



Sports Training Centre M.A Stadium, Jammu

Telephone No. -0191-2549203, e-mail- saistcjammu@gmail.com

No. STC/JMU/media-67/1323

Dated: 7/12/2017

To

The Asstt. Director Media,

SAI

New Delhi.

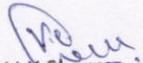
Sub: - Regarding Publication of tender notice

Sir,

It is stated with regards that this centre is issuing a tender notice for the engagement of Security and placement services. We have been directed by the Regional centre Chandigarh to advertise the same on the SAI Website for larger response.

The tender document is being attached herewith with request to get the needful done and oblige.

Thanking you


V.K. Sharma
Incharge

Sports Authority of India
Training Centre (STC)
M.A. Stadium Jammu (J&K)

Sports Authority of India

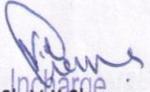
SAI Training Centre, M.A. Stadium Jammu (J&K)

No.SAI/STC/JMU/ Tender 14/1322
Dated:- 7-12-2017

Telephone No.-0191-2549203

Email-stcjammu@gmail.com

Sealed tenders are invited by SAI, Training Centre, M A Stadium Jammu (J & K) from reputed security agencies. For awarding contract to provide security service under SAI, Training Centre, M.A Stadium Jammu. The details terms and condition and tender document are available on SAI website www.sportsauthorityofindia.nic.in. Tender cost Rs.500/, last date sale of tender documents is 18.12.2017 and submission of tender documents is 21.12.2017.


In charge
Sh.V.K Sharma
Sports Authority of India
Training Centre (STC)
In charge STC Jammu
M.A. Stadium Jammu (J&K)



TRAINING CENTRE, M.A. STADIUM JAMMU (J&K)
Email: stcjammu@gmail.com Tele No. 0191-2549203

**NOTICE INVITING TENDER FOR ENGAGEMENT OF AGENCY FOR PROVIDING MANPOWER AT STC,
JAMMU**

Sealed tenders are invited from reputed & registered agencies for providing manpower (i.e. Jr. accountant, Groundman, safai karamchari & security guard) with minimum 3 years experience (recent) in the field for engagement by Sports Authority of India, Training Centre, Jammu for providing manpower like male as mentioned above having minimum annual turnover of Rs. 10 Lakhs (Rupees Ten Lakhs only) during last three proceeding years and audited balance sheet for the last three years (if audited balance sheet for the year 2017-18- is not available than audited balance sheet for the year 2014-15, 2015-16 & 2016-17) should be submitted.

The bidder should deposit an EMD for Rs. 10,000/- (Ten Thousand only) in form of **Demand Draft** only in favor In-charge, STC, Jammu payable at Jammu.

The Limited Tender Enquiry offer in the prescribed tender form along with all relevant documents sealed and completed in all respect must be submitted latest by **21st Dec, 2017 up to 4:00 PM** in the office of Centre In-charge, STC, Jammu which will be opened on **22nd Dec, 2017 at 11:00 AM** respectively in the presence of the bidders or their authorized representatives.

Sports Authority of India reserves the right to accept or reject any Limited Tender Enquiry without assigning any reason whatsoever.


In charge
Sports Authority of India
Training Centre (STC)
M.A. Stadium Jammu (J&K)

भारतीय खेल
प्रतिकरण



SPORTS AUTHORITY OF INDIA

TRAINING CENTRE, M.A STADIUM JAMMU

INVITES

**LIMITED
TENDER**

FOR

PROVIDING MANPOWER FOR THE YEAR 2018-19

AT

**SPORTS AUTHORITY OF INDIA
TRAINING CENTRE, M.A STADIUM JAMMU (J&K)
Tele No. 0191-2549203**

TRAINING CENTRE, M.A STADIUM JAMMU (J&K)

Email: stcjammu@gmail.com Tele NO. 0191-2549203

**LIMITED TENDER ENQUIRY FOR AGENCY FOR PROVIDING MANPOWER
ON CONTRACT BASIS AT STC, JAMMU**

TECHNICAL BID DETAILS

Last date of receipt of Tenders : 21st Dec 2017 up to 4: Pm
Date & time of opening of Tenders : 22nd Dec 2017 At 11: Am

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The Sports Authority of India, an Autonomous Body of Ministry of Youth Affairs & Sports and located at Sports Training Centre, Sports Complex, Near Cricket Stadium, Jammu (J&K) requires the services of reputed, well established and financially sound Manpower Service Providers to provide the services of Jr. accountant, Groundman, Safai Karamchari & security guard.
2. The contract for providing the aforesaid manpower is likely to commence from **01.01.2018** and would continue till one year from the date of award of contract. The period of the contract may further be extended after successfully completion of one year provided the requirement of the SAI for manpower persists at that time or may be curtailed/discontinue before one year owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of changes in the SAI requirements. The SAI, however, reserves right to terminate this initial contract at any time after giving a 30 days' notice to the selected Service Provider without assigning any reason what so ever.
3. Numbers of manpower services required initially are; 02-Groundman, 01-Safai Karamchari & 02-Security Guard and 01- Jr. Accountant as per the requirements projected by STC, Jammu and may vary from time to time.
4. The interested Manpower Service Provider/ Agency may submit the Tender Document duly completed in all respects and Earnest Money Deposit (EMD) of Rs. 10,000/- (Ten Thousand Only) and other requisite documents by **21.12.2017** up to **4:00 PM** in the office of Centre In-charge, Training Centre, Jammu (J&K).
5. Tender has been invited under **Two Bid Systems i.e. Technical Bid & Financial Bid**. The interested Manpower Service Providers/Agencies are required to submit **Three Separate Sealed Envelopes**. Marked/super-scribed as 'A' 'B' and 'C' kept in one big sealed envelope super-scribing "**Limited Tender for providing Manpower Services to Sports Authority of India, Training Centre, Jammu**". **Envelope-'A'** should contain pay order/DD on account of EMD as per Annexure-I. **Envelope-'B'** should contain tender bid document and supporting documents as per Annexure-II. **Envelope-'C'** should contain only financial bid as per Annexure-III which will be opened separately in respect of successful bidders whose Technical bid is accepted primarily.

6. The Tendering Manpower Service providers/agencies are required to enclose photocopies of the following listed documents (duly self attested), along with the Technical Bid, **failing which their bids shall summarily/out rightly rejected and will not be considered :**
 - a) Copy of TAN in respect of firm and PAN Card in respect of Proprietor.
 - b) Copy of the IT Return and certified copies of total turnover of the firm filed for the last three (03) Financial Years duly certified by the Chartered Accountant.
 - c) Copies of latest ESI & PF Certificates.
 - d) Copy of the Service Tax/GST Registration Certificate.
 - e) Documentary proof from the concerned Agency where the manpower (Jr..Accountant Groundman, Safai Karamchari & Security Guard etc) is provided by the firm should have at least three (03) Years experience in providing manpower to the Government Department, Public Sector Companies Banks etc.
7. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
8. All entries in the Tender form should be legible and filed clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the Financial Bid Form. In such cases, tender shall be summarily rejected.** However, cuttings if any, in the Technical Bid Form must be initials by the person authorized to sign the tender bids.
9. The **Technical Bids** shall be opened on the scheduled date and time at **11:00 AM on 22.12.2017** in the office of the Centre In-charge, Training Centre, Jammu (J&K) in the presence of Representatives of the bidders, if any, who wish to be, participate on the spot at that time.
10. The **Financial Bids** of only those Tenders will be opened whose Technical Bids are accepted by the Technical Committee.
11. The Centre In-charge, Training Centre, Jammu reserves the right to reject any or all bids without assigning any reason.
12. The tendered should sign each page of the Limited Tender Enquiry as token of accepting the terms and condition mentioned there in.
13. The EMD of all unsuccessful bidders will be returned within a week after execution of the Limited Tender Enquiry and the EMD of the successful bidder will be retained has Security Deposit.
14. The security deposit can be forfeited by the Center In-charge, Sports Authority of India, Training Centre, Jammu in whole or in part if the services rendered are not up to the required standard as specified by the competent authority.
15. The Agency shall be responsible for fulfilling all the statutory provisions of the Contract Labour (Regulations and Abolitions Act, 1970).
16. The agency is solely responsible for payment of salary to the manpower engage by him within 03 working days of the preceding month and a certificate in this regard to this office is to be submitted, stating that the wages of all employee has been released. The bill only than cleared by this office.

17. The shift generally will be of eight hours. But the timings of the shift are changeable and shall be fixed by the In-charge, STC, Jammu from time to time depending upon the requirements. Prolong duty hours (more than 8 hrs. at a stretch) shall not be allowed. No payment shall be made by the Department for double duty, if any.

18. Duties to be perform:

S. No.	Description of Manpower:	Duties to be perform
1	Jr. Accountant (Having qualification B.com)	Maintenance of Accounts, Store related work and other work assigned by the Center In-charge.
2	Groundman	Maintenance of play fields (i.e. watering, marking etc) and other work assigned by the Center In-charge.
3	Safai Karamchari	Booming, Sweeping, Dusting in hostel premises and other work assigned by the Center In-charge.
4	Security Guard(Ex-serviceman)	Vigil & security of hostel premises and surrounding and other work assigned by the Center In-charge.

19. The TDS will be deducted from the salary bill of the Agency every month.

20. The agency shall be solely responsible for observing and complying with all employment regulations, labour laws as applicable from time to time and laid down in this behalf in respect of all its employees during the period of Contract and agency's employees including any additional obligations that may arise on account of the contract being performed on STC, Jammu premises.

21. The agency shall remain the only and principal employer of all the staff recruited and appointed by it. The STC, Jammu shall not be responsible for loss of job to any employees of the agency in case of expiry/termination of the contract. The agency will maintain from inception, a reserve fund with his own bankers for meeting all accruing liabilities of terminal benefits, compensation etc. and will be solely responsible for providing alternative employment to all his employees, on the cessation of this agreement. The owner/proprietor of the agency and his personal assets will be subject to be liable for all dues whether of terminal nature or of reemployment till retirement of each of his employees. The SAI, STC, Jammu shall not at all be responsible in this regard, in any way, what so ever.

22. The successful bidder should provide police verification certificate of all personnel likely to engaged.

23. The agency will submit the bill for service by the 1st of every month for the preceding month. The payment of the bill will be made within one week from the date of receipt of the bill through NEFT/RTGS in favour of the agency after deducting TDS etc. as per rules.

24. The contract shall be valid for a period of one year initially extendable for another year subject to satisfactory job execution. The contract may be terminated by either side on one month's notice without assigning any reasons.
25. In case of any dispute the matter shall be under the jurisdiction of the courts situated in Jammu, Distt .Jammu (Jammu & Kashmir).
26. The successful bidder must have a minimum turnover of Rs. 10 Lacs annually during the past three preceding financial years.
27. In case the services of the staff deployed are found unsatisfactory then there will be a deduction 10% out of the monthly payment of that staff which will be without prejudice to any other right of the SAI. Thereafter SAI reserves the right to terminate the contract or imposition of penalty as deemed fit for unsatisfactory services.
28. All liabilities arising out of accident or death while on duty shall be borne by the contractor.
29. The successful bidder will submit Service Tax/GST, PF, ESIC etc. details and the other statutory requirements of the staff deployed for this purpose, every month along with the bill.
30. These are only proposed draft terms and conditions and can be modified, changed or added.

Undertaking

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 and specifications mentioned in the tender document.

**Authorized Signatory
(Name in Block Letters)
Seal of the Bidder**

(Envelope-A)

(FORMAT FOR SUBMISSION OF EMD ON THE LETTER HEAD OF THE FIRM)



The In-charge,
Sports Authority of India,
Training Centre, M.A Stadium
Jammu (J&K)

**SUBJECT: EARNEST MONEY DEPOSIT FOR LIMITED TENDER ENQUIRY FOR PROVIDING
MANPOWER SERVICES AT STC, JAMMU FOR THE YEAR 2018-19**

(TO BE SUBMITTED IN ENVELOPE "A")

In response to the Limited Tender Enquiry, I have received Tender Offer from your office.

I am sending herewith demand draft no. Dated..... of Rs. 10,000/-
(Rupees Ten Thousand Only) drawn on Bank in favour of
Centre In-charge, STC, Jammu, payable at Jammu on account of Earnest Money.

**Authorized Signatory
(Name in Block Letters)
Seal of the Bidder**

Date: _____

Enclosure: As above.

TRAINING CENTRE, M.A STADIUM JAMMU (J&K)
Email: stcjammu@gmail.com Tele No. 01912549203

LIMITED TENDER ENQUIRY FOR AGENCY FOR PROVIDING MANPOWER
ON CONTRACT BASIS AT STC, JAMMU

TECHNICAL BID DETAILS

Last date of receipt of Tenders : 21st Dec 2017 up to 4:00 PM

Date & time of opening of Tenders : 22nd Dec 2017 at 11:00 AM

1. Name of the Firm

2. Full Postal Address with Telephone No.
Fax No. & Email ID

3. Name of Director/Proprietors, Partner of the
firm.

4. PAN Number of the Firm/Proprietor
(Attach Copy)

5. Attach copies of ITR last three preceding years
i.e. 2014-15, 2015-16 and 2016-17. In case ITR
of 2017-17 is not filed, ITR of 2014-15 should be
attached

6. Certificate duly Certified/by CA showing minimum
average annual turnover of Rs. 10 Lacs in each year
during last three years. Financial Year 2014-15:

Financial Year 2015-16:

Financial Year 2016-17:

7. Service Tax/GST No. (Attach copy)

8. Attach copy of Labour/Manpower License in Jammu & Kashmir.
9. PF Registration Number (Attach copy)
10. ESIC Registration Number (Attach copy)
11. Attach an undertaking that the manpower deployed at STC, Jammu in terms of this contract at all time will exclusively remain employees of agency of all purposes, whatsoever.
12. Attach list of clients
13. Detail of Bank for NEFT/RTGS
- a) Name of the Bank
- b) Branch name & address
- c) Name as per Account
- d) Bank Account No.
- e) Bank IFS Code
14. Detail of EMD:
- a) Name of the Bank :
- b) Bank Draft No. & Date :
- c) Amount :

**Authorized Signatory
(Name in Block Letters)
Seal of the Bidder**

(Envelope-C)

TRAINING CENTRE, M.A STADIUM JAMMU (J&K)
Email: stcjammu@gmail.com Tele No.01912549203

LIMITED TENDER ENQUIRY FOR AGENCY FOR PROVIDING MANPOWER
ON CONTRACT BASIS AT STC, JAMMU

FINANCIAL BID DETAILS

S. No	Description of Manpower	Rates/Wages per month	Service Charge	Taxes as applicable
1	Jr. Accountant (01)			
2	Groundman (02)			
3	Safai Karamchari (01)			
4	Security Guard (02)			

NOTE:

1. The offer with rates below minimum wages notified by Central/State Government will be rejected. (Copy of Central/State Government Orders to be enclosed)
2. Rates for EPF & ESI as applicable shall be quoted.
3. Agency's service charges shall be inclusive of all the incidental charges, if any involved in successful completion of the work as per scope defined in the tender documents.
4. All levies/taxes/duty etc other than Service Tax shall be assumed to be mandatorily included in the service charges.
5. Service Tax, if applicable, ESI & EPF shall be reimbursed on production of proof of payment to Government, after exercising all due checks.
6. Any alteration/cutting/over-writing in the rates should be attested by the authority signing the bid. Bids received with alteration/cutting/over-writings without attestation will not be considered.
7. Offers with service charges as zero value will be treated unresponsive.

**Authorized Signatory
(Name in Block Letters)
Seal of the Bidder**