



SPORTS AUTHORITY OF INDIA  
SAI TRAINING CENTRE  
THRISSUR  
KERALA

Telephone : 04872332092  
Website : [www.lncpe.gov.in](http://www.lncpe.gov.in)  
Bid Reference No : 1/SAI/TCR/ACCTS/2018-19  
Date : 27.4.2018

Bidding Document  
For  
SUPPLY OF MESS ITEM

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# PART-1

# BIDDING PROCEDURE

SECTION – I

Telephone : 0487 - 2332092  
 Website : www.lncpe.gov.in  
 Bid Reference No : 1/SAI/TCR/ACCTS/2018-19  
 Date : 27.4.2018

INVITATION FOR BIDS (IFB)

1. Sports Authority of India, for and on behalf of the Centre in Charge, SAI Training Centre, Thrissur , invites Bids on two bid system for following supply of items:

Brief Description of Supply of items	Amount of Bid Security in Rs [EMD]	Bidding Document Cost. (Rs.)
Groceries	20,000/-	500/-
Vegetables	16,000/-	500/-
Meat & Fish	16,000/-	500/-
Payment:		
The Tender Fee and Earnest Money can be deposited as demand draft drawn in favour of the CENTRE INCHARGE SAI Thrissur payable at Thrissur along with Bid Submission. Date & Time as mentioned in Critical Date Sheet.		

### CRITICAL DATE SHEET

Last Date & Time of Submission of Bids	18.5.2018 03.00pm
Opening Date & Time of Technical Bids	18.5.2018 04.00pm
Opening Date & Time of Financial Bids	18.5.2018 04.00pm

2. Bidder may also download the Bidding Documents from the web site [www.lncpe.gov.in](http://www.lncpe.gov.in) or [www.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in) and submit before the critical dates mentioned along with the cost of form.
3. Tenderers/Bidders are advised to follow the instructions provided in the 'Instructions to the Bidder/Tenderer'
4. Tenderer who has downloaded the tender from the LNCPE web site [www.lncpe.gov.in](http://www.lncpe.gov.in) and SAI website [www.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in) shall not tamper/modify the tender form in any manner. In case if 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 tenderers are advised to visit again LNCPE web site [www.lncpe.gov.in](http://www.lncpe.gov.in) and SAI website [www.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in) at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

Centre in Charge  
SAI TRAINING CENTRE,  
THRISSUR

SECTION – I  
INSTRUCTIONS TO BIDDERS (ITB)  
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## SECTION – II

### INSTRUCTIONS TO BIDDERS (ITB)

#### A. PREAMBLE

##### 1. Introduction

This Bidding Document is for SUPPLY OF MESS ITEMS as mentioned in Section – V – “SCOPE OF WORK.”

This section (Section II - “Instruction to Bidders”) 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 bid inviting authority for receipt and opening as well as scrutiny and evaluation of Bids and subsequent placement of contract.

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 a true English translation and, for purposes of interpretation of the Bid, the true English translation shall prevail.

#### B. BIDDING DOCUMENTS

##### 3. Content of Bidding Documents

The Bidding Documents include:

- Section II – Instructions to Bidders (ITB)
- 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

#### 4. Amendments to Bidding Documents

4.1 At any time prior to the deadline for submission of Bids, the bid inviting authority may, for any reason deemed fit, modify the Bidding Documents by issuing suitable amendment(s) to it.

4.2 Such an amendment to the Bidding documents will be uploaded on SAI website and LNCPE Website

4.3 Prospective Bidders are advised in their own interest to visit above mentioned website for any amendment etc. before submitting their respective Bids.

#### 5. Clarification of Bidding Documents.

A bidder requiring any clarification or elucidation on any issue of the Bidding Documents may take up the same with the bid inviting authority in writing. The bid inviting authority will respond in writing to such request provided the same is received by the Centre In-charge, SAI Training Centre, Thrissur not later than fifteen days prior to the prescribed original date of submission of bid.

### C. PREPARATION OF BIDS

#### 6. Documents Comprising the Bid

6.1 The Two Bid System, i.e. "Technical Bid" and "Price Bid" prepared by the Bidder shall comprise the following.

##### A) Technical Bid:

The Bidder shall submit the copy of following documents along with the submission of bid documents-

- i) Bid Security & Tender cost, Bid Security furnished in accordance with ITB clause 9 and Bid document cost furnished in the form of Demand Draft in favour Centre Incharge SAI Training Centre, Thrissur payable at Thrissur
- ii) Bid Submission Form as per section IV (A) and letter of authorization in favour of signatory of Bidding Documents.
- iii) Three years' experience in the field of supply of Mess items.
- iv) Valid license from local bodies for the sale of food items.
- v) Certificate of Chartered Accountant showing annual turnover for the last three financial years (2015-16, 2016-17, 2017-18). Copies of Balance Sheet, Profit and Loss Account statement etc need not be enclosed.
- (vi) Registration with Service Tax;
- (vii) TIN number, & PAN number
- (viii) Income Tax Returns for the last three years;
- (ix) Registration of the firm (Proprietorship or Partnership)/company (Pvt, Ltd. Or Public Limited), Societies/Trust registered under applicable statutes in India along

with the respective Memorandum of Association/Article of Association/Trust Deed etc.

(x) National Electronic Fund transfer (NEFT) Form as per Section IV (E) for payment in Indian Rupee, if applicable.

(xi) Documents mentioned in Qualification Criteria as per Section III (A).

(xii) Power of Attorney in favour of signatory of Bidding Documents

(xiii) Licence/registration from Food/Health Department/FSSAI and other authorities if any.

(xiv) Successful bidder should also submit all the above documents in original without fail within seven days of dispatch of notification otherwise SAI/Purchaser may cancel the bid and the Bid security would stand forfeited.

Note-1: The bidding companies /firms /agencies are required to attest (self attestation) the 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 be black- listed for purpose of procurement of any item(s), in addition to attracting penal provisions of the agreement.

Note-2: The Technical bid shall not include any financial information. Such a bid shall be summarily rejected.

B) Price Bid:

6.2 Price Schedule as per Form I Section IV (B) filled up with all the details including service charges.

6.3 It is the responsibility of Bidder to go through the Bidding Document to ensure furnishing of all required documents in addition to above, if any.

6.4 All pages of the Bid should be page numbered and properly indexed.

6.5 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.

6.6 A Bidder, who does not fulfil any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.

6.7 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

## 7. Bid Prices

7.1 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))

## 8. Firm Price

8.1 The prices quoted by the Bidder shall remain firm and fixed during the currency of the contract and not subject to variation on any account.

8.2 Sales-tax/VAT(except service tax), purchase tax, turnover tax or any other tax 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.

## 9. Bid Security

9.1 The Bidder shall furnish Bid Security, for an amount as shown in the IFB in Section I. The Bid Security is required to protect SAI against the risk of the Bidder's unwarranted conduct as amplified under sub-clause 9.7 below. Non submission of bid security will be considered as major deviation and Bid without bid security will not be considered.

9.2 In case as per Notification of Government of India if 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.

9.3 The Bid Security shall be furnished in one of the following forms:

9.3 The

(i). Account Payee Demand Draft

(ii). Fixed Deposit Receipt

(iii). Banker's cheque

(iv). Bank Guarantee

9.4 The Demand Draft, Fixed Deposit Receipt or Banker's Cheque shall be drawn on any Commercial Bank in India or country of the Bidder, in favour of the "Centre In-charge SAI Training Centre, Thrissur", payable at "Thrissur.". In case of Bank Guarantee, the same is to be provided from any nationalised/scheduled/bank in India (acceptable to SAI) as per the format specified under Section IV (C) of Bid Documents. Bid security must be submitted to the Tender Inviting Authority before bid submission end date and time.

9.5 The Bid Security shall be valid for a period of forty-five (45) days beyond the validity period of the Bid. As validity period of Bid as per Clause of ITB is..... days, the Bid Security shall be valid for..... days from Technical Bid opening date.

9.6 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.

9.7 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. The successful Bidder's Bid Security will be forfeited without prejudice to other rights of SAI if it fails to furnish the required performance security within the specified period.

## 10. Bid Validity

10.1 The Bid shall remain valid for acceptance for a period of 45 days after the date of Bid opening prescribed in the Bidding Document. Any Bid valid for a shorter period shall be treated as unresponsive and rejected.

10.2 In exceptional cases, the Bidders may be requested by the Tender Inviting Authority to extend the validity of their Bids up to a specified period. The Bidders, who agree to extend the Bid validity, are to extend the same without any change or modification of their original Bid and they are also to extend the validity period of the Bid Security accordingly.

10.3 In case the day up to which the Bids are to remain valid falls on or subsequently declared a holiday or closed day for SAI, the Bid validity shall automatically be extended up to the next working day.

## 11. Signing of Bid

11.1 The Bidders shall submit their Bids as per the instructions contained in ITB clause 6.

11.2 Bid shall be typed 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.

11.3 The bid shall be duly signed at the appropriate place as indicated in the Bidding Documents and all other pages of the Bid. The Bid shall not contain any erasure or overwriting. The letter of authorization shall be by a written power of attorney, which shall also be furnished along with the Bid.

11.4 Bidding Document seeks quotation following Two Bid System, in two parts. First part will be known as 'Technical Bid', and the second part 'Price Bid' as specified in clause-6 of ITB.

## D. SUBMISSION OF BIDS

12. The bidder should submit their bid strictly in accordance with the instructions given under Section II.

## E. BID OPENING

### 13. Opening of Bids

13.1 The Tender Inviting Authority will open the Bids at the specified date and time and at the specified place as indicated in the IFB in Section-I.

13.2 In case the specified date of Bid opening falls on or is subsequently declared a holiday or closed day for the purchaser, the Bids will be opened at the appointed time and place on the next working day.

13.3 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 acknowledgement letter of bid submission.

13.4 Two - Bid system will be as follows. The Technical Bids are to be opened in the first instance, at the prescribed time and date as indicated in IFB Critical Date Sheet. These Bids shall be scrutinized and evaluated by the Tender Inviting Authority with reference to parameters prescribed in the Bidding Document. During the Technical Bid opening, the Bid opening official(s) will read the salient features of the Bids like brief description of the services offered, Completion period, Bid Security and any other special features of the Bids, as deemed fit by the Bid opening official(s). Thereafter, in the second stage, the Price Bids of only the Technically acceptable offers (as decided in the 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 be read out.

## F. SCRUTINY AND EVALUATION OF BIDS

### 14. Scrutiny of Bids

14.1 The Tender Inviting Authority will examine the Bids to determine whether they are complete, whether the documents have been properly signed, stamped and whether the Technical Bids are generally in order.

14.2 Prior to the evaluation of Price Bids, the Tender Inviting Authority will determine the substantial responsiveness of each Bid with respect to the Bidding Document. For purposes of these clauses, a substantially responsive Bid is one, which conforms to and complies with all the terms and conditions of the bid document.

14.3 If a Bid is not substantially responsive, it will be out rightly rejected by SAI.

## 15. Qualification Criteria

Bids of the Bidders, which do not meet the required Qualification Criteria prescribed in Clause 6(A) & Section III, will be treated as non - responsive and will not be considered further.

## 16. Comparison of Bids and Award Criteria.

16.1 The contract may be awarded to the lowest responsive Bidder who meets the laid down Qualification Criteria and submits the required Bid documents and accept the other terms & conditions. (SELECTION CRITERIA IS GIVEN IN SECTION III(C))

16.2 SAI reserves the right to give the price preference/purchase 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 and entitle them for such preferences.

## G. AWARD OF CONTRACT

### 17. SAI's Right to accept any Bid and to reject any or all Bids

SAI reserves the right to accept in part or in full any Bid, or reject any or more Bid(s) without assigning any reason or to cancel the Bidding process and reject all Bids at any time prior to award of contract, without incurring any liability, whatsoever to the affected Bidder or Bidders.

### 18. Notification of Award

18.1 Before expiry of the Bid validity period, SAI will notify the successful Bidder(s) in writing, by registered / speed post or by fax/ email/sms etc. (to be confirmed by registered / speed post) that its Bid for services, which have been selected by SAI, has been accepted, also briefly indicating there in the essential details like Scope of work & services, and completion period, corresponding prices accepted. The successful Bidder must furnish to SAI the required Performance Security within twenty one days from the date of despatch 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 20 under Section VI.

18.2 The Notification of Award shall constitute the conclusion of the Contract.

## 19 Issue of Contract

19.1 Promptly after Notification of award, SAI will send the Contract Agreement as per Section VII (A), duly completed and signed, in duplicate, to the successful Bidder by registered / speed post.

19.2 The successful Bidder shall return the original copy of the contract, duly signed and sealed with date, to SAI by registered/speed post within twenty eight days from the date of issue of the contract.

## 20. Non-receipt of Performance Security and Contract by the Tender Inviting Authority

Failure of the successful Bidder in providing Performance Security and / or returning contract copy duly signed in terms of ITB clause 19 above shall make the Bidder liable for forfeiture of its bid security and also, for further actions by SAI against it as per the relevant clause of GCC – Termination of default in Section-VII and other administrative actions as deemed fit by the SAI.

## 21. Corrupt or Fraudulent Practices

It is required by all concerned namely the Bidders to observe the highest standard of ethics during the execution of such contracts. In pursuance of this policy, SAI: -

(a) will reject a proposal for award if it determines that the Bidder recommended for award has engaged or is 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 SAI if it at any time determines that the firm is or has been engaged in corrupt or fraudulent or collusion or coercive practices in competing for, or gross/deliberate negligence in executing the contract.

(c) SAI reserves the right to not to conclude Contract and in case Contract has been issued, terminate the same, if found to be obtained by any misrepresentation, fraud, 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, fraud, concealment & suppression of material facts shall be initiated.

### SECTION – III

#### (A) QUALIFICATION CRITERIA

Bid Reference No.

01.

SLNO.	Qualification Criteria												
1.	The bidder shall have at least Three years experience in supply of mess items in reputed institutions like schools/colleges/offices/education institution/sports hostels. Any other establishments like hospitals, Companies, factories etc.												
2.	<p>Average annual financial turn-over should be at least 100% of the estimated cost during the immediate last three consecutive financial years.</p> <p>The Estimated cost of each items are :</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">SLNO</th> <th style="text-align: center;">ITEMS</th> <th style="text-align: center;">ESTIMATED COST (Rs. In Lakhs)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Groceries</td> <td style="text-align: center;">15.00</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Vegetables</td> <td style="text-align: center;">8.00</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Meat &amp; Fish</td> <td style="text-align: center;">8.00</td> </tr> </tbody> </table>	SLNO	ITEMS	ESTIMATED COST (Rs. In Lakhs)	1	Groceries	15.00	2	Vegetables	8.00	3	Meat & Fish	8.00
SLNO	ITEMS	ESTIMATED COST (Rs. In Lakhs)											
1	Groceries	15.00											
2	Vegetables	8.00											
3	Meat & Fish	8.00											

02. In support of above, the Bidder shall furnish copy of the required documents, Performance Statement has to be as per proforma in Section-III 'B',.

03. Requirement of copy of the documents as listed at Para 6 of Section II(ITB) is also a part of the qualification criteria.

SECTION – III

(B) PERFORMANCE STATEMENT

(For the period of last three years)

: 1/SAI/TCR/ACCTS/2018-19 dated 27.4.2018

\_\_\_\_\_

\_\_\_\_\_

: \_\_\_\_\_

\_\_\_\_\_

Placed by (full address)	Order number and date	Order placed on	Description and Quantity of service	Value Of Order	Date of Completion of Contract		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
1								
2								
3								

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) SELECTION CRITERIA;

1. Authority reserves the right to accept or reject any or 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 is 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 (Qualification Criteria & Performance Statement) read with Para 6 of Section II (ITB) of the tender documents.
4. Technical bids of only those bidders who have submitted cost of tender documents & Bid Security as per terms of NIT will be opened.
5. The successful bidder will be the one who emerges L1 out of responsive bids. In case, the two or more firms offer the same rates, such firms shall be asked to submit sealed revised offer but the revised quoted rates should not be higher than their respective original rate quoted already at the time of submission of tender. The lowest tender shall be decided on the basis of revised offer.

SECTION - IV  
(A) BID SUBMISSION FORM

Date\_\_\_\_\_

To  
The Centre-Incharge  
SAI Training Centre  
Thrissur.

Ref.: Your Bidding Document No. 1/SAI/TCR/ACCTS/2018-19 dated 27.4.2018

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 provide\_\_\_\_\_ (Description of services) in conformity with your above referred document for the sum as shown in the price schedule(s), attached herewith and made part of this Bid.

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 5, in Section - VI for due performance of the contract.

We agree to keep our Bid valid for acceptance for \_\_\_\_\_ 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.

We also agree to submit the bill on monthly basis.

We agree to keep SAI indemnified of any claim/damages, if any that SAI may have to pay with respect to the service and the deployment of any of our workers for SAI's work.

We agree to all terms and conditions of General Conditions of Contract as per Section VI.

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

We confirm that there is no case pending with the Police or any other investigating agency (ies) against the proprietor/firm/partner or the company.

We confirm that no near relative of ours is an employee in SAI who is connected with the award and execution of the contract.

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

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 authorised to sign Bid for and on behalf  
of

SECTION-IV

(B) Price Schedule/Financial Bid

(To be utilized by the bidders for quoting their prices)

Bid Particulars for Tender No. 1/SAI/TCR/ACCTS/2018-19 dated 27.4.2018

1. Name of Bidder :

2. Address of Bidder :

3. The rate shall be quoted in the prescribed format as per Annexure I to V. The bidder shall choose the Annexure required as per their choice for supply of items.

(Signature of bidder or his authorized signatory with seal)

Telephone No.....

Fax No. ....

E-mail. ....

Website:.....

## SECTION –IV

### (C) BANK GUARANTEE FORM FOR BID SECURITY

Whereas \_\_\_\_\_ (hereinafter called the “Bidder”) has submitted its quotation dated \_\_\_\_\_ for the service of \_\_\_\_\_ (hereinafter called the “Bid”) against the Sports Authority of India’s Bid Reference No. \_\_\_\_\_

\_\_\_\_\_ Know all persons by these presents that we \_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_ (Hereinafter called the “Bank”) having our registered office at \_\_\_\_\_ are bound unto \_\_\_\_\_

\_\_\_\_\_ (hereinafter called the “Sports Authority of India) in the sum of \_\_\_\_\_ for which payment will and truly to be made to the said Sports Authority of India, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_. The conditions of this obligation are:

- 1) If the Bidder withdraws or amends, impairs or derogates from the Bid in any respect within the period of validity of this Bid.
- 2) If the Bidder having been notified of the acceptance of his Bid by the Sports Authority of India during the period of its validity:-
  - a. Fails or refuses to furnish the performance security for the due performance of the contract.

Or

- b. Fails or refuses to accept/execute the contract.

We undertake to pay the Sports Authority of India up to the above amount upon receipt of its first written demand, without the Sports Authority of India having to substantiate its demand, provided that in its demand the Sports Authority of India will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition(s).

This guarantee will remain in force for a period of forty-five days after the period of Bid validity of \_\_\_\_ days i.e. for \_\_\_\_ days (\_\_\_\_days + 45 days) from the date of Bid Opening and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorised officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

## SECTION-IV

### (D) Letter of Authorisation for attending bid

#### Opening Meeting

Tender No.-----

Subject : Authorisation for attending bid opening on ----- (date) in the tender of -----

Following persons are hereby authorised 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.

Alternate Representative

Signatures of bidder

Or

Officer authorised 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 authorisation as prescribed above is not recovered.

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

From: M/s. \_\_\_\_\_ Date: \_\_\_\_\_

To

The Centre Incharge

Sports Authority of India, SAG Training Centre, Thrissur , Kerala

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.	
Supplier's Account No.	
Type of Account	
IFSC code for NEFT	
IFSC code for RTGS	
Supplier's name as per Account	
Telephone no. of supplier	
Supplier's E-mail ID	

[Signature with date, name and designation]

For and on behalf of Messer's \_\_\_\_\_

[Name & address of the Bidder]

Confirmed by Bank:

Enclose a copy of Crossed Cheque

SECTION –V  
SCOPE OF WORK

Supply of food items as per annexure I to III to SAI Training Centre, Thrissur Mess in good quality and prescribed quantity at the required time as directed by the Centre In-charge/ authorised persons.

(Signature of bidder or his authorized signatory with seal)

## SECTION–VI

### GENERAL CONDITIONS OF CONTRACT

1. The contract shall be for a period from \_\_\_\_\_ to \_\_\_\_\_
2. Contractor is required to deposit an amount as prescribed in section I, IFB(not less than 10% of the cost) towards Performance security deposit at the time of award of contract within stipulated time if his / her offer is accepted. In case of premature termination of the contract by either side, the Performance security deposit will be forfeited. The security deposit can be in the form of Account Payee Demand Draft or Fixed Deposit Receipt drawn from any Schedule Bank in India or Bank Guarantee issue by Scheduled bank in India in prescribed form in Section of this document in favour of SAI. The Performance Security should remain valid for sixty days beyond expiry date of the contract.
3. Disclaimer: The near relatives of employees of the authority are prohibited from participation in this tender. The near relatives for this purpose are defined as:
  - (a) Members 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).
4. If dispute or difference of any kind shall arise between the contractor & the SAI in connection with or relating to the Contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
5. If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, either the party may give notice to 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 the parties relating to any matter arising out of or connected with the Contract, such dispute or difference shall be referred to the sole arbitration, appointed by Director General (Sports Authority of India). The award of the arbitrator will be final and binding on the parties to the Contract.
6. Venue of Arbitration: The venue of arbitration shall be the place from where the Contract has been issued.
7. The Court of Thrissur will have the exclusive jurisdiction to try the disputes.
8. The Contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.
9. The contractor shall not appoint any sub-contractor to carry out any obligation under this Contract.

10. The performance guarantee will be returned two months after the end of the contract period without interest if there are no pending issues against the contractor.
11. Three months notice is required from the contractor for the termination of the contract service if such a condition arises during the contract period.
12. In case of unsatisfactory performance / any dispute whatsoever / labour dispute emergency condition or any other reason as deemed fit by SAI, the contract can be cancelled at the sole discretion of SAI.
13. Not following In-charge's suggestions / instructions in above matters shall be considered as violation of terms and conditions of contract and shall invite penalty for the same as mentioned in Appendix I.
14. Contractor shall be solely responsible in case of incidence/s of food poisoning etc. and shall bear the complete expenditure arising out of this for medical treatment of the hostel inmates. In addition, penalty may be imposed on the contractor as decided by the SAI for such incidence/s.
15. Monthly payment to the contractor will be made by, only upon the bills being duly certified by concerned in one instalment after the submission of actual mess bill including copies of all statements, taxes paid for the period.
16. No extra payment will be made against VAT. Service tax, if applicable will be reimbursed on production of paid challans etc.
17. The contractor and his workers must behave politely with hostel inmates. The contractor and his team, under any circumstances should not involve in arguments with the boarders of the mess. In case of such situations/ under emergency, the Contractor should intimate immediately to the concerned also.
18. Smoking / drinking liquor etc. Is strictly prohibited in the Institute premises.
19. Storage / consumption of any alcoholic drink / liquor are strictly prohibited. The contractor shall not serve any of such substance / drink in mess / hostel. Smoking, consuming gutkha, tobacco etc. is also prohibited in mess premises.
20. Employment of child labour (as per norms) is totally prohibited. It is the responsibility of the Contractor to comply with all formalities of labour office including obtaining necessary labour license.
21. All expenses related to the functioning of the employees engaged by the Contractor shall be in the scope of the Contractor.
22. The Director reserves the right to reject any/all the tender without assigning any reason thereof.
23. The successful bidder should enter into on agreement both SAI Training Centre, Thrissur in stamp paper worth Rs.500/- in the prescribed format.
24. The period of supply will be from 01.06.2018 to 31.5..2018, which can be extended on mutual agreement.

25. All the items supplied should be fresh and in time as intended by the responsible officer.
26. The supply should be made in the presence of the authority or the authorised officers for these purposes.
27. If the supplier fails to supply the items in time, the required items will be purchased from the market and the loss if any, will be recovered from the supplier. In case of non-satisfactory supply the agreement will be terminated with due notice.
28. Bills/Delivery Challan should be submitted along with the supply.
29. No conditional tenders will be accepted.
30. Items should be supplied as per the direction from the office.
31. Supply order should be collected before the delivery.
32. Meat items Chicken, Fish Mutton should be supplied dressed with fully cleaned without fat and size will be as per menu required (shall be weighed without fat blood and water).
33. Meat items should be brought in safe containers.
34. Fish items should be supplied in different varieties.

## Appendix - I

### PENALTY

Failure to supply food in terms of quality, quantity and as per the menu indicated in Appendix – I will attract penalty. For not adhering to contractual conditions, SAI shall be free to impose monetary fine as deemed fit on the contractor. Fines imposed shall be adjusted against payment due to the contractor.

a) Vegetables supplied should be fresh and of good quality. If vegetables kept for use is found to be rotten or of poor quality, then a fine of Rs.500/- for each occasion will be imposed.

b) Fine on any discrepancy (personal hygiene of workers, misbehavior by workers etc.) will lead to fine of Rs.500/- on contractor for every instance.

c) Using of brands not mentioned in the contract without prior permission and adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and decided by the mess committee with consent of the wardens.

d) Severity of hygiene failure shall be assessed and decided by the mess committee and fined appropriately. Incase of gross failure/negligence a severe penalty will be imposed, which could be a hefty fine as cash and/or summary termination of the Contract.

e) If the supplier fails to supply the items in time, the required items will be purchased from the market and the loss if any, will be recovered from the supplier. In case of non-satisfactory supply the agreement will be terminated with due notice.

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SECTION-VII  
Form of Contract Agreement

For supply of Mess Items

Between

Sports Authority of India (SAI)

And

[Name of Agency]

Dated

(A) CONTRACT AGREEMENT FORM

This agreement is made 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 Jawaharlal Nehru Stadium Complex, Gate No. 10 (East Gate), next to MTNL Building, Lodhi Road, New Delhi-110003 ( 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 authorised to execute this Agreement) hereinafter referred to as ‘Supplier’ which expression shall unless repugnant to the context or meaning thereof, includes its successor- office and assigns) of the SECOND PART:

WHEREAS the firm shall and will executive 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 the 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.

Signatory on Behalf of Sports Authority of India

\_\_\_\_\_  
Signature

,  
The Centre In-charge  
Sports Authority of India.Thrissur

For and on behalf of \_\_\_\_\_ Sports Authority of India

Received and accepted this  
contract

## SECTION – VII

### (B) BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

To

---

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

Date: [insert date (as day, month, and year) of Notification of Award] And Contract No. \_\_\_\_\_

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

Beneficiary: Sports Authority of India, \_\_\_\_\_

PERFORMANCE GUARANTEE No.: [insert Performance Guarantee number]

We have been informed that [insert complete name of firm] (hereinafter called "the bidder") has entered into Contract No. [insert number] dated [insert day and month], [insert year] with you, for the supply of [description of Goods and related 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.

[Signatures of authorized representatives of the bank and the Supplier]

SPORTS AUTHORITY OF INDIA  
TRAINING CENTRE, THRISSUR

PH: 0487 2332092  
Email: [stctcr09@gmail.com](mailto:stctcr09@gmail.com)

TENDER FORM FOR PROVISIONS(ANNEXURE-I)

LAST DATE FOR SUBMISSION: 18.5.2018 3.00 P.M

DATE FOR OPENING : 18.5.2018 4.00 P.M

S.NO	PARTICULARS	APPROXIMATE QTY REQUIRED PER MONTH	QTY	RATE RS.
1	ASAFOETIDA	300 gm	1KG	
2	ATTA ( 1 <sup>st</sup> quality)	100kg	1KG	
3	BISCUITS GOOD DAY	150 PKT	1 PKT	
4	BLACK GRAM	15KG	1KG	
5	BADHAM (ALMONDS)	15KG	1KG	
6	LONG WHEAT RAVA	10KG	1KG	
7	CARDAMOM	300 GM	1KG	
8	CASHEW NUT SMALL	2KG	1KG	
9	CASHEW NUT FULL	15KG	1KG	
10	CHENA BLACKSMALL	20KG	1KG	
11	CHICKEN MASALA	2KG	1KG	
12	CHILLY POWDER	10KG	1KG	
13	CORIANDER POWDER	7KG	1KG	
14	CINNAMON	500GM	1KG	
15	CLOVES	150 GM	1KG	
16	COCONUT OIL	75 LITRE	1LITRE	
17	CUMMIN SEED	200 GM	1KG	
18	CORN FLOUR	5 KG	1KG	
19	CORN FLAKES	20 PKT	1PKT	
20	DALDA	20KG	1KG	
21	DAL TUR	30 KG	1KG	
22	DRY CHILLY	2 KG	1KG	
23	FENNEL SEED	500 GM	1KG	
24	FRIED GRAM	3 KG	1KG	

25	GARLIC	7 KG	1KG	
26	GHEE	4 KG	1KG	
27	GINGELY OIL	2 LTR	1LTR	
28	GREEN GRAM	10 KG	1KG	
29	GREEN PEAS	15 KG	1KG	
30	JAM (KALYAN)	24 KG	1KG	
31	JAGGERY	5 KG	1KG	
32	KISSMISS	2 KG	1KG	
33	LOBIA	20 KG	1KG	
34	MAIDA	20 KG	1KG	
35	METHI	500 GM	1KG	
36	MUSTARD	2 KG	1KG	
37	NUTMACE	100 GM	1KG	
38	PEPPER POWDER	1 KG	1KG	
39	PEPPER BLACK	500 GM	1KG	
40	RAVA ROASTED	30 KG	1KG	
41	RESAM POWDER	500 GM	1KG	
42	RICE BIRIYANI KHAIMA 1 <sup>ST</sup> QUALITY	125 KG	1KG	
43	RICE RAW	25 KG	1KG	
44	RICE PONNI	30 KG	1KG	
45	RICE KURUVA	300 KG	1KG	
46	RICE POWDER PUTTU (NIRAPARA OR SWAMYS)	25 KG	1KG	
47	ESSENCE ROSE BIRIYANI PINEAPPLE	7 BOTTLE	1 BOT	
48	SALT POWDER (IODISED)	30 KG	1KG	
49	SEMIYA	3 KG	1KG	
50	SUGAR	150 KG	1KG	
51	HORLICKS	5 KG	1KG	
52	TAMARIND	4 KG	1KG	
53	TEA DUST (KANNAN DEVAN OR BROOKEBOND)	6 KG	1KG	

54	TURMERIC POWDER	3 KG	1KG	
55	PICKLE POWDER	500 GM	1KG	
56	VINEGAR	3 BOT	1 BOT	
57	PEAS DHAL	10 KG	1KG	
58	SUNFLOWER OIL	30 LTR	1 LTR	
59	BOOST	10 KG	1KG	
60	THAKKOLAM	100 GM	1KG	
61	KUDAMPULY	5 KG	1KG	
62	TOMATO SAUCE	2 KG	1KG	
63	CHILLY SAUCE	2 BOT	1 BOT	
64	SOYA SAUCE	2 BOT	1 BOT	
65	SAMBAR POWDER	2 KG	1KG	
66	PAPPAD	600 NOS	1NO.	
67	VIM BAR	30 NOS	1 NO.	
68	LIZOL	5 BIT	1 BOT	
69	TOILET SOAP	5 NOS	1 NO	
70	CLEANING SPONGE	20 NOS	1 NO.	
71	STEEL SCRUB	20 NOS	1 NO.	

Rates inclusive of all Taxes and Transportation charges

Signature of Bidder or his authorize signatory with seal

Name & Address Phone No.

EMD Details: DD No.....Dated.....Amount.....

SPORTS AUTHORITY OF INDIA  
TRAINING CENTRE, THRISSUR

PH: 0487 2332092  
Email: [stctcr09@gmail.com](mailto:stctcr09@gmail.com)

TENDER FORM FOR VEGETABLES & FRUITS (ANNEXURE-II)

LAST DATE FOR SUBMISSION: 18.5.2018 3.00 P.M  
DATE FOR OPENING : 18.5.2018 4.00 P.M

S.NO	PARTICULARS	APPROXIMATE QTY REQUIRED PER MONTH	QTY	RATE RS.
1	ASH GOURD	50KG	1KG	
2	BANANA GREEN	15KG	1KG	
3	BEANS	10KG	1KG	
4	BEETROOT	10 KG	1KG	
5	BITTER GOURD	5KG	1KG	
6	BRINJAL	5KG	1KG	
7	CABBAGE	20KG	1KG	
8	CARROT	15KG	1KG	
9	CAULI FLOWER	6KG	1KG	
10	CLUSTER BEANS	2KG	1KG	
11	COLACCASIA BIG	5KG	1KG	
12	CORIANDER LEAVES	2KG	1KG	
13	CURRY CUCUMBER	5KG	1KG	
14	CURRY LEAVES	2KG	1KG	
15	COCONUT HUSKED	120KG	1KG	
16	DRUM STICK	10KG	1KG	
17	GINGER	10KG	1KG	
18	GREEN CHILLY	15KG	1KG	
19	GREEN MANGO	10KG	1KG	
20	KOVAKAI	10KG	1KG	
21	LADIES FINGER	6KG	1KG	
22	LEMON	20KG	1KG	
23	LONG BEANS	15KG	1KG	

24	MINT	2KG	1KG	
25	ONION	200KG	1KG	
26	POTATO	30KG	1KG	
27	PUMPKIN	20KG	1KG	
28	SALAD CUCUMBER	10KG	1KG	
29	SMALL ONION	5KG	1KG	
30	SNAKE GOURD	5KG	1KG	
31	SPINACH	20KG	1KG	
32	TOMATO	40KG	1KG	
33	YAM	15KG	1KG	
34	GOOSEBERRY	10KG	1KG	
<b>FRUITS</b>				
1	APPLE	50KG	1KG	
2	BANANA ETHEPAZHAM	150KG	1KG	
3	GRAPES BLACK SEEDLESS	50KG	1KG	
4	GRAPES GREEN SEEDLESS	50KG	1KG	
5	PLANTAIN	30KG	1KG	
6	MANGO (SEASON ONLY)	100KG	1KG	
7	MOOSAMBI (SEASON ONLY)	50KG	1KG	
8	ORANGE (SEASON ONLY)	200KG	1KG	
9	PINEAPPLE	20KG	1KG	
10	POMEGRANATE (SEASON ONLY)	100KG	1KG	
11	WATER MELON (SEASON ONLY)	2000KG	1KG	
12	RASAKADHALI	10KG	1KG	
13	ROBESTA	75KG	1KG	

Rates inclusive of all Taxes and Transportation charges

Signature of Bidder or his authorize signatory with seal

Name & Address Phone No.

EMD Details: DD No.....Dated.....Amount.....

SPORTS AUTHORITY OF INDIA  
TRAINING CENTRE, THRISSUR

PH: 0487 2332092  
Email: [stctcr09@gmail.com](mailto:stctcr09@gmail.com)

TENDER FORM FOR VEGETABLES & FRUITS (ANNEXURE-III)

LAST DATE FOR SUBMISSION: 18.5.2018 3.00 P.M  
DATE FOR OPENING : 18.5.2018 4.00 P.M

SL NO.	PARTICULARS	Approximate Qty Required per Month	Qty	Rate
1	FARM FRESH BROILER CHICKEN DRESSED ,CUT INTO PIECES ,WITHOUT CLAWS,HEAD,VISCERA)	250kg	1kg	
2	KADA	250 NOS	1 NO.	
3	MUTTON	50 KG	1kg	
4	EGGS	3000NOS	1 NO.	
5	DUCK EGGS	500 NOS	1 NO.	
6	AYALA	50 KG	1kg	
7	NEY MATHY/KORA	50 KG	1kg	
8	VATTA/SEELAVU/MODHA/OTHERS	150 KG	1kg	

FISH VARIETIES TO BE CHANGED PERIODICALLY/ALTERNATIVE DAYS.  
RATES INCLUSIVE OF ALL TAXES AND TRANSPORTATION CHARGES  
SIGNATURE OF BIDDER OR HIS AUTHORISED SIGNATORY WITH SEAL :  
NAME & ADDRESS PHONE NO.

Rates inclusive of all Taxes and Transportation charges

Signature of Bidder or his authorize signatory with seal

Name & Address Phone No.

EMD Details: DD No.....Dated.....Amount.....