



Sports Authority of India

Netaji Subhas Eastern Centre
Salt Lake City, Sector – III
Kolkata – 700 106

Cost of Tender Form Rs.1000/- (Rupees one thousand only)

TENDER DOCUMENT FOR RATE CONTRACT FOR SUPPLY OF COT, MATTRESS, STUDY CHAIR WITH CHAIRS AT SAI SAG EXTENSION CENTRE, CAR NICOBAR

Tender No. _____

Last date of receipt of Tenders: **06.03.2018 upto 15.00 hrs.**

Date & Time for Opening Tenders: **06.03.2018 at 15.30 hrs.**

1. INVITATION OF BIDS.

- 1.1 Director, Sports Authority of India, Netaji Subhas Eastern Centre, Salt Lake City, Kolkata invites sealed tenders from manufacturers / authorized dealers / suppliers having sufficient credentials in the field of supply upholstery items with minimum **annual turn over of Rs.25.00 lakhs** from the supply of such items only. The bidders having 03(three) years experience of supply of such items to Educational Institution /Sports Institution/ Govt. Organisation / Public Sector shall be given preference.
- 1.2 The bidders are required to accept all terms & conditions mentioned in the Tender Document. **SAI reserves the right to reject any or all offers without assigning any reason thereof.**
- 1.3 It is the responsibility of the bidders to read all terms & conditions of the Tender Document before filling the tender. **Incomplete Tender Documents or bids are liable to be rejected.**
- 1.4 Tenders received after the due date and time will not be entertained.

2. EARNEST MONEY DEPOSIT.

Offer for contract of supply of cot, mattress and study table with chair at SAI SAG Extension Centre, Car Nicobar, A & N Islands, must be accompanied by a Bank draft of the **Nationalized /Scheduled Bank for Rs.50,000/- (Rupees Fifty thousand only)** drawn in favour of **SAI Public A/C**, payable at Kolkata as **Earnest Money**, which will be refundable in due course to the unsuccessful bidder without any interest.

PLEASE NOTE THAT OFFERS NOT ACCOMPANIED BY THE REQUIRED EMD WILL BE DECLARED REJECTED.

Offer submitted with in-complete information will not be considered.

The earnest money of the successful bidder is liable to be forfeited if the bidder does not fulfill the following terms and condition: -

The successful bidder shall start supply of cot, mattress and study table with chair at SAI SAG Extension Centre, Car Nicobar, A & N Islands, within fifteen days from the date of receipt of letter conveying the acceptance of offer.

The earnest money of the successful bidder will be refundable after completion of the above mentioned formalities, without any interest thereon.

3. SCHEDULES OF TENDER

3.1 The Tender Document will be available for sale between **10.00 Hrs to 13.00 Hrs** on all working days from **13.02.2018 to 05.03.2018** at **SAI, NSEC, Salt Lake City, Sector – III, Kolkata – 700 106**. The intended bidders may purchase the same from Cashier of Sports Authority of India by making payment of **Rs.1,000/- (Rupees one thousand only)** in cash or through A/C Payee Demand Draft / Pay Order drawn in favour **SAI NSEC Calcutta**.

The bidders who download the tender documents from our website are required to pay Rs.1,000/- (Rupees one thousand only) in the form of separate Demand Draft/Pay Order in favour of SAI NSEC Kolkata as cost of tender documents. In case, the bid is received without the cost of tender documents, the same would not be considered.

3.2 Technical & Financial bids shall be received up to **06.03.2018 by 15.00 Hrs.** at **SAI, NSEC, Salt Lake City, Sector – III, Kolkata – 700106**. The Technical Bids will be opened on **06.03.2018 at 15.30 Hrs.**

3.3 The Financial Bid of only those bidders will be opened whose Technical Bid are accepted by the Competent Authority. The date time and venue for opening of Financial Bids shall be communicated to the technically qualified bidders at a later date. However, **SAI reserves the right for not inviting the unqualified bidders while opening the financial bids.**

3.4 **Any tender received after the date and time given above will not be entertained under any circumstances.**

3.5 The competent authority reserves the right to reject any or all tender without assigning any reason and shall not bind it-self to accept any tender and reserve the right to call for fresh tender.

3.6 The tender committee may ask for submission of specimen of all materials / selective materials during opening of Financial Bids.

4. PROCEDURE FOR SUBMISSION OF BIDS.

4.1. The Bids shall be submitted in three separate sealed envelopes as under:-

- a) **Envelop A – should contain the Bank Drafts (s) for the Earnest Money Deposit (EMD) along with details in (Annexure-I)**

- b) Envelope B- should contain the Technical Bid Document, (Annexure-II). Tender Document duly signed by the bidder on each page and all necessary documents are to be submitted along with the Technical Bid.
- c) Envelope C- should contain the Financial Bid Documents (Annexure-III).
- d) Envelope D – Certified true copies of following documents to be annexed alongwith submission of bid documents:-
- Valid subsisting license.
 - Registration certificate of Proprietorship concern/ incorporation certificates of Partnership concern/company, duly registered copy of Partnership Deed/ MOA of Company.
 - Authorization letter / Board Resolution authorizing the person to make the application.
 - General Information of the Tenderer.
 - Details of experience including supply of similar articles certificate highlighting the necessary experience from the respective clients for the last 3 years.

However, successful bidder has also to submit all the above documents in original positively within seven days of despatch of notification otherwise SAI may cancel the bid and the bid security would stand forfeited.

4.2 All the four envelopes (i.e., envelopes **A, B, C & D**) should be submitted in a big cover duly sealed, addressed to **Director, SAI, NSEC, Salt Lake City, Sector – III, Kolkata – 700106** and superscribed **“Rate contract for supply of cot, mattress and study table with chair at SAI SAG Extension Centre, Car Nicobar, A & N Islands”**. The cover should also bear the name and address of the bidder including telephone number. Tender duly completed as above may please be dropped in the Drop Box placed in a well accessible place.

4.3 The bidder must put his seal and signatures on each page of the bid and also attest all or corrections etc., if any, under his seal and signatures.

5. **BIDDER QUALIFICATION.**

The bidder should have having sufficient experience in the field of supply of upholstery items in Educational Institution /Sports Institution/ Govt. Organisation / Public Sector. The minimum **annual turn over** of the prospective bidder should be **Rs.25.00 lakh per annum** during the **last three preceding years**.

6. SCOPE OF WORKS

6.1 To provide Cots, Mattresses and Study Tables with Chairs at SAI SAG Extension Centre, Car Nicobar, A & N Islands as per enclosed Annexure (Schedule of Requirement).

6.1.1 In the case of failure to supply, short supply or sub standard supply risk purchase' will be made by the organization out of the Security Deposit of the said Contractor (this includes the difference tender rate and risk purchase plus incidental charges).

7. TERMS AND CONDITION OF CONTRACT

7.1 The bids must be accompanied with a Bank Draft/Pay Order issued by any Nationalized/ Scheduled Bank for **Rs.50,000/- (Rupees Fifty thousand only)** in favour of SAI NSEC Kolkata.

7.2 The Technical Bids shall be opened at Sports Authority of India, NSEC, Salt Lake City, Kolkata by a duly constituted Committee in the presence of such Bidders or their authorised representatives who may desire to be present at the time of opening of bids.

7.3 It is the responsibility of Bidders to read all terms & conditions of this document carefully before filling the bid. Incomplete bid documents or bids not responsive enough to the terms and conditions are liable to be rejected. The bidder should sign undertaking along with the bid document that he has read the complete tender document and will abide by its terms & conditions.

7.4 The financial bids shall be opened at Sports Authority of India, NSEC, Salt Lake City, Kolkata, and shall be evaluated on the basis of acceptance of rate as per **schedule of requirement** attaches with Financial Bid. A Negotiation with the bidders is strictly prohibited.

7.5 The bid shall contain no erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be authenticated by the person or persons signing the bid.

7.6 Bid Documents are neither transferable nor cost of the bid documents is refundable under any circumstances.

7.7 The issuing of bid document shall not constitute that the bidders are automatically qualified.

7.8 If even after award of contract, information/facts submitted by the bidders are found misleading/incorrect/false etc., Director, Sports Authority of India, Netaji Subhas Eastern Centre, Salt Lake City, Kolkata – 700106 reserves the right to terminate the contract.

7.9 The successful bidder has to furnish **interest free performance Security Deposit** by the Account Payee Demand Draft from a Scheduled Bank drawn in favour of "SAI, NSEC Kolkata" payable at Kolkata. This has to be given within stipulated period as mentioned in the letter of award of contract.

- 7.9.1 The Security Deposit is refundable to a contractor after the maintenance period of **6(six) months** is over.
- 7.9.2 In respect of the successful tenderers who have deposited earnest money, on acceptance of the tender will be converted as a part of the interest free security money and additional amount of security money shall be deducted from the progressive bill so that the total amount constitute is 10% on first one lac and 7 ½% on the next one lac and 5% on the balance.
- 7.9.2 The tenderer will submit document in proof of his deposit of taxes as and when paid by him from the basis of his earning whenever is called upon to do so.
- 7.10 The tenderer is to quote under the column of "RATE" in figure as well as in words in rates against each item of works as detailed with the schedule.
- 7.11 Before Tendering, the intending tenderer should thoroughly acquaint himself with the proposed scope of work / article to be supplied by personal visit / query and take into consideration of the difficulties likely to be involved in the execution of work, as no claim whatsoever will be entertained afterwards.
- 7.12 The Earnest Money Deposit will be refunded to the unsuccessful bidders within one month of the date of approval of the successful bidder without any interest.
- 7.13 However, the Earnest Money of the successful bidders will be liable to be forfeited, if he/she does not fulfill any of the following condition:
- (a) The successful bidder shall have to deposit Security deposit before award of supply order. The security so deposited with SAI, NSEC, Salt Lake City, Kolkata, shall not carry any interest.
 - (b) To undertake the work from the specified date mentioned in the award letter.
- 7.14 The successful bidder will have to supply of cot, mattress and study table with chair at SAI SAG Extension Centre, Car Nicobar, A & N Islands, as per items and Rate as given in the Annexure attached with price schedule / Financial Bid document to this Tender Document.
- 7.15 The successful bidder will be responsible for supply of cot, mattress and study table with chair at SAI SAG Extension Centre, Car Nicobar, A & N Islands, at his own cost and as per requirement irrespective of time and in case of any fault delay etc., 'risk purchase' will be made by the institute out of the Security Deposit of the said Contractor (this includes the difference tender rate and risk purchase plus incidental charges).
- 7.16 In case of supply of upholstery items of such articles, if found same are less in quantity or quality and not of standard quality or not supplied in time, a deduction of 10% will be made from the bill as penalty or as decided by the Director, Sports Authority of India, Netaji Subhas Eastern Centre, Salt Lake City, Kolkata – 700106, repeated fault may result in forfeiture of part or whole of money and even termination of the contract.
- 7.17 The successful bidder will ensure compliance of all the relevant provisions of the Laws.

- 7.18 Sports Authority of India reserves the right to visit the existing or the past customers of the bidder to ascertain the quality of work performed by them and in case any negative report is received against the bidder, bid may be rejected. Also in case any information provided by the bidder is found to be false, his/her bid can be rejected and part or whole security forfeited.
- 7.19 The successful bidder will submit bill in duplicate to Assistant Director(Stores), SAI NSEC, Salt Lake City, Kolkata, for payment. Payment will be as far as possible made within 15(fifteen) days from the date of receipt of bill after deduction of tax as per rules through A/c Payee Cheque or to be transferred to his/her account through electronic system.
- 7.21 The Earnest Money of the successful bidder will be refunded after depositing of the Security Money against the contract. However, the same will not carry any interest.
- 7.22 Conditional/Incomplete/offers not conforming to tender document will be rejected.
- 7.23 Arbitration clause to be inserted at the time of final Agreement.

8. **INSTRUCTIONS FOR BIDDER**

- 8.1. It is mandatory on the part of prospective bidder to submit offer for supply of upholstery items as per the requirement & rates approved for the same.

Certified that I/We have gone through the contents of the Tender form point wise and thereby convey our acceptance to abide by all the terms & conditions mentioned in the tender documents.

Signature_____

Name (In block letters)_____

Designation_____

Name of the firm_____

Address_____

Tele No._____

Date:-

Bidding Document for rate contract for supply of cot, mattress and study table with chair at SAI SAG Extension Centre, Car Nicobar, A&N Islands.

PARTICULARS OF EMD

1. NAME OF AGENCY : _____
2. PERIOD OF SALE OF TENDER DOCUMENT : **13.02.2018 to 05.03.2018 upto 13.00 hrs.**
3. LAST DATE & TIME FOR RECEIPT OF TENDER : **06.03.2018 upto 15.00 hrs.**
4. TIME & DATE OF OPENING OF TENDER : **06.03.2018 at 15.30 hrs.**
5. PLACE OF OPENING OF BID : **SAI, NSEC, Salt Lake City, Sector-III, Kolkata-106.**
6. DETAILS OF EMD:
 - a) AMOUNT : _____
 - b) NAME OF BANK : _____
 - c) PAY ORDER/BANK DRAFT NO. & DATE : _____

(SIGNATURE OF BIDDER OR HIS AUTHORIZED SIGNATORY AGENCY ALONG WITH SEAL & DATE)

Technical Bidding Document for rate contract for supply of cot, mattress and study table with chair at SAI SAG Extension Centre, Car Nicobar, A&N Islands.

BID DOCUMENT NO :

1. NAME OF BIDDER :

2. ADDRESS OF BIDDER:

3. DETAILS OF DOCUMENTS TO BE SUBMITTED:

- (i) Details of Permanent Account Number (PAN No.):
(Attach documentary proof):
- (ii) Three years experience of supply of such items
(Attach documentary proof):
- (iii) Regn. No. of the Firm if any:
(Attach documentary proof):
- (iv) Total Turn Over during last 03 preceding years:
duly certified by CA
(Attach documentary proof):
- (v) Certificate of Registration of GST:
(Attach documentary proof):
- (vi) Annual turnover for the last 03 proceeding year duly certified by CA
- (vii) Income Tax Return for the last 03 preceding years:

(SIGNATURE OF BIDDER OR HIS AUTHORIZED SIGNATORY AGENCY ALONG WITH SEAL)

Telex : _____
Telephone : _____
Fax No : _____
E-Mail : _____
Website: : _____
Date : _____

Financial Bidding Document for rate contract for supply of cot, mattress and study table with chair at SAI SAG Extension Centre, Car Nicobar, A&N Islands

PRICE SCHEDULE/FINANCIAL BID

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

1. No bidder will be permitted to alter or modify their bids after expiry of the deadline for receipt of the bids.
2. The Financial Bid should be valid for a period of 180 days from opening of the Financial Bids.

BID PARTICULARS FOR TENDER NO :

1. NAME OF BIDDER :
2. ADDRESS OF BIDDER
3. Rate : As per enclosed **Schedule of Requirement**.

(Signature of Bidder or his authorized signatory with seal)

Telex : _____

Telephone : _____

Fax No : _____

E-Mail : _____

Website : _____

Date : _____

Schedule of Requirement

Upholstery

S.No.	Description of items	Quantity	Unit	Price per Unit : (Inclusive of all taxes / duties including excise duty (if applicable) except GST) on free delivery at consignee site basis	GST (if any) (% age and value)	Total Unit price inclusive of GST (on free delivery at consignee site basis) (Rs.) (5 + 6)	Total Amount (Rs.)
1	2	3	4	5	6	7	8
1.	Single cot with 12mm ply wood shall be made out of superior quality chemically treated, edge glued finger joined ISO specification's Rubco Huat wood panel & beams with polish shall be two coats of melamine top clear matt finish coating after applying sanding sealer over wood filler chock putty etc. for smooth surface (Colour shall be Honey). Size 1900mm (L) x 900mm (W) x 400mm (H)	80 Nos.	Each				
2.(a)	Mattresses Single, Size - 6'3"x 3' Coir-cum-foam mattress made out of Coir Sheet and Form Sheets it should be good strength and durability.	80 Nos.	Each				
2. (b)	Mattresses Single, Size - 6'3"x 3', Coir-cum-foam mattress made out of Coir Sheet and Form Sheets it should be good strength and durability. for SAI SAG Netaji Stadium Port Blair	45 Nos.					
3.	Study Table (W-1050mm x D-600mm x H-775mm) 18mm thick panel board on top and 04 legs of 2"x 2" vertical support shall be 3" width 18mm thick provision of one drawer (W-300 mm x D-400mm x H-200mm). Necessary footrest shall be fixed with 24mm thick beam. Entire material should be made out of superior quality chemically treated, edge glued finger joined rubber wood. Polish shall be two coats of melamine top clear matt finish coating after applying sanding sealer over wood filler chock putty etc. for smooth surface (colour shall be honey shade)	80 Nos.	Each				

(Signature of Bidder or his authorized signatory with seal & date)

4.	Study chair with Arm: Made out of 24mm thick panel board & beam 18mm thick vertical support & provision for 24mm thick footrest materials & polish as mentioned Sl.No.3 above.	80 Nos.	Each				
5.	Dining Table (Big size) 08 seater capacity made out of superior quality chemically treated edge glued finger joined wood panels & beams with empire leg and top will be 24mm thick panel board and all surface area will be polished with honey/natural colour melamine mat finish. Approx size – 72" (L) x 36" (W) x 30" (H)	04 Nos.	Each				
6.	Moulded Plastic Chair without arm	100 Nos.	Each				
7.	Bed sheet single size and Pillow covers 26" x 20" (Bombay Daying / Binny or equivalent) (1 Bed sheet + 1 Pillow cover = 1 set)	80 sets	Set				
8.	Bed sheet single size and Pillow covers 26" x 20" (Bombay Daying / Binny or equivalent) (1 Bed sheet + 1 Pillow cover = 1 set) For SAG Netaji Stadium Port Blair	45 sets	Set				

- All delivery at SAI SAG Extension Centre, Car Nicobar, A & N Islands except Sl.No.2(b), 45 Nos. single Mattress and Sl.No.8, 45 Sets of Bed Sheet & Pillow Cover to be delivered at SAI SAG Centre Netaji Stadium, Port Blair.
- Prices should be inclusive of transportation cost.

(Signature of Bidder or his authorized signatory with seal & date)