Health/SAI or any other Govt. Agency. For additional items, the rates will be mutually decided between SAI and contractor.
8. The food supplied should be wholesome, hygienic and nutritious and prepared in refined oil of reputed brand The SAI reserves the right to take the assistance of any institution /agency /expert for guidance in this regard and advice of Officer I/c will be binding on the contractor.
9. SAI reserves the right to get the food items to be served tested from a Government Lab at any time. If the test fails the contractor is to be proceeded and the cost of test will be borne by the contractor.
10. In case food items fails in test a show cause notice shall be served to the contractor seeking explanation for serving bad quality of food items and a penalty of Rs. 5,000/- shall be imposed in each occasion. In case of any such

instance occurs again in future, SAI reserves the right to cancel the contract at a short notice of 07 days.

11. That the contractor shall maintain environmental hygiene and proper sanitation of the premises during all working hours. The contractor shall be bound to comply with all the provisions of the prevention of Food and Adulteration Act as applicable and such other Central and local laws and rules and regulations existing therein or enacted or may be introduced subsequently.
12. That the contractor shall use dustbins for the refuse and the Kitchen waste. The contractor shall arrange for removal of the garbage, the kitchen waste or any other type of refuse or waste material every day at his own expenses and under his own arrangements. If kitchen waste /garbage is found dumped at prohibited placed, minimum fine of Rs. 500/- shall be levied on each occasion along with removal charges by SAI.
13. That the Contractor or his employees shall not to do anything in or outside the premises which may create nuisance or any annoyance to the SAI and or to the visitors and Sportspersons visiting the premises.
14. That the contractor shall not display any neon signboard or advertisement board etc.
15. That the overall control and supervision of the premises shall remain and vested in the SAI who through its authorized representative will have the right to inspect the whole or part of the premises as and when considered necessary with respect to its bona-fide use and in connection with fulfillment of other terms and conditions of contract.
16. The premises leased to contractor shall not be utilized for any other or different purposes than set out, and any other form of commercial or trading use of the premises shall constitute a breach of this contract besides rendering the contractor liable to pay additional charges for the unauthorized commercial use as may be determined by Centre In-Charge, SAI STC, Cuttack, in his sole discretion.
17. The contractor is required to abide by all relevant Acts of Govt. like Minimum Wages Act, Contract Labour Act (Contract Labour (Regulation & Abolition Act, 1970) and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time, for his employees and shall be fully responsible for any violation thereof.
18. Every employee of the contractor shall wear uniform and a badge displaying his/her name, while on duty. The said uniform and badge shall be provided by the contractor at his own cost.
19. The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.

20. Ownership of staffs deployed at the centre in terms of this contract at all time will remain the employee of the agency exclusively and they shall not be entitled to claim employment or permanency of job in the SAI or any other direct or indirect claim on SAI.
21. In case any complaint is received attributable to misconduct/misbehavior of contractor's staff, SAI may direct the contractor; to have any person removed who is considered to be undesirable or otherwise.
22. The Contractor should get medical checkup of his deployed staff periodically to ensure that they do not suffer from contagious/venereal diseases and are fit to discharge their assigned duties. A certificate in this regard shall be submitted by the contractor at the time of start of the agreement and thereafter on half yearly basis, from a Registered Medical Practitioner i.e. (minimum MBBS Doctor).
23. All liabilities arising out of accident or death of any employee of the Contractor while on duty shall be borne by the contractor. The contractor shall be responsible to maintain all property and equipment of the SAI, entrusted to him. Any damage or loss caused by contractor's persons to the SAI, in whatever shape would be recovered from the contractor.
24. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel or information sought under RTI Act 2005, in respect of contractor's personnel/agency, the same shall be directly borne by the contractor including all expenses/fines.
25. Staff serving Food/meal/salad etc. should wear gloves in their hands;
26. The successful bidder is required to make arrangement of **Fire Extinguisher** at kitchen;
27. The successful bidder is also required to install Emergency light at kitchen and dining hall.

Penalty for Default

1. If during inspection/complaint regarding quality of food and Contractor's service is found not to be satisfactory, SAI, have the right to claim by way of penalty an amount of Rs.500/- on 1st default, @ Rs.1000/- on 2nd default and thereafter @ Rs.2000/- for every such occasion during the month in fulfillment of contractual obligations.
2. Vegetables used should be fresh and good quality. Items like Aji-no-moto, Baking Soda, Coloring items etc. are banned and they should not be used. Any complaint with regard to (b) above and insects cooked along with food found in any food items. Soft objects like rope, soft plastic, cloth etc. in food and Stones/pebbles found in food items shall attract penalty as indicated above. Repeated non- observation/discrepancies in fulfillment of contractual obligations may result into termination of contract at one months notice.
3. On the expiry of the period of Contract, the contractor shall become an unauthorized occupant of the said public premises under section 4 of the Public Premises. (Eviction of unauthorized occupants) Act-1971 and the contractor shall be liable to be proceeded under the provisions of the said Act besides the jurisdiction of the Estate Officer as appointed by Ministry of Youth Affairs and Sports or SAI
4. That the SAI reserves the right to change the location of the premises at any time and may at its discretion call upon the Licensee to vacate the site and may give him an alternative premises for the purpose of this license. In such a case, the Licensee shall be bound to vacate the premises immediately and accept the said alternate premises. The entire expenditure on such shifting shall be borne by him and the licensee shall not be entitled to claim any compensation or revision in the license fee on that score.
5. The contractor has to provide the services of serving the Breakfast, Lunch, Dinner in the Dining Hall of STC Cuttack, Odisha, as per the time scheduled to be fixed by the In-charge in due course.
6. The successful tendered must necessarily operate the contract for a minimum of 50% of the total period of the contract, failing which; the licensee may be debarred from participating in any commercial Tenders of SAI, for minimum period of three years. Thereafter, contractor can terminate the contract by giving 30 days notice. The License can be terminated by the SAI by giving 30 days notice in writing without assigning any reason thereto.
7. The contractor will not be allowed to use hard coal/wood any electric appliances for cooking purposes. The Licensee shall obtain proper Fire Insurance coverage including theft and burglary in respect of all the movable and immovable assets of the party stored or used in the licensed premises and

SAI shall not be responsible for any **LOSS** or **DAMAGE** caused to the items procured by licensee on any account whatsoever.

8. The successful bidder shall intimate the names of the persons employed by him or going to be employed. with any provisions of the general conditions of contract then unless a different intention appears the provisions of the special condition of contract shall be deemed to override the provisions of the General conditions of contract only to the extent such repugnance/ variations in the special conditions of contract as are not possible of being reconciled with the provisions of general conditions of contract.

(TO BE SUBMITTED IN ENVELOPE - 'A')

1.	Details of EMD Submitted: Name of the Bank_____ - Demand Draft No _____ Dated _____ - Amount Rs 150000/- (Rupees one lacs fifty thousand only).
2	Details of Tender cost Submitted: (Applicable if download from website) Name of the Bank_____ - Demand Draft No _____ Dated _____ - Amount Rs.1000/- (Rupees One thousand only).

TECHNICAL BID FORM

ANNEXURE-II (page 1 of 2)

(TO BE SUBMITTED IN ENVELOPE -'B')

The following details/ documents/ certificates issued by the concerned Authorities in respect of the bidder are required to be submitted: Self attested photo copy only

1.	Name of the Proprietor/ Firm/Agency	
2.	Complete Postal Address of the Firm with Telephone/Mobile Number (Where Operational facility will provide)	
3.	PAN Number of the proprietor/partners (in case of Proprietorship/partnership firm)	
4.	Valid License/registration number under Food Safety and Standard Act-2006	
5.	ESI Registration number	
6	EPF Registration number	
7	GST Number	
8	Trade licence (Valid) of firm	
9	Valid Labour LICENCE	
10	Insolvency certificate from nationalized bank	

11	Total turn over last three preceding years duly certified by CA	
12	Income tax return for last three proceeding years	

I / We, do hereby undertake responsibility for all the contractual obligations, including providing mess service at STC, Cuttack in case of award of contract.

(Signature of authorized signatory)
With seal of firm/agency

BID SUBMISSION FORM

ANNEXURE-II (page 2 of 2)

(TO BE SUBMITTED IN ENVELOPE -'B')

Date _____

To

Centre In-charge,
Sports Authority of India
SAI Training Centre,
Cuttack, Odisha-753001
Jharkhand

Ref.: Your Bidding Document No. _____ dated _____

I/We, the undersigned have examined the above-mentioned Bidding Document, including all amendments /corrigendum. We now offer to provide Mess Services (*Catering services*) at *Sports Authority of India, STC Cuttack, Odisha* in conformity with your above referred document.

If our Bid is accepted, we undertake to provide Canteen and Catering Services as mentioned above in accordance with the Scope of Services as specified, with all General & Specific Conditions of Contract of the Bidding Documents.

I/We further confirm that, if our Bid is accepted, we shall provide you with a Performance Security of required amount in an acceptable form for due performance of the contract, including amendment/ corrigendum if any.

I/We agree to keep our Bid valid for acceptance for 90 days or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this Bid up to the afore-said period and this Bid may be accepted any time before the expiry of the afore-said period.

We further confirm that, until a formal contract is executed, this Bid read with your written acceptance thereof within the afore-said period shall constitute a binding contract between us.

I/We further understand that you are not bound to accept any Bid you have received against your above referred Bid Reference.

I/We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities and no case is pending with any Investigating Agency against the firm/Proprietor/partner of the company.

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

(Signature of the Bidder)

Name, Address and seal of the Bidder: _____

Financial Bid Form

ANNEXURE-III

(To be utilized by the bidders for quoting their prices and Submitted in Envelope-c)

1 Name of Bidder;

2. Address of bidder;

3. Infrastructure usage charges

Sl NO	Type of space/item to Be sued by the bidder	Amount (Per head per day)
1	License Fee per head per day basis. (GST as applicable will be charged on license fee by SAI	

Service charges @ as per SAI norms of the bill amount excluding GST as applicable will be paid extra.

Signature of bidder or his authorized signatory with seal

FORMAT OF DECLARATION FOR SUBMISSION OF THE TENDER ON Rs 100/- STAMP PAER

1. I undertake that SAI reserves the right to forfeit the EMD submitted if i/we withdraw the bid in any time before award of tender.
2. I undertake to pay damages/penalty out of security deposit/ pending bills in case of any defect, SAI impose penalty & will have right to make recovery from security deposit/ pending bills and take legal action as deemed fit.
3. The information given in the technical bid by the undersigned is correct.
4. I have read the terms and conditions mentioned in the tender document and undertake to abide by the same during the contractual period.
5. It is certified that this Agency is not black listed by any Government Department and no court case / dispute / claim with Arbitration Court/ Consumer forum etc are pending against the Agency / Firm or its owner / partner anywhere in India.
6. I/we undertake that ownership of staffs deployed at the centre in terms of this contract at all time will remain the employee of the agency exclusively and they shall not be entitled to claim employment or permanency of job in the SAI or any other direct or indirect claim on SAI.

I/ we also do hereby solemnly declare and affirm that the above declaration are true and correct to the best of knowledge and belief and nothing has been concealed therein.

(Signature of authorized signatory)
With seal of firm/ agency

Place:

Date:

CONTRACT AGREEMENT FORM

Annexure-V

This agreement is mad this day ----- day of ----- 2018 BY AND BETWEEN the -----, SPORTS AUTHORITY OF INDIA acting through (insert name and designation) , Sports Authority of India, a Society registered under Societies Registration Act, 1860 having its office at Jawahar Lal Nehru Stadium, Complex, Gate NO 10 (East Gate) next MTNL Building, Lodhi Road, New Delhi 11000 3 (herein after referred to as “SAI” which expression shall unless repugnant to the context or meaning thereof, Includes its successor - office and assigns”) of the ONE PART.

AND

(Name of Company) having its registered office at (Address of the Company) , represented through (Insert name and designation who is duly authorized to execute this agreement .) herein after referred to as ‘ supplier ‘ which expression shall unless repugnant to the contest or meaning thereof, includes its successor - office and assigns) of the SECOND PART.

WHEREAS the Firms shall and will execute to the work details of which are given in clause I of section I to this office.

Bid reference NO _____ dated _____ at the rate quoted by the firm, vide their proposal _____ dated _____ and as per all the terms and conditions given in invitation for Bid (IFB) dated _____ and the Bid Document for providing security services which shall become part and parcel of this agreement .

That the bidder would raise demand and the payment shall be done in accordance with the relevant clause of this contract.

The performance security would be en-Cashed by “SAI” in case of Firm fails to deliver services to the extent as stipulated in the contract and /or breaches of any of the terms and conditions of this contract.

IN PRESENCE OF

1. _____

2. _____

IN WITNESS OF

1. _____

2. _____

Signed and delivered by the
Above named contractor

Signed and delivered by
In-Charge, Sports Authority of India
STC Cuttack, Odisha

ELECTRONIC FUND TRANSFER FORM

Annexure: VI

(TO BE SUBMITTED IN ENVELOPE - 'A')

To
The Centre In-Charge
Sports Authority of India
STC Cuttack

Dear Sir,

Ref: Authorization of all our Payments through PFMS portal

I/We, hereby authorized, sports Authority of India, STC Cuttack to make all our payments through PFMS portal. The details for facilitating the payments are given below:

(To be filled in Capital Letter)

Sl NO	Particular required to be furnished	
1	Name	
2	GST NO	
3	PAN NO	
4	Address	
5	Mobile NO	
6	Land Line NO	
7	E mail	
9	Name of bank	
10	Account NO	

I/we hereby declare that the particulars given above are correct and complete, if the transaction is delayed or credit is not effected at all reasons of incomplete or incorrect information, i/we would not hold the office responsible.

Date:

(Signature with stamp)

Name:

Bank Certification

It is certified that above mentioned beneficiary holds a bank account no. _____ with our branch and the bank particular mentioned above are correct.

Date:

(Signature with Stamp)

Name:

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

Annexure: VII

The Bank, as requested by successful bidder, shall fill in this form in accordance with the instruction indicated.

Date (Insert date of Notification of Award) _____ And Contract NO _____

Bank's Branch or office (insert complete name of Guarantor)

Beneficiary: Sports Authority of India, STC Centre, Cuttack, Odisha

PERFORMANCE GUARANTEE No (insert performance Guarantee number)

We have been informed that (Insert complete name of the firm) Herein after called bidder has entered into Contract NO (insert number) date (insert day and month),

Furthermore, we understand that according to the conditions of the contract, a performance Guarantee is required.

At the request of the firms, 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 suppliers to be default under the contract, without civil or argument, or your needing to provide or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall not expire later than the (insert number) days of (insert month) (insert year) and any demand for payment under it must be received by us at this office on or before the date.

This guarantee is subject to the uniform Rules for Demand Guarantee, ICC Publications NO 458, except that subparagraph (ii) of sub-article 20(a) is hereby excluded.

Signatures of authorized representative of bank and the bidder.

Letter of Authorization for attending bid opening meeting

Annexure: VIII

Tender NO _____

Sub: Authorization for attending bid opening on _____ (date) in the tender of _____

Sri _____ is hereby authorized to attend the bids opening for the tender mentioned above on behalf of _____ (bidder).

Signature of bidder

Or

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

Note:-

Only one representative will be permitted to attend bid opening. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

PROFORMA FOR PERFORMANCE STATEMENT

Annexure: IX

(For a period of last three years)

Bid Reference No: _____

Date of opening: _____

Name and address of the Bidder: _____

Name and address of the department where worked, supporting work order should enclose.

Order placed by (Full address)	Order Number and date	Order placed on	Description of services	Value of order	Date of completion of Contract		Remarks indicating reasons for delay if any	Are the services provided Satisfactory

Signature and seal of the Bidder

Brief description of work i.e. Mess services at SAI STC Cuttack	Value
Cooking and serving meal - breakfast, lunch, dinner as per menu given. Cleaning of utensils, kitchen and serving items. Cleaning of dining and auxiliary areas etc. maintenance of kitchen equipment , utensil and other items of mess . Deployment of manpower for above mentioned work.	Rs 7,500,000 (Rupees seventy five Lacks only)

WEEKLY MENU

Enclosed separately

Annexure A

