



**E- Tender Document  
for Running Mess for Boys & Girls  
Hostel**

at

**SAI Training Centre, Raipur (Chhattisgarh)**

under

**SPORTS AUTHORITY OF INDIA, UDHAV DAS MEHTA  
(BHAI JI), CENTRAL REGIONAL CENTRE, GRAM GORA,  
BISHENKHERI, POST- SURAJ NAGAR,  
BHOPAL (MADHYA PRADESH) PIN- 462044**

**Telephone: 0755- 2696930, 2696924, Fax: 0755- 2696811**

Websites: <http://sportsauthorityofindia.nic.in> & <http://saicrc.in>

## Invitation for Online Bid

Sports Authority of India, Central Regional Centre, Bhopal invites **online Bids on two bid system for Providing Mess Services** from reputed & registered Caters having minimum annual turnover of Rs.40.00 lac for providing catering services to Sports Person in an Institution/Hostel or during State/National Championships. Tender forms can be downloaded from the CPP Portal <http://eprocure.gov.in/eprocure/app> & <http://sportsauthorityofindia.nic.in>

- 1) The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions given in this document may disqualify the bidders for the tender exercise. The Director Incharge, SAI CRC Bhopal, reserves the right to select the service provider or to reject any bid wholly or partly without assigning any reason. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

### IMPORTANT INFORMATION RELATED TO TENDER

1.	Scope of Work	<b>Providing Mess Services at STC Raipur under Sports Authority of India, Central Regional Centre, Bhopal</b>
2.	Bid Reference No.	92(1)/SAI/RDCC/STC Raipur/Mess/2018-19
3.	<b>Date of issue</b>	<b>02.04.2018</b>
4.	Earnest Money & Tender Cost Deposit	EMD of Rs.80,000/- & Tender Cost of Rs.1,000/-
5.	<b>Last Date for Submission</b>	<b>23.04.2018 03:00 PM</b>
6.	Address for Offline Submission EMD & Tender Cost	Scanned copy of Earnest Money (Bid Security) & tender fee are to be uploaded online and Hard Copy of same must be sent to the <b>office of Regional Director, SAI CRC Bhopal, Gram Gora, Bishenkheri, Post- Suraj Nagar, Bhopal (Madhya Pradesh) Pin-462044</b> on or before Bid Submission Date & Time as mentioned in Critical Date Sheet, If hard copy of the same not received on or before bid closing date & time, the tender will be rejected.
7.	Date of Opening of Technical bid	<b>24.04.2018 at 03:00 PM</b>
8.	Date of Opening of Financial bid	Will be notified at a later date after completion of technical evaluation
9.	Contact for any queries	<a href="mailto:rdsaibho-mp@gov.in">rdsaibho-mp@gov.in</a> 0755-2696930-24

### CRITICAL DATE SHEET

Publication of the Tender Document	02.04.2018 (06:00 PM)
Start Date of Downloading of Bid Document	03.04.2018 (10:00 AM)
End Date of Downloading of Bid Document	23.04.2018 (03:00 PM)
Start Date of Bid Submission	03.04.2018 (10:00 AM)
End Date of Bid Submission	23.04.2018 (03:00 PM)
Start Date for Clarification	03.04.2018 (10:00 AM)
End Date for Clarification	20.04.2018 (06:00 PM)
Bid Opening Date	24.04.2018 (03:00 PM)

2. Bidder may also download the Bidding Documents from the web site-[www.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in) [www.saicrc.in](http://www.saicrc.in) & CPP Portal of Govt. of India i.e. <http://eprocure.gov.in/eprocure/app> Bidders shall ensure that their Bids, complete in all respect and should be uploaded online before the closing date and time as indicated in the critical date sheet above on CPP Portal <http://eprocure.gov.in/eprocure/app>.
3. Bids shall be submitted online only at CPP website: <http://eprocure.gov.in/eprocure/app> Tenderers/Bidders are advised to follow the instructions provided in the **tender document** for e-submission of online bids through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>
4. Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPP) website <http://eprocure.gov.in/eprocure/app> and SAI website [www.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in) shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found i.e. **tempered/ modified in any manner**, tender will be rejected completely 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 CPP website <http://eprocure.gov.in/eprocure/app> 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.
6. **Manual bid shall not be accepted.**

**(Rajinder Singh)**  
**Director Incharge**  
**SAI CRC Bhopal**

## **INSTRUCTIONS FOR ONLINE BID SUBMISSION:**

1. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in//eprocure/app>.
- 2. REGISTRATION:**
  - 2.1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in//eprocure/app> ) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
  - 2.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
  - 2.3 Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These will be used for any communication from the CPP Portal.
  - 2.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificate with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/ eMudhra etc.), with their profile.
  - 2.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
  - 2.6 Bidder's then log in to the site through the secured log-in by entering their user ID's/passwords and the password of the DSC / e-Token.
- 3. SEARCHING FOR TENDER DOCUMENTS:**
  - 3.1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
  - 3.2 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
  - 3.3 The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the helpdesk.
- 4. PREPARATION OF BIDS:**
  - 4.1 Bidder should take into account corrigendum published on the tender document before submitting their bids.
  - 4.2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
  - 4.3 Bidder, in advance, should get ready the technical bid documents to be submitted as indicated in the tender document, **they can be in PDF format**. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4.4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## 5. SUBMISSION OF BIDS:

5.1 Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

5.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

5.3 **Bidder has to select the payment option as “offline” to pay the tender fee /EMD as applicable and enter details of the instrument.**

5.4 Bidder should prepare the EMD as per the instruction specified in the tender document. The original should be posted/couriered/given in person to the concerned official latest by the last date of bid submission or as specified in the tender documents. The details of the DD physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time, otherwise the uploaded bid will be rejected.

5.5 The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

5.6 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

5.7 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

5.8 Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with bid no. and the date & time of submission of the bid with all other relevant details.

5.9 The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

5.10 The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in **.pdf format**. All bids **(both Technical and Financial should be submitted in the E-procurement portal)**.

## 6. ASSISTANCE TO BIDDERS

6.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contract person indicated in the tender.

6.2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be enquires from the 24x7 CPP Portal Helpdesk. The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005 Mobile : +918826246593 and E-Mail : [support-eproc@nic.in](mailto:support-eproc@nic.in)

## 7. **BIDDER'S ELIGIBILITY CRITERIA**

- 7.1 The bidder should be approved/recognized/registered by Govt. of India/State Govt. for providing catering service. Copy of relevant certificates should be attached.
- 7.2 Service Provider should have a valid license from **Food Safety & Standards Authority of India**.
- 7.3 The bidder must comply with the statutory requirement, such as registration with PAN, TIN/TAN & GST etc. and shall **submit proofs thereof**.
- 7.4 If more than 20 mess people working in mess, then the bidder submit the registration of EPF & ESIC.
- 7.5 The bidder must have been in existence for the last five year. (Attach copy of relevant certificates, Registration details etc.).
- 7.6 The bidder must have implemented/implementing atleast three contracts of providing mess services to Central/State Government during the last 5 years.
- 7.7 The Agency/Contractor must have sound financial stability with an average annual turnover of INR 40.00 lac in preceding three financial years in similar services. (Copy of audited balance sheets, Profit & Loss and ITR certificates with matching PAN No. must be enclosed).
- 7.8 The Agency/Contractor should not have been blacklisted by any Govt., Semi-Govt. Deptt, or any other organization. **As per Annexure-V**
- 7.9 Bidder must submit copies of all documents required, duly self-attested, along with technical bid of the tender.
- 7.10 Each **Agency/Contractor** shall submit only one Tender for the entire scope of work. **Agency/Contractor** who submits more than one tender or part tender will be treated as non-responsive & rejected.

**Note: All the documents should be submitted in PDF format.**

## 8. **TENDER COST & EMD/BID SECURITY:**

- 8.1 The bidder should submit a demand draft of **Rs. 1,000/- (Rupees One Thousand only)** towards non-refundable **tender fee, drawn in favour of "Regional Director, SAI CRC Bhopal"** payable at Bhopal in a sealed envelope super-scribed as **"Tender fee & Tender No. "92(1)/SAI/RDCC/STC Raipur/Mess/2018-19 dated 2<sup>nd</sup> April, 2018"** on or before last date & time of submission of bids. In the absence of tender cost & EMD, the tender will be rejected.
- 8.2 **EMD/ Bid Security:** Bidder should furnish an EMD of an amount of **Rs.80,000/- (Rupees Eighty thousand only)** in the shape of Demand Draft from a scheduled bank in India drawn in favour of **"Regional Director, SAI CRC Bhopal"** payable at **Bhopal**. This EMD should be submitted in sealed envelope super-scribed as **EMD & Tender No. "92(1)/SAI/RDCC/STC Raipur/Mess/2018-19 dated 2<sup>nd</sup> April, 2018"** on or before last date & time of submission of bids. In the absence of tender cost & EMD, the tender will be rejected. In the event of the awardee bidder backing out, EMD of that bidder will be forfeited.  

**This envelop having tender fee & EMD should reach to the Office of Director Incahrge, Sports Authority of India, Central Regional Centre, Gram Gora, Bishenkheri, Post Suraj Nagar, Bhopal, Madhya Pradesh Pin-462044 on or before last date & time of submission of bid i.e. 23.04.2018 at 03:00 PM.**
- 8.3 **Unsuccessful Bidders' EMD/Bid Security will be returned to them without any interest, after expiry of the Bid validity period, but not later than thirty days after conclusion of the resultant contract. The earnest money of Successful Bidder's will be returned without any interest, after receipt of performance security from that Bidder.**

8.4 The amount of EMD is liable to be forfeited, if the tenderer withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Security Deposit.

## 9. **MODE OF SUBMISSION OF TENDER**

9.1 **The Agency/Contractor has to submit online bids through e-procurement portal <http://eprocure.gov.in/eprocure/app> Technical bid (Cover -1) & Financial bid (Cover- 2).**

### **COVER-1 : TECHNICAL BID**

The technical bid must be accompanied with the following documents:-

#### **TECHNICAL BID, THE FOLLOWING DOCUMENTS WILL BE UPLOADED IN THE TECHNICAL BID :-**

- a. Scanned copy of Tender Fee against payment of Tender Document downloaded from the CPP portal along with **Annexure-I**.
- b. Scanned copy of Demand Draft on account of Earnest Money Deposit (EMD) as per **Annexure-I**.
- c. Documents regarding Eligibility Criteria as per **Annexure-II** along with the documentary proof.
- d. Scan copy of performance statement & qualification criteria as per **Annexure-III (A & B)** along with the documentary proof.
- e. Bid submission form as per **Annexure-IV**
- f. Scan copy of **Undertaking** as per **Annexure-V**.
- g. Scan copy of NEFT form as per **Annexure-VI**
- h. Scan copy of Declaration on the Company's letter head stating acceptance of the terms and Conditions mentioned in the tender documents. **Annexure-VII**
- i. Additional documents, if any.

### **COVER-2: FINANCIAL/PRICE BID**

Financial offer should be submitted **in PDF** as per the format **Annexure-VIII through CPP Portal**.

## 10. **Bid Prices**

10.1 Bidder shall indicate on the Price Schedule provided as per **Annexure-VIII** all the specified components of prices shown therein. All the columns shown in the price schedule should be filled up as required. If any column does not apply to a Bidder, same should be clarified as "NA" (means Not Applicable) by the Bidder.

## 11. **Firm Price**

11.1 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.

11.2 However, as regards service charge, if any, chargeable on the services and payable, the same shall be reimbursed submit ion of relevant documents to the Centre.

## 12. **Bid Validity**

12.1 The Bid shall remain valid for acceptance for a period of 90 days (Ninety 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.

12.2 In exceptional cases, the Bidders may be requested to the department 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. However, a Bidder, who do not agree to extend its Bid validity without forfeiting its Bid Security.

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

### 13. **OPENING OF TENDER**

13.1 Authority reserves the right to accept or reject any or all bids without assigning any reasons.

13.2 Authority also reserves the right to reject any bid (including the highest one) which in its opinion is not responsive or violating any of the conditions/specifications or which is found to be adopting unethical business practices; without bearing any liability or any loss whatsoever it may cause to the bidder in the process.

13.3 Technical bid submitted online will be opened as per mentioned in critical date sheet in the Office of the Regional Director, SAI CRC Bhopal in the presence of tender opening committee (Bid openers). The bidders or their authorized representatives may also be present during the opening of the Technical Bid, if they desire so, at their own expenses. The documents submitted in the technical bid will be evaluated by the Committee. The bidders fulfilling the eligibility criteria mentioned in the tender will be considered for further process of tender. The bidders who do not fulfil the eligibility criteria will not be considered for further evaluation.

13.4 Technical bids of only those bidders who have submitted cost of tender documents & Bid Security as per terms of NIT will be opened.

13.5 The date and time of opening of Financial bids shall be informed to all such Tenderers who qualify in technical evaluation. The tenderer's representative may choose to attend the opening of financial bids.

### 14. **EVALUATION OF TENDERS**

14.1 **The committee constituted by the SAI CRC BHOPAL shall evaluate the Technical Bids with reference to technical requirements and various other commercial criteria given in the Tender Document.** All eligibility conditions have to be satisfied on the date of submission of bid and not later.

14.2 The bid of the bidders who submit their bid in CPP Portal through online in the proper format and the required EMD & tender cost sent to this office on or before closing the bid submission time will be evaluated. The bids of the non-conforming bidders shall be rejected without further evaluation.

14.3 Any conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder and shall not be evaluated.

14.4 SAI CRC BHOPAL may seek such clarification/information/document as may be required for it to satisfy the eligibility of the bidders. Failure on the part of the bidder to submit such information within the stipulated time, may entail cancellation of the bid of such bidder.

14.5 The Technically qualified bids shall only be further considered for opening and evaluation of financial bids.

14.6 The successful bidder will be the one who emerges H-I (Highest-1) 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 lowest than their respective original rate quoted already at the time of submission of tender. The higher tender shall be decided on the basis of revised offer.

15. **AWARD OF CONTRACT:-**

- 15.1 SAI CRC BHOPAL may award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- 15.2 Before expiry of the Bid validity period, the Tender Inviting Authority will notify the successful Bidder(s) in writing, by registered / speed post or by fax/ email (to be confirmed by registered / speed post) that its Bid for catering services, which have been selected by the Tender Inviting Authority, has been accepted, also briefly indicating therein the essential details like scope of services. The successful Bidder must furnish to the Tender Inviting Authority the required Performance Security within 15 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 **clause no. 17**.
- 15.3 The Notification of Award shall constitute the conclusion of the Contract.
- 15.4 Failure of the successful bidder to comply with the requirements of the above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of bid security.
- 15.5 Execution of the agreement on Rs.1,000/- (Rupees one thousand only) Stamp Paper within 15 days of the receipt of award letter.**
- 15.6 It is the responsibility of the bidders to read all terms and conditions of the documents or bids before entering in to an agreement for running mess at STC Raipur (Chhattisgarh).
16. **RIGHT OF THE OFFICE TO ACCEPT OR REJECT THE BIDS:** SAI CRC Bhopal reserves the right to accept/reject any or all the BIDs received without assigning any reason whatsoever. The BIDs, in which any of the particulars and prescribed information is missing or is incomplete in any respect and/or the prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be rejected. BIDs, not meeting the BID evaluation criteria as stipulated in the document shall be summarily rejected.
17. **PERFORMANCE SECURITY/ SECURITY DEPOSIT.**
- a) The successful bidder shall deposit interest free performance security / security deposit of **Rs. 2,00,000/- (Rupees two lac only)** within 15 days from the date of receipt of the letter awarding the contract.
- b) Failure of the successful Bidder in providing Performance Security/security deposit, Bidder will be liable for forfeiture of its bid security and, also, for further actions by SAI against it as per SAI norms and other administrative actions as deemed fit by the SAI.
18. **TERMINATION:** Notwithstanding anything contained herein before to the contrary, the SAI CRC Bhopal shall have full power and authority to terminate this Agreement without assigning any reason by giving 30 (thirty) days clear notice in writing.
19. **PERIOD OF CONTRACT:** The contract will be initially for a period of one year commencing from the date of signing the contract, extendable for another year subject to satisfactory job execution. However, in normal circumstances the Agreement is terminable by giving 30 days notice in writing by either party to the agreement.
20. **Payment to Contractor:** Monthly payment will be made to the contractor within a week in one installment after the submission of mess bill through RTGS duly certified by concerned officer as per actual attendance, including the copies of all statements, taxes paid for the period.
21. The selected Agency/Contractor (Contractor) will have to pay taxes/income tax on contract amount as applicable. If any additional rates/taxes/income tax has to be paid, that shall be borne by the Agency/Contractor, otherwise it shall be deductible from his payments.
22. These conditions will also form part and parcel of the agreement to be executed with the successful Agency/Contractor. With mutual consent between the SAI, CRC Bhopal and the Contractor any other point can be included in the agreement at the time of its execution.

23. The contractor shall be responsible for fulfilling all his obligations towards the person(s) deployed by him for run the mess under the labour laws namely Industrial Disputes Act, Minimum Wages Act, Workmen Compensation Act, the Contract Labour (Regulation and Abolition) Act, EPF Act, Payment of Wages Act, ESI Act, Bonus Act, Maternity Benefits Act, Earned Leave, Shops & Establishments Act, Factories Act, or other labour rule, regulation applicable and amended from time to time.
24. The Contractor shall be responsible for the deposit of his employee's and employer's share of statutory contributions to the ESI/EPF, EDLI, if applicable at his own level and maintenance of such records as per rule. **The contractor should be responsible for linking of UAN's and transfer & issue the ESIC card to employee, if any.**
25. The Agency will be responsible for complying with the obligations under the Labour Laws in respect of minimum wages and various other provisions for all its employees deputed to catering work for SAI CRC Bhopal.
26. The Agency shall not sub-contract the services to the personnel sponsored by him.
27. SAI CRC Bhopal reserves the rights to award the contract and also terminate the contract/work at any stage if the performance of the Agency is found to be un-satisfactory.
28. SAI CRC Bhopal is not bound to accept the Highest quotation and/or assign any reasons for rejecting any or all the bids.
29. In case of any loss, theft, sabotage etc. caused by or attributable to any of the personnel deployed by the Agency, the SAI CRC Bhopal shall have the right to claim the damages from the Agency.
30. **Termination of the contract:-**

The contract may be terminated in any of the following contingencies:

  - i) On the expiry of the contract period, without any notice;
  - OR**
  - ii) On giving one month's notice at any time during the currency of services, in case the services rendered by the Contractor are not found satisfactory and in conformity with the general norms and the standard prescribed for the services;
  - OR**
  - iii) On assigning of the contract or any part thereof or any benefit or interest therein or there under by the Contractor to any third person or sub-letting the whole or a part of the contract to any third person, without any notice.
  - OR**
  - iv) On Contractor being declared insolvent by the competent Court of Law without any notice;
  - OR**
  - v) In case the Contractor is not interested to continue the contract he will give minimum two months notice. If the Contractor does not give the requisite notice as mentioned above, then his security deposit shall be forfeited and Bank Guarantee shall be invoked.

“Provided that during the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period”.
31. In the event or exigencies arising due to the death, infirmity, insolvency of the Contractor or for any other reason or circumstances, liabilities thereof the contract shall be borne by the following on such terms and conditions, as the Competent Authority of SAI CRC Bhopal may further deem fit in public interest or revoke the contract, namely:

- a) Legal heirs, in case of sole proprietor
  - b) Next partners, in the case of company of firm
  - c) Otherwise the Director or his nominee SAI, CRC Bhopal shall reserve the right to settle the matter according to the circumstances of the case, as he/she may think proper.
32. The Courts at Bhopal only shall have the jurisdiction for the purpose of this agreement.
33. In the event of any dispute or difference arising out of or in any way touching or concerning this agreement whatsoever (except as to matter the decision of which is specifically provided under this contract) the same shall be referred to the sole arbitration of the Competent Authority of SAI, CRC Bhopal or his nominee on mutual agreement between both the parties.
34. The award of such Arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his/her office or resigning or refusing to work or neglecting his/her work or being unable to act for any reason whatsoever the Regional Director, SAI CRC Bhopal shall appoint another person to act as Arbitrator in place of the outgoing Arbitrator in accordance with the above said terms of the agreement and the person so appointed shall be entitled to proceed with the reference from the stage at which it was left by his/her predecessor. The Arbitration and Conciliation Act, 1996, which came into force on 25.01.1996, shall deem to apply to arbitration proceedings. The venue of the arbitration shall be Bhopal.
35. The Contractor shall provide the copies of the relevant records during the period of contract or otherwise even after the contract is over when ever required by SAI CRC Bhopal.
36. The Contractor shall abide by and follow all the Local and Central Laws strictly.
37. **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).
38. That the contractor shall be responsible for any loss or damage caused or suffered by SAI CRC Bhopal on any account of negligence of the catering staff deployed by the contractor. This shall include any physical, financial and vicarious losses. Loss or damage caused to any property of SAI, CRC Bhopal by any act or omission on the part of contractor's employees/personnel shall be borne by the contractor. In the eventually or such occurrence of loss or damage, the enquiry shall be made by the officers of the contractor in consultation with the officer of SAI, CRC Bhopal. In this regard after the said enquiry, the decision of the Competent Authority of SAI, CRC Bhopal shall be treated as final.
39. **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, the SAI: -
- (a) Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent or collusion or coercive practices in competing for the contract in question;

- (b) Will declare a firm ineligible or blacklist, either indefinitely or for a stated period of time, to be awarded a contract by the SAI if it at any time determines that the firm has indulged 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 not to conclude Contract and in case Contract has been issued, terminate the same, if, found to be obtained by any misrepresentation, concealment and suppression of material facts by the Bidder. In addition, Bid Security/Performance Security (as the case may be) deposited by the Bidder shall be forfeited and legal as well as administrative action for such misrepresentation, concealment & suppression of material facts shall be initiated.
40. That in case of any dispute arising out of this agreement between the contractor and SAI, CRC Bhopal, the same shall be referred to the sole arbitration of the concerned officer as appointed by the Competent Authority of SAI, CRC Bhopal who may him/her self take cognizance of the matter or depute/ nominate any officer of the said office or any other person who's decision shall be final and binding between the parties. Such arbitrator shall give a seasoned award. An officer of SAI, CRC Bhopal, in case he/she is nominated, as the sole arbitrator shall cease to be so in case he resigns, retires, suspended or his/her services are terminated or otherwise cease to be an officer, a new arbitrator shall be nominated by the Competent Authority of SAI CRC Bhopal in such as eventuality. The submission of any dispute to the arbitrator shall not prejudice the rights of the contractor in any manner whatsoever.
- a. That the courts covering the area of SAI CRC Bhopal only shall have jurisdiction to entertain, trial and to decide any dispute arising out of this contract/ agreement.
  - b. That this agreement can be terminated by either party on giving prior notice in writing (without assigning any reason) as per corresponding terms of termination of contract.
  - c. The persons provided by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and administration of the contractor and in no case, a relationship of employer and employee between the said employee and the SAI CRC Bhopal shall accrue/ arise implicitly or explicitly.
  - d. The Contractor will abide by all the terms and conditions stated herein and directions given to him from time to time as per the need of the hour.

**I have read and understood all the Terms & Conditions of the Tender and hereby undertake to abide by same.**

**Authorized Signature  
Name & Address of the firm with seal**

## SPECIAL TERMS AND CONDITIONS OF CONTRACT

### 1. **Visit to the Place & Work:**

Bidders are advised to visit and acquaint themselves with the area where such services are required and its operational requirements. The cost of such visit shall be borne by the Bidder. It shall be deemed that the bidder has undertaken a visit to the **STC Raipur (CG)** and is aware of its operational conditions prior to submission of bid documents

2. Water and electricity to be used in the mess facility will be provided free of cost. The electricity use by the Mess contractor for Cooking purpose will be charged on the basis of the reading of the sub-meter fixed by the mess contractor and rates decided by the electricity department time to time.

### 3. **Menu:**

- 3.1 Breakfast, Lunch, Evening Snacks and Dinner need to be served as per the basic menu agreed upon with the Concerned Incharge. A copy of the typical menu is enclosed as **Appendix-I**.

- 3.2 **The food supply by successful bidder should whole some, as per menu attached at Appendix-I, hygienic and nutritious prepared in refined oil (ISI mark) as per approved menu for the Trainees and rates @ 225 + 10% or 15% as stated in 3.3 and 3.4 Service Charge inclusive all taxes and mandatory deduction by Minimum Wage Act.** SAI reserved the right to take the assistance of any institute agency or any expert for changing menu or guide the caterer from time to time and the advices of the Competent Authority of SAI CRC Bhopal will be binding to the caterer. The revision of rates will be applicable as an when competent authority of SAI revised the rates.

- 3.3 The total strength of inmates at the centre is 50 or more, the overhead charges will be paid at the rate of 10% (service charge) to the contractor.

- 3.4 The strength of the inmates is below 50, the overhead charges will be paid at 15% (service charge) the contractor.

### 4. **TENTATIVE MESS TIMINGS**

<b>Bed Tea</b>	<b>: 05:00 - 05:30 AM</b>
<b>Breakfast</b>	<b>: 09:00 - 09:30 AM</b>
<b>Lunch</b>	<b>: 12:30 - 01:30 PM</b>
<b>Evening Tea</b>	<b>: 03:00 - 04:00 PM</b>
<b>Dinner</b>	<b>: 08:00 - 09:00 PM</b>

3. The Contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.
4. Statutory Requirement/obligation: All statutory rules, like Minimum wages as per Central Government Rule (EPF) Act, ESI Act + EPF Act, etc., as applicable for engagement of labours on daily wage are to be followed strictly as per Government norms by the contractor.
5. In case of failure to comply with the above statutory Rules, Acts, the authorities shall have the right to impose the penalty or cancel the contract.
6. The contractor shall not under any circumstances. assign, sublet or part with the possession of the premises and properties of the Institute therein or any part thereof.
7. The contractor shall vacate the leased premises with the all fixtures, furniture etc., which are institute properties in good and tenable conditions at the termination of the contract.
8. The contractor shall not make or permit any construction or structural alteration of additional fitting inside the premises of the work place without prior written approval of the authorities.
9. If the contractor and/or his team and also functioning of the mess is not up to the mark or, the quality of the food is below standard or unhealthy or unhygienic, then Institute is empowered to terminate the contract with a short notice. As for the food quality / mess management is concerned, the Competent Authority opinion is final.

10. In case of unsatisfactory performance / any dispute whatsoever / labour dispute emergency condition or any other reason as deemed fit by Competent Authority, the contract can be cancelled at the sole discretion of the Director.
11. Hygiene, overall cleanliness of surrounding, kitchen and the food, raw materials, ingredients etc. are to be of good quality. Clean, fresh, nutritious, hygienic and edible food has to be served. Any type of COOKED FOOD shall not be stored / preserved / re-served after meals. Non following of 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 (upto 10% of monthly bill as decided by Competent Authority).
12. The mess utensils are to be cleaned with hot water using detergent powder/soap after every meal.
13. 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 Committee consist by Competent Authority.
14. The Contractor shall use only branded raw materials and best quality for preparing the food. Brands of certain mess items are given. A Quality Control Team will check all materials brought to the mess as well as cooking practices. In the event of the quality of the food served being poor or not adhering to contractual conditions, the Hostel management will be free to impose monetary fine as deemed fit on the contractor. Such fines imposed will be adjusted against the payments due to the contractor. The Institute shall pay only the approved daily rate per student for the entire contract period for one year.

MESS ITEM	BRAND/MANUFACTURER LIKE
Salt	Tata/ Annapurna/ Nature fresh
Ketchup	Maggi/ Kissan,
Oil (Sunflower)	Sundrop/ Natur Fresh/ Priya,
Oil (Mustard)	Dhara/ Hathi brand/Engine/Patanjali
<b>(use of Hydrogenated (vanaspati) oil is prohibited)</b>	
Atta	Ashirvad/ Shaktibhog/ Annapurna
Instant Noodles	Maggi/Top Raman
Flavoured fruit drinks	Rasna/ Roohafza
Butter/Paneer	Amul/ Sudha/Neutra
Cornflakes	Kellogg's
Jam	Kisan / Maggi
Tea	Brook bond/ Lipton/ Tata
Coffee	Nescafe/BRU
Rice	Mansoori/Kattarni/ Taj Mahal, India Gate/Dubar
(for special dish)	
Bread	Modern/ Morris/ Nasta
Milk	Sudha Dairy
Pickles	Priya/ Mother/Nilons

**(These items are indicative only, to be stipulated as per requirement of Centre)**

The contractor may use any other approved brands only if permitted by the Competent Authority, in writing. In such case the contractor will submit two or three reputed brands for each grocery item and the warden and mess committee will select the brands for cooking.

15. **It is the sole responsibility of the contractor to get the refills from the gas company to run the mess on his own cost. Any fluctuations in the Gas price must be absorbed by the Contractor only.**
16. **When circumstances warrant, contractor should cater for large number of students/staff members at very short notice. Similarly, fluctuations in strength during vacation periods shall have to be accommodated.**
17. 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.

18. 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.
19. 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.
20. (a) 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.
  - (b) 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 and in case the test passes, the cost of the test will be borne by SAI.
  - (c) 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.
21. 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.
22. 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 places, in shafts etc, minimum fine of Rs. 500/- shall be levied on each occasion along with removal charges by SAI.
23. That the Contractor or his employees shall not 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.
24. 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.
25. 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 Competent Authority of SAI in his sole discretion.
26. 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
27. 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.

28. The SAI does not recognize any employee/employer relationship with any of the employees of the contractor and shall not be under any obligation for providing employment to any of the worker of the contractor. A certificate to this effect from all employees shall be submitted by the contractor.
29. 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.
30. All liabilities arising out of accident or death of any employee of the Contractor while on duty shall be borne by the contractor.
31. 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.
32. The contractor will not be allowed to use hard coal/wood any electric appliances for cooking purposes.
33. Contractor has to collect the guest charges directly from the students / guests. Under approval of Competent Authority. Guest charges shall be decided by the Competent Authority for ordinary / special meals.
34. 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 Competent Authority.
35. Mess workers and cooks should be healthy and medically fit. The contractor shall furnish medical fitness certificate from the authorized govt. hospital in respect of the mess workers & cooks to be deployed for the job. In addition, they are required to have a regular check up with the institute Medical Officer. If any mess worker is found medically unfit, he may not be given permission to continue his duties and mess contractor has to replace him immediately without fail.
36. The contractor shall furnish character and police verification and other formalities. The agency shall be fully responsible for the conduct of his staff.
37. Mess Contractor or his representative manager is required to remain present in the mess when the food is served in the mess.
38. Smoking / drinking liquor etc. is strictly prohibited in the Institute premises.
39. 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.
40. 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.
41. The employees of the contractor should wear uniform along with a name tag.
42. All expenses related to the functioning of the employees engaged by the Contractor shall be in the scope of the Contractor.
43. The Contractor is solely responsible for the payment of Minimum wages as per Central Government Rule for their employees as per of the Government norms and deductions towards E.P.F. and E.S.I.
44. Contractor shall provide light food to the sick student/s during his/their sickness period and no extra charge will be paid for the same.
45. The Competent Authority of SAI CRC Bhopal reserves the right to reject any/all the tender without assigning any reason therefore.

## **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, the department 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 used should be fresh and of good quality. If vegetables kept for use is found to be rotten or of poor quality, a fine of Rs. **2,000/-** for each occasion will be imposed.
- b) Items like Aji-no-moto, Baking soda, colouring items etc are banned and they should not be used. If they are found in the kitchen premises penalty of Rs. **5,000/-** for each occasion will be imposed.
- c) Kitchen should be kept clean. If it is not found clean, a fine of Rs. **2000/-** for each occasion will be imposed.
- d) For damages caused by the contractor to the kitchen equipments, vessels and other items supplied by the SAI, **twice** the cost of the equipment will be recovered.
- e) Any complaint of insects cooked along with food found in any food item would invite a fine of Rs. **10,000/-** on the contractor.
- f) Any complaint of soft objects like rope, soft plastic, cloth etc in food will attract a fine of Rs **1,000/-** per complaint.
- g) Any complaint of stones / pebbles will attract a penalty on the contractor which can range between Rs **2000/-** to Rs **5,000/-** depending on the size of the stone/ pebble per complaint.
- h) 5 or more complaints of unclean utensils in a day would lead to a fine of Rs. **2,000/-** on the contractor.
- i) If mess committee is of opinion that certain item of a meal was not cooked properly then a fine of Rs. **5,000/-** would be imposed on the contractor.
- j) Changes in approved menu (as per **Appendix-I**) of any meal without permission of Competent Authority would resulted in a fine of Rs. **5,000/-** on the contractor.
- k) Fine on any discrepancy (personal hygiene of workers, misbehaviour by workers etc.) will lead to fine of Rs. **5,000/-** on contractor for every instance.
- l) 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.

Severity of hygiene failure shall be assessed and decided by the mess committee and fined appropriately. In case 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.

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



**UDHAV DAS MEHTA (BHAI JI) CENTRAL REGIONAL CENTRE**

**Gram Gora, Bishenkheri,  
Suraj Nagar, Bhopal (MP)- 462044  
Email: - [rdsaibho-mp@gov.in](mailto:rdsaibho-mp@gov.in)  
Tel: 0755-2696930, 2696811(fax)**

**Bid Reference No.: 92(1)/SAI/RDCC/STC Raipur/Mess/2018-19**

**Date: 02.04.2018**

**E-TENDER ENQUIRY FOR RUNNING MESS FOR BOYS & GIRLS HOSTEL AT STC RAIPUR  
(CHHATTISGARH) UNDER SAI CRC BHOPAL FOR THE YEAR 2018-19**

**EMD: DETAILS OF EMD/BID SECURITY DEPOSITED**

1. Name of Bidder/Tenderer .....
- Details of EMD/Bid Security:
  - Draft No. & Date .....
  - Name of Bank & Branch .....
  - (with address) .....
  - Amount .....

**TENDER COST: DETAILS OF TENDER COST DEPOSITED**

1. Name of Bidder/Tenderer .....
2. Details of Tender cost:
  - Draft No. & Date .....
  - Name of Bank & Branch .....
  - (with address) .....
  - Amount .....

Signature of the bidder .....

Name of the authorized person.....

Name of the Firm & Seal .....

**UDHAV DAS MEHTA (BHAJI) CENTRAL REGIONAL CENTRE**

**Gram Gora, Bishenkheri,  
Suraj Nagar, Bhopal (MP)- 462044**

**Email: - [rdsaibho-mp@gov.in](mailto:rdsaibho-mp@gov.in)**

**Tel: 0755-2696930, 2696811(fax)**

**Bid Reference No.: 92(1)/SAI/RDCC/STC Raipur/Mess/2018-19**

**Date: 02.04.2018**

**E-TENDER ENQUIRY FOR RUNNING MESS FOR BOYS & GIRLS HOSTEL AT STC RAIPUR  
(CHHATTISGARH) UNDER SAI CRC BHOPAL FOR THE YEAR 2018-19**

**BIDDER'S ELIGIBILITY CRITERIA**

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

<b>Sr. No.</b>	<b>Description</b>	<b>Attached Proof</b>
1.	Registration certificate from Govt. of India/State Govt. for Providing Mess Services. Copy of relevant certificates should be attached.	
2.	Valid license issued by Food Safety & Standards Authority of India. (Copy attached)	
3.	PF Registration with PF Code Number; (Copy attached), If applicable	
4.	ESI Registration; (Copy attached), If applicable	
5.	Registration with GST; (Copy attached)	
6.	PAN number (Copy attached)	
7.	Agency implemented atleast 3 contracts of running mess with Central/State Govt. during the last 5 years (Copy attached)	
8.	TIN number (Copy attached)	
9.	Income Tax Returns for the last three years	
10.	Experience of minimum five years for providing catering services to Sports Person at state/national level or educational institute in providing food to the sports person at state/National level or Educational Institute or any camps on regular basis.	

11.	The Agency/Contractor must have sound financial stability with an average annual turnover of INR 40.00 Lac in preceding three financial years in similar services. (Copy of audited balance sheets, Profit & Loss and ITR certificates with matching PAN No must be enclosed).	
12.	Attached Client list for providing catering services and copy of award letters to be enclosed.	
13.	Total number of employees on master roll of the firm	
14.	Additional manpower with the firm is capable of providing at one time immediate if the contract accepted (given exact no.)	
15.	<b>Self certificate</b> agency has ever been blacklisted by any Govt., Semi Govt. Deptt., or any other organization.	
16.	National Electronic Fund transfer (NEFT) Form as per <b>Annexure-VI</b> for payment in Indian Rupee.	

**Note:** Enclose copies of the relevant documents.

**Signature and Seal of Bidder**

**Bid Reference No.: 92(1)/SAI/RDCC/STC Raipur/Mess/2018-19**

**Date: 02.04.2018**

**PERFORMANCE STATEMENT**  
(For the period of last five years)

Bid Reference No. : \_\_\_\_\_  
Date of opening : \_\_\_\_\_  
Name and address of the Bidder : \_\_\_\_\_  
Name and address of the department where worked : \_\_\_\_\_

S. N.	Order placed by (full address)	Order number and date	Order placed on	Description and quantity of services	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

**Note:** The documents regarding proof of above performance statement must be attached.

Signature and seal of the Bidder

**QUALIFICATION CRITERIA**

01

SN	Qualification Criteria
1.	The bidder should have minimum 05 (five) years experience of running Canteen/ Mess in out of which three years in Government Organizations and PSU's.
2.	Successful completion certificate issued by the officer not below the rank of Section Officer, of at least three similar works, the value of each not less than 40% of the estimated cost put to tender or two similar works, each of value not less than 60% of the estimated cost, or one similar work of value not less than 80% of the estimated cost, all amounts rounded off to a convenient full figure, in the last 05 years ending on the last day of the month previous to the one in which the tenders are invited. These works should be carried out in Central/State Govt. Sports Authority of India/PSUs/Autonomous bodies or other similar organizations. "Similar work" means Providing Mess Services.
3.	Average annual financial turn-over should be Rs.40.00 lac during the last three consecutive financial years. <i>If accounts for 2016-17 are not finalized, then 2013-14, 2014-15 &amp; 2015-16)</i>

2. In support of above, the Bidder shall furnish scanned copy of the required documents, Performance Statement is to be as per proforma in **Annexure-III (A)**.
3. Requirement of scanned copy of the documents as listed at **bidder eligibility area** is also a part of the qualification criteria. Up on selection of the successful Bidder, it shall be required to furnish the documents in original for verification purposes.
4. Authority reserves the right to accept or reject any or all bids without assigning any reasons.
5. Authority also reserves the right to reject any bid (including the Highest one) which in its opinion is not responsive or violating any of the conditions/specifications or which is found to be adopting unethical business practices; without bearing any liability or any loss whatsoever it may cause to the bidder in the process.
6. Technical bids will be evaluated as per qualification criteria as mentioned (Qualification Criteria & Performance Statement) in the tender documents.

## BID SUBMISSION FORM

To  
 The Director Incharge  
 Sports Authority of India Central  
 Regional Centre Gram Gora,  
 Bishenkheri, Post Suraj Nagar,  
 Bhopal 462044

**Ref.: Your Bidding Document No . 92(1)/SAI/RDCC/STC Raipur/Mess/2018-19**

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 Services - *running of Canteen and catering services* 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 special terms & conditions of contract of the Bidding Documents.

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 **Clause No. 17**, for due performance of the contract, including amendment/ corrigendum if any.

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.

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 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.

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

[Signature with date, name and designation]  
 Duly authorized to sign Bid for and on behalf of  
 Messrs \_\_\_\_\_  
 [Name & address]

**Bid Reference No.: 92(1)/SAI/RDCC/STC Raipur/Mess/2018-19**

**Date: 02.04.2018**

**Undertaking**

**(to be provided on letter head of the firm)**

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the firm may be summarily terminated and may be blacklisted.

**Authorized Signature**

**Name & Address of the firm with seal**

Bid Reference No.: 92(1)/SAI/RDCC/STC Raipur/Mess/2018-19

Date: 02.04.2018

**NEFT MANDATE FORM**

To

Date.....

The Director Incharge  
Sports Authority of India  
Central Regional Centre  
Gram Gora, Bishenkheri,  
Post Suraj Nagar,  
Bhopal 462044

**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**

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

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

[Name & address of the bidder]

**Enclose a copy of Crossed Cheque**

**Bid Reference No.: 92(1)/SAI/RDCC/STC Raipur/Mess/2018-19**

**Date: 02.04.2018**

**DECLARATION**

1. I,----- Son/ Daughter / Wife of Shri -----  
Proprietor / Director /authorized signatory of the Service Provider, mentioned above, am  
competent to sign this declaration and execute this tender document:

2. I have carefully read and understood all the terms and conditions of the tender  
and undertake to abide by them;

3. The information/ documents furnished along with the above application are true  
and authentic to the best of my knowledge and belief. I/We, am/ are well aware of the  
fact that furnishing of any false information / fabricated document would lead to rejection  
of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized  
person

Date:  
Name:  
Place:  
Seal:

**Note: - The same to be furnished on company letter head.**

**FORMAT OF FINANCIAL BID FOR SUBMISSION OF THE TENDER ON LETTER HEAD OF THE AGENCY**

- 1. Name of the Tenderer : .....
- 2. Address of the Tenderer : .....  
.....
- 3. Tender No. : .....

**LICENSE FEES QUOTED PER MONTH:**

**Note:**

**\*\* License Fee amount should be based on the carpet area of kitchen and dinning hall, facilities and furniture fixture provided by SAI in the Centre.**

**\*\* The amount of License Fee quoted (per month) by the tenderers will be one of the major considerations for the Financial Bid subject to the fulfillment of the other terms & conditions mentioned in the tender document.**

In Figure : Rs. ....

In Words : Rupees .....

This is certify that I/we have observed, 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.

Dated .....

(Signature of the Tenderer)

Address :.....  
.....

Tel. No. ....

Fax No. ....

(Seal of the Tenderer)

**MENU FOR SAI TRAINING CENTRE RAIPUR @ RS.225/- PER DAY PER HEAD**

DAYS	MORNING TEA		BREAKFAST		LUNCH		EVENING TEA		DINNER	
	FOOD ITEMS	QTY.	FOOD ITEMS	QTY	FOOD ITEMS	QTY	FOOD ITEMS	QTY	FOOD ITEMS	QTY
<b>Monday</b>	Tea + Biscuits	01 cup + 04 Nos.	<b><u>For Non Veg.</u></b> Eggs Bread, Butter Jam, Milk., Daliya Gur, Chana ( soaked) Banana  <b><u>For Veg.</u></b> Paneer Bhurji (in place of eggs)	2 Nos 6 - 8 slice 20 gm 20 gm 300 ml 100 gm 50 gm 100 gm 2 Medium Size  50 gm	Roti, Rice, Toor Dal, Soyabin + Aloo Curd, Salad  Seasonal Fruit	As desired -do- -do-  1 katori 100 gm  100gm	Tea + biscuits  &  Lime water(On Training Day only)	01 cup + 04 Nos  300 ml	<b><u>For Non Veg.-</u></b> Roti,Rice, Moong dal, Chicken , Salad, Milk <b><u>For Veg.</u></b> Aloo barbati + Paneer gravy (in place of chicken) Sweet(Gulab Jamun)	As desired -do- 150 gm 1 katori 200ml.  As desired  75 gm  2 pcs

DAYS	MORNING TEA		BREAKFAST		LUNCH		EVENING TEA		DINNER	
	FOOD ITEMS	QTY	FOOD ITEMS	QTY	FOOD ITEMS	QTY	FOOD ITEMS	QTY	FOOD ITEMS	QTY
<b>Tuesday</b>	Tea + biscuits	01 cup + 04 nos	<b>For Non Veg.-</b> eggs Bread, Butter Jam, Milk., Cornflakes Chana( boiled), Banana  <b>For Veg.</b> Paneer Bhurji ( in place of eggs)	2 nos 6 – 8 slice 20 gm 20 gm 300ml 50 gm 100 gm 2 medium size  50 gm	Roti , Rice ,Rajmah, Louki with Channa dal , Boondi Raita , Salad ,  Seasonal Fruit	As desired Do Do  1 katori  100 gm  100gm	Tea + biscuits  &  Lime water (On Training Day only)	01 cup + 04 nos  300 ml	<b>For Non Veg.-</b> Roti , Fried Rice Toor Dal , Veg Manchurian, Salad Milk <b>For Veg. Veg</b> Manchurian,  Sweet–Kheer	As desired do do  100gm 200ml.  As desired  1 katori

DAYS	MORNING TEA		BREAKFAST		LUNCH		EVENING TEA		DINNER	
	FOOD ITEMS	QTY	FOOD ITEMS	QTY	FOOD ITEMS	QTY	FOOD ITEMS	QTY	FOOD ITEMS	QTY
<b>Wednesday</b>	Tea + biscuits	01 cup + 04 nos	<b>For Non Veg.-</b> eggs Bread, Butter Jam, Milk., Daliya Gur, Chana( soaked), Banana  <b>For Veg.</b> Paneer Bhurji ( in place of eggs)	2 nos 6 – 8 slice 20 gm 20 gm 300ml 100 gm 50 gm 100 gm 2 medium size  50 gm	Roti , Rice ,Kaddhi Pakoda, Channa Dal, Salad ,  Seasonal Fruit	As desired Do  Do 100gm  100gm	Tea + biscuits & Lime water (On Training Day only)	01 cup + 04 nos    300 ml	<b>For Non Veg.-</b> Roti , Rice , Meat gravy, Meat salad Milk  <b>For Veg.</b> Chilly paneer ( in place of Meat)  Sweet–Rasgulla	As desired Do 150 gm 100 gm 200ml.  150 gm  2 nos

DAYS	MORNING TEA		BREAKFAST		LUNCH		EVENING TEA		DINNER	
	FOOD ITEMS	QTY	FOOD ITEMS	QTY	FOOD ITEMS	QTY	FOOD ITEMS	QTY	FOOD ITEMS	QTY
<b>Thursday</b>	Tea + biscuits	01 cup + 04 nos	<b>For Non Veg.-</b> eggs Bread, Butter Jam, Milk., Cornflakes Sprouted grain Banana  <b>For Veg.</b> Paneer Bhurji (in place of eggs)	2 nos 6 – 8 slice 20 gm 20 gm 300ml 50 gm 100 gm 2 medium size  50 gm	Roti , Rice ,Mix Daal, Bhatta Alloo Curd , Salad ,  Seasonal Fruit	As desired Do  Do 1 katori 100 gm  100gm	Tea + biscuits &  Lime water (On Training Day only)	01 cup + 04 nos   300 ml	<b>For Non Veg.-</b> Roti, Rice Toor dal Chicken gravy, salad Milk  <b>For Veg.</b> Sabji –palak paneer  Sweet– Sewaiya	As desired Do 150 gm 100 gm 200ml.  150 gm  1 katori

DAYS	MORNING TEA		BREAKFAST		LUNCH		EVENING TEA		DINNER	
	FOOD ITEMS	QTY	FOOD ITEMS	QTY	FOOD ITEMS	QTY	FOOD ITEMS	QTY	FOOD ITEMS	QTY
<b>Friday</b>	Tea + biscuits	01 cup + 04 nos	<b>For Non Veg.-</b> eggs Bread, Butter Jam, Milk., Daliya Gur, Chana( soaked), Banana  <b>For Veg.</b> Paneer Bhurji ( in place of eggs)	2 nos 6 – 8 slice 20 gm 20 gm 300ml 100 gm 50 gm 100 gm 2 medium size  50 gm	Roti , Rice ,Moong Dal, Barbatti veg bundi raita ,Salad,  Seasonal Fruit	As desired Do Do 1 katori 100 gm  100gm	Tea + biscuits & Lime water (On Training Day only)	01 cup + 04 nos      300 ml	<b>For Non Veg.-</b> Roti, Rice Toor dal Chicken gravy salad Milk  <b>For Veg.</b> Sabji –paneer gravy  Sweet– Halwa	As desired Do 150 gm 100 gm 200ml.  150 gm  1 katori

DAYS	MORNING TEA		BREAKFAST		LUNCH		EVENING TEA		DINNER	
	FOOD ITEMS	QTY	FOOD ITEMS	QTY	FOOD ITEMS	QTY	FOOD ITEMS	QTY	FOOD ITEMS	QTY
Saturday	Tea + biscuits	01 cup + 04 nos	<b>For Non Veg.-</b> eggs Bread, Butter Jam, Milk., Cornflakes Chana( boiled), Banana  <b>For Veg.</b> Paneer Bhurji (in place of eggs)	2 nos 6 – 8 slice 20 gm 20 gm 300ml 50 gm 100 gm  2 medium size  50 gm	Roti , Rice ,Mix dal, Cauliflower veg, curd ,Salad with sprouts,  Seasonal Fruit	As desired Do  Do 1 katori 100 gm  100gm	Tea + biscuits  &  Lime water (On Training Day only)	01 cup + 04 nos  300 ml	<b>For Non Veg.-</b> Roti,Fry Rice, Toor dal Fish , salad Milk  <b>For Veg.</b> Sabji – Mutor paneer  Sweet– Custard	As desired Do 150 gm 100 gm 200ml.  150 gm  1 katori

DAYS	MORNING TEA		BREAKFAST		LUNCH		EVENING TEA		DINNER	
	FOOD ITEMS	QTY	FOOD ITEMS	QTY	FOOD ITEMS	QTY	FOOD ITEMS	QTY	FOOD ITEMS	QTY
<b>Sunday</b>	Tea + biscuits	01 cup + 04 nos	Poha / Idli/ Noodles Tomato chutney/ sauces Milk.,  Banana	As desired Do  300ml  2 midium size	Roti, Rice, rajma Bhindi veg, curd ,Salad  Seasonal Fruit	As desired Do  Do 1 katori 100 gm  100gm	Tea + biscuits  &  Lime water (On Training Day only)	01 cup + 04 nos   300 ml	<b>For Non Veg.-</b> Roti, Veg Biryani, Boondi Raita Meat Gravy , salad Milk  <b>For Veg.</b>  Sabji – Paneer Gravy  Sweet– Ice cream	As desired 1 katori 150 gm 100 gm 200ml.   150 gm  1 scoop

**Note:**

1. The rates Rs.225/- per day per head also includes all taxes mandatory deduction & electricity charges etc.
2. 10% & 15% extra will be paid as service charges to the firm over and above Rs.225/- per day per head charges (Below 50 inmates 15% and 50 and above inmates 10%)
3. This is a cyclic menu will continue for the all proceeding weeks without any alteration.