



**SPORTS AUTHORITY OF INDIA  
SPECIAL AREA GAMES  
WATER SPORTS CENTRE, PUNNAMADA  
ALAPPUZHA-688006**

Telephone : 0477-2231855  
Website : [www.lncpe.gov.in](http://www.lncpe.gov.in)  
Bid Reference No : 01/2018

**BIDDING DOCUMENT FOR SALE OF  
SCRAP ITEMS AT SAI WSC  
ALLEPPEY CAMPUS**

**BIDDING PROCEDURE**

**INVITATION FOR BIDS (IFB)**

1. Sports Authority of India, for and on behalf of the Centre in Charge, SAI SAG Water Sports Centre, Alleppey , invites Tender for sale/auction of obsolete/condemned enlisted items. The interested Bidders to have a physical verification of scrap enlisted items stored at SAI WSC Alleppey Campus and submit quotation on or before 20.04.2018.

SI No	Name of item	Qty	Amount of Bid Security in Rs [EMD]	Bidding Document Cost. (Rs.)
1	Iron Coat	27	Rs.5000/-	Rs.500/-
2	Iron Table	6		
3	Plastic Chair	30		
4	Steel Chair	13		
5	Fridge	2		
6	Television	3		
7	Steel Amirah	2		
8	Fan	3		
9	Washing Machine	1		
10	Plastic Table	2		
11	Type Writer	1		
12	Gas Cylinder Small	1		
13	Freezer	1		
14	Steel Thook	1		
15	Rotating Office Chair	2		
16	Rack	1		
17	Office Chair	1		
18	Aluminum Food Hot Oven	1		
19	Deep Freezer	1		

**Payment**

The EMD is Rs.5000/- (Re fundable) and the Bidding Document Cost is Rs.500/- which can be deposited as Demand Draft drawn in any Nationalised Bank in favour of The Centre In Charge SAI SAG Water Sports Centre, Alleppey payable at Alleppey along with Bid Submission. Date & Time as mentioned in Critical Date Sheet.

**CRITICAL DATE SHEET**

Uploading/Publication of Tender Documents	31.03.2018 3.00 PM
Cut of Date of Seeking Clarification	05.04.2018 3.00 PM
Last Date & Time of Submission of Bids	20.04.2018, 3.00 PM
Opening Date & Time of Bids	21.04.2018, 11.00 AM

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.sportauthorityofindia.nic.in](http://www.sportauthorityofindia.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 SAG Water Sports Centre, Alleppey

## **1. Introduction**

This Bidding Document is for the sale of identified scrap items (As mentioned in the List Above) at SAI Water Sports Centre, Alleppey Campus. This section 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.

## **3. Amendments to Bidding Documents**

3.1 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.

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

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

## **4. 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 Incharge, SAI SAG Water Sports Centre , Alleppey not later than fifteen days prior to the prescribed original date of submission of bid.

## **5. Documents Comprising the Bid**

### **Price Bid:**

5.1 Price Schedule to be filled up with all the details including service charges.

5.2 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.

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

5.4 The authorized signatory of the Bidder must sign the Bid and duly stamp the same with seal of the Company/Organization if available at appropriate places and initial all the remaining pages of the Bid.

5.5 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.

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

5.7 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.

5.8 The Bidder shall furnish Bid Security, for an amount as shown in the IFB. The Bid Security is required to protect SAI against the risk of the Bidder's unwarranted conduct. Non submission of bid security will be considered as major deviation and Bid without bid security will not be considered.

5.9 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.

5.10 The Bid Security shall be furnished as Account Payee Demand Draft The Demand Draft, shall be drawn on any Commercial Bank in India or country of the Bidder, in favour of the "Centre Incharge SAI SAG Water Sports Centre, Alleppey", payable at "Alleppey,".

5.11 The Bid Security shall be valid for a period of forty-five (45) days beyond the validity period of the Bid.

5.12 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. The EMD will be returned only via NEFT to Bidder's Bank Account.

5.13 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.

## **6. Bid Validity**

6.1 The Bid shall remain valid for acceptance for a period of 07 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.

6.2 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.

6.3 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.

6.4 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.

6.5 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.

## **7. Opening of Bids**

7.1 The Tender Inviting Authority will open the Bids at the specified date and time and at the specified place as indicated in the Critical Sheet.

7.2 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.

7.3 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.

## **8. Scrutiny of Bids**

8.1 The Tender Inviting Authority will examine the Bids to determine whether they are complete, whether the documents have been properly signed, stamped.

8.2 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.

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

## **9. Comparison of Bids and Award Criteria.**

9.1 The contract may be awarded to the highest responsive Bidder (if the individual/firm has quoted the minimum amount or more recommended by the Committee) who meets the laid down Qualification Criteria and submits the required Bid documents and accept the other terms & conditions.

9.2 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.

9.3 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 Biding process and reject all Bids at any time prior to award of contract, without incurring any liability, whatsoever to the affected Bidder or Bidders.

## **10. Notification of Award**

10.1 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..

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

## **12. 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 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.

## **13. EVALUATION/SELECTION CRITERIA**

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 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.

13.4. The successful bidder will be the one who emerges as H1 out of responsive bids (If the bidder quoted the minimum rate recommended by the Committee) In case, the two or more firms offer the same rates, such firms shall be asked to submit sealed revised bid offer by Individual/Firm but the revised quoted rates should not be lower than their respective original rate quoted already at the time of submission of tender. The highest tender shall be decided on the basis of revised offer. The minimum rate of the scrap items will be decided by the committee constituted by the Centre In Charge SAI, WSC, Alleppey and if the Tender Quotation amount quoted by the bidder is lesser than the minimum rate recommended by the committee, an open auction (Same Day Same Time) will be conducted declaring the minimum rate fixed by the committee as the starting rate of the auction. All the rights regarding the open auction will be at the discretion of the Centre in Charge and the Committee.

## **14. PAYMENT OF THE QUOTED AMOUNT**

14.1 The H1 bidder selected, should the make the payment of the Total Amount quoted by him in the Annexure 1 within 02 working days of Intimation and should to clear the auctioned enlisted items within 05 days of making the payment. (On or before 25<sup>th</sup> April 2018)

**Price Schedule/Financial Bid**

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

**Bid Particulars for Tender No. .... Dt.....**

1. Name of Bidder :
2. Address of Bidder :
3. The rate shall be quoted in the prescribed format as per Annexure I . 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:.....

**Letter of Authorisation for attending bid opening Meeting (If required)**

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.

**NEFT MANDATE FORM (For EMD Repayment)**

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

To

Sports Authority of India, SAG Water Sports Centre

Punnamada, Alleppey

**Sub: NEFT PAYMENTS (For EMD Repayment)**

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

**NATIONAL ELECTRONIC FUNDS .TRANSFER MANDATAE FORM**

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

[Signature with date]

For and on behalf of M/s \_\_\_\_\_

## **GENERAL CONDITIONS OF CONTRACT**

1. The contract shall be for a period 07 days from the opening of the Tender.
2. 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).
3. 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. .
4. The Court of Alleppey will have the exclusive jurisdiction to try the disputes.
5. The Contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.
6. The contractor shall not appoint any sub-contractor to carry out any obligation under this Contract.
7. Smoking / drinking liquor etc. Is strictly prohibited in the Institute premises.
8. The Centre Incharge reserves the right to reject any/all the tender without assigning any reason thereof.
9. No conditional tenders will be accepted.

**Tender form for Sale of Scrap Items at SAI WSC, Alleppey (Annexure I)**

Last date for submission : 20.04.2018

Opening date : 21.04.2018

SI No	Name of item	Qty	Rate (Quoted)	Amount	Remarks if any
1	Iron Coat	27			
2	Iron Table	6			
3	Plastic Chair	30			
4	Steel Chair	13			
5	Fridge	2			
6	Television	3			
7	Steel Amirah	2			
8	Fan	3			
9	Washing Machine	1			
10	Plastic Table	2			
11	Type Writer	1			
12	Gas Cylinder Small	1			
13	Freezer	1			
14	Steel Thook	1			
15	Rotating Office Chair	2			
16	Rack	1			
17	Office Chair	1			
18	Aluminum Food Hot Oven	1			
19	Deep Freezer	1			
<b>Total</b>					

Rates inclusive of all Taxes and Transportation Charges

Signature of bidder or his authorised signatory with seal :

Name & Address :

Phone No :

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