

Sports Authority of India
(Training Centre, Biswa Bangla Krirangan, Jalpaiguri)

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

TENDER DOCUMENT FOR ABSOLUTE CLEANING & SCAVENGING, HOUSE KEEPING, SECURITY GUARD, MESS WORKERS AND MAINTENANCE OF HORTICULTURE SERVICES THROUGH OUTSOURCING.

Tender No: SAI/TC/JPG/

Last date of receipt of Tenders : - 20.09.17 at 11.30 hrs.

Date and Time for Opening Tenders : - 20.09.17 at 12.00 hrs.

1. Invitation of Bids.

1.1 Centre-in-Charge, Sports Authority of India, Training Centre, Jalpaiguri Sports Complex Bishwa Bangla Krirangan, Jalpaiguri on behalf of Director, Sports Authority of India, Netaji Subhas, Eastern Centre, Salt Lake City, Kolkata (SAI, NSEC) invites sealed Tenders from reputed and registered agencies/firms with minimum three years experience in the field, preferably in Government Organization/PSUs/Large Industries/Corporate Houses for providing Absolute Cleaning & Scavenging, Housekeeping, Security Guards, Mess workers and Maintenance of Horticulture services for a period of 01 (one) year commencing from the date of agreement between SAI and successful bidder.

1.1.1 Estimated Contract Value for the Work is approx Rs. 34,18,398.00 per annum. This estimate, however, is given merely as a rough guide.

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.

1.3 It is the responsibility of the bidders to read all terms & conditions of the Tender Document before filing the tender. Incomplete Tender Documents or bids are liable to be rejected.

1.4. Tender received after the due date and time will not be entertained.

1.5 SAI also reserves the right not to accept the lowest tender, for its functioning on account of super impossibility to perform contract.

2. EARNEST MONEY DEPOSIT (EMD)

2.1. Offer for absolute Cleaning & Scavenging, House Keeping, Security Guard, MESS WORKERS AND MAINTENANCE OF HORTICULTURE SERVICES contract must be accompanied by a Bank Draft of the Banks which are on the list of Reserve Bank of India being Scheduled Banks/Commercial Banks for Rs. 68,000.00 Rupees Sixty Eight Thousand only (equivalent to 2% of total contract Value) drawn in favour of SAI Training Centre, Jalpaiguri payable at Jalpaiguri as Earnest Money, which will be refundable in due course after completion of tender, however, the same will not carry any interest.

2.2 The bidder should furnish Bank details, i.e. A/C NO, Name of Bank, Branch Name, IFSC Code etc. for refund of EMD/Security Deposit/release of payment regularly.

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OFFERS NOT ACCOMPANINED BY THE REQUIRED EMD WILL BE REJECTED.

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

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

- i) The successful bidder shall take over the "Absolute Cleaning & Scavenging, House Keeping, Security Guard, Mess Workers and Maintenance of Horticulture Services" arrangements within 15 Days from the date of issue of offer letter.
- ii) An agreement will be executed within fifteen days from the receipt of draft contract.
- iii) **Deposit interest free security money within stipulated timeframe**, which will be released on expiry of the contract.

The earnest money of the Tenders will be refundable after completion of the above mentioned formalities.

3. SCHEDULE OF TENDER

3.1. The Tender Document will be available for sale between 10.00 hrs to 1500 hrs on all working days from 29.08.17 to 20.09.2017. The intended bidders may purchase the same from the Office of Sports Authority of India Training Centre, Biswa Bangla Krirangan, Jalpaiguri by making payment of Rs. 1000/- (Rupees One Thousand only) by Cash or through A/C payee Dement Draft/Pay order drawn in favour of Sports Authority of India Training Centre, Bishwa Bangla Krirangan, Jalpaiguri

The bidders who download the tender documents from given website are required to pay Rs. 1000/- (Rupees one thousand only) in the form of separate Demand Draft/Pay Order in favour of SAI Training Centre, Jalpaiguri as cost of tender documents. In case the bid is received without the cost of tender documents, the same would not consider.

3.2. Technical & Financial bids shall be received up to 20.09.17 by 11.30 hrs. The technical bids will be opened on 20.09.17 at 12.0 hrs at Sports Authority of India Training Centre, Bishwa Bangla Krirangan, Jalpaiguri.

3.3 The Financial Bid of only those bidders will be opened on 22.09.17 at 11.0 AM at Sports Authority of India, Training Centre, Bishwa Bangla Krirangan, Jalpaigur. Whose Technical bids are accepted by the Competent Authority. 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 itself to accept any tender and reserve the right to call for fresh tender.

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4. **PROCEDURE FOR SUBMISSION OF BIDS.**

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

- a) Envelope A- Should contain the Bank Drafts (s) for the 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 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 along with 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 Tendered.
- Details of work experience including security services certificate highlighting the necessary experience from the respective clients for the last 3 years.

Successful bidder should also submit all the above documents in original without fail within seven days of despatch of notification otherwise SAI may cancel the bid and the bid security would stand forfeited.

4.2. All the three envelopes (i.e., envelopes A, B, C & D) should be submitted in one single envelope duly sealed, addressed to The Centre In-charge, Sports Authority of India, Biswa Bangla Krirangan, Jalpaiguri and super scribed " Tender for Absolute Cleaning & Scavenging and maintenance of Horticultures Services" . The cover should also bear the name and address of the bidder including telephone number.

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

4.4. The bid duly completed in all respects should be inserted in a sealed box placed in the office of the Centre In-charge, Sports Authority of India, Biswa Bangla Krirangan, Jalpaiguri.

4.5. The bidder who wish to submit bid duly completed in all respects by post will ensure that the same reaches to this office on or before due date and time given for submission of same. Bid received after due date and time, as result of postal delay will not be considered under any circumstances.

5. BIDDER QUALIFICATION

The bidder should have minimum three years experience of providing absolute Cleaning and scavenging and maintenance of Horticultures services in Govt. Organisations/PSUs/Large Industries/ Corporate Houses. The bidder should enclose satisfactory services certificate from the clients to whom services have been provided during the last 3 years in support the experience.

The minimum annual turn over of the agency should be Rs. 5 Lakhs per annum during the last three preceding years.

6. SCOPE OF WORKS

To provide absolute cleaning & scavenging and maintenance of horticulture on daily basis/regular intervals (considering nature of works) requiring mopping, sweeping, toilets, disinfecting, cleaning of all glass-panes windows, ventilations & doors, cupboards, vacuuming of upholstery's, lights, fans & other fixtures, common passages & roads, signboards, water tanks & reservoirs, drainage, sewerage, vats, pantry & kitchen areas, minor plumbing works, pest control for disinfecting specified areas both internal and external by spray/smoke system to keep the areas free from rodents, rats, cockroaches, flying insects termites etc. in the structure & surroundings of Centre In-charge, Sports Authority of India, Biswa Bangla Krirangan, Jalpaiguri. All rooms are to cleaned by removing furniture and if required the furniture may be shifted temporarily for spraying and for termite treatment.

7. TERMS & CONDITIONS OF CONTRACT

7.1. An ex-serviceman organisation's (promoted by the Ex-serviceman) agency shall be given preference.

7.2. The Agency should have qualified and experienced personnel, having sufficient experience in above area of work.

7.3. The Agency having empanelment/registration with the Directorate General Resettlement (DGR), Ministry of Defence, shall be given preference.

7.4. The Agency should possess ISO Certification.

7.5. the Agency must have deployed at last 100 personnel per day at any point of time during last three years.

7.6. The agency having experience in providing such absolute cleaning & scavenging services to sports Organisation and Department will be given preference.

7.7. The Agency having large number of deployment of ex-serviceman will be given preference.

7.8. The Agency belonging to local area will be given preference.

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7.9. After award of Absolute Cleaning, Scavenging, maintenance of Horticulture and maintenance of ground Contract, the Agency shall provide a list of staff along with police verification deputed by the agency at Sports Authority Of India, Training Centre, Biswa Bangla Krirangan, Jalpaiguri in the following format for records, The Agency will issue its own photo identity cards to its employees deployed in SAI Offices for above purposes.

- i) Expanded Names.
- ii) Father's Name (Expanded).
- iii) Educational Qualification.
- iv) Ex-Servicemen/Civilian.
- v) Age with date of birth (enclose proof).
- vi) Permanent Address (with authenticated proof).
- vii) Local Address (with authenticated proof).
- viii) Contact Number.

7.10. To report unusual happening, if any, to the Deputy Director/Assistant Director/Centre-in-Charge or any other authorized person

7.11. The competent Authority reserves the right to direct Agency to remove any staff for unsatisfactory performance and to provide substitute.

7.12. In case of loss or damage to stores and property in the premises covered under contract by the manpower deployed for the job, the Agency will be fully responsible and shall make the losses/damages good in financial terms as may be decided by the Centre In-charge, Sports Authority of India, Biswa Bangla Krirangan, Jalpaiguri the decision of Regional Director SAI, NSEC, Kolkata in this regards shall be final.

7.13. 25% cleaning staffs including Supervisory Staffs are to be rotated after three months to avoid claim of permanency.

7.14. The Agency will be responsible for preserving good order, discipline and decorum in and around the SAI complex, on day to day basis, and also at the time of any special functions/events. Agency shall provide uniform, boots and other safety apparels and appliances to its personnel so deployed.

7.15 The successful bidder shall furnish Security Deposit should be equivalent to 10 % of total contract value within six days from the date of receipt of the letter awarding the contract. The Security Money deposited shall not carry any interest.

7.16. The Security Deposit can be forfeited by the Sports Authority of India in whole or in part if the services rendered are not up to the required standard as specified by the competent authority.

7.17. All materials including cleaning tools & tackles, appliances and all other chemicals required for the job will be provided by the contractor at his own cost.

7.18. Equipment required for the said job will be arranged by the contractor at his own cost.

7.19. The Agency will regularly monitor and supervise the work along with SAI nominated officer/staff in and around the SAI complex for maintaining hygienic standards.

TERMS AND CONDITIONS PERTAINING TO PERSONNEL DEPLOYED

7.20. The personnel should be properly turned out during duty hours. The staff deployed by the Agency shall be provided proper uniform and kit by the Agency.

7.21. The Agency shall be solely responsible for observing and complying with all employment regulations, labour law as applicable from time to time and laid down in this behalf in respect of all its employees (Ex-Serviceman and Civil man) during the period of contract including any additional obligations that may arise on account of the contract being performed at SAI premises.

7.22. The Agency shall remain the only and principal employer of all the staff deployed by it. The SAI shall not be responsible for loss of job to any employees of the Agency in case of expiry/termination of the contract.

7.23. The Agency will submit the bill for services to the Complex by the 5th of every month for the preceding month. SA I will make the payment of the bill within one month from the date of receipt of the bill through a crossed cheque in favour of the Agency after deducting TDS etc. as per rules.

7.24. In case it is found that work has not been done as per plan submitted by the agency or otherwise found unsatisfactory there will be deduction of 5% on first occasion, 10% on second occasion and 15% on the third occasion out of monthly payment.

7.25. The contract shall be awarded initially for a period of one year from the date of its commencement. The contract may be further extended for another one year on the basis of performance of the Agency and mutually agreed by both parties on the same terms and condition. The contract shall be terminated by either side on the one month's notice or payment in lieu thereof without assigning any reasons.

7.26. The validity of the rate quoted by the Agency would be for the entire period of the contract. The Agency shall not be entitled to claim additional amount for whatsoever reasons during the currency of the contract.

7.27. As and when there is a change of personnel deployed in SAI, it should be informed by the Agency to the Centre In-charge, Sports Authority Of India, Biswa Bangla Krirangan, Jalpaiguri at least one day in advance alongwith the reasons thereof and the substituted should be duly verified by the police for his character antecedents etc.

7.28. The successful bidder shall enter into a contract with the Sports Authority of India. The above terms & conditions are illustrative in nature and not exhaustive. In other words, SAI reserves the right to make further additions, alterations or modifications in the above conditions.

7.29. The successful tenderer will submit proof in support of payment of ESI, PF and other statutory requirements of the staff deployed for this purpose every month with the bill to the Administrator.

7.30. ON special functions the Agency will provide additional manpower as per the requirement of Administrator at a short notice and ensure that the additional manpower thus deployed is properly briefed and turned out as required by SAI. The payment of the additional deployment will be paid on pro-rata basis.

7.31. Any disputes between the parties whether relating to or arising out of this proposed contract deed or connected therewith shall be adjudicated by the Arbitrator to be appointed/nominated by the Regional Director, SAI, NSEC, Kolkata and the decision of the said some arbitrator shall be final and binding on the both the parties and the entire disputes and differences shall be adjudicated under the provision of the Arbitration and Conciliation Act, 1996.

7.32. These are only proposed draft terms and conditions and can be modified, changed or added to the at the time of finally concluding and signing the agreements.

8. INSTRUCTIONS FOR BIDDER.

8.1. The intended bidders should visit the complex before bidding to inspect the premises to be given the areas where the service to be required to be provided apart from this any other area the Agency like to include may please be specified and work plan in writing accordingly alongwith the TECHNICAL BID. Work plan must be clear in terms of jobs to be done and should cove the entire scope of work along with deployment of labour chart.

8.2. The intended bidder is required to submit an undertaking that "staff deployed at the Centre in terms of this contract at all time will remain the employees of the agency exclusively and they shall not be entitled to claim employment or permanency of job in the Sports Authority of India or any other direct or indirect claim on SAI on the non-judicial paper duly attested by the concerned authority along with TECHNICAL BID". Offer without the said undertaking will not be considered.

8.3. The intended bidder is also required to submit latest Solvency Certificate of minimum of Rs. 5.00 Lakh issued by the Nationalized/Private Bank along with TECHNICAL BID. Offer without the said Certificate will not be considered.

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

Signature _____
Name (In Block Letter) _____
Designation _____
Name of the Firm _____
Address _____
Tele No _____
Date: _____

ENVELOP 'A'

DETAILS OF EMD DEPOSITED ALONGWITH TENDER.

1. Name of Agency/Tenderer :
2. Last Date and time of receipt of Tenders :
3. Time and date of opening of tenders :
4. Place of opening of bids :

Sl.No. Name of Centre Amount Pay/Draft No. & Date Name of Bank.

Signature _____

Name: (In block letter) _____

Name of the Firm _____

Those who are down loading the Tender Form from our website, the details of Demand Draft/Pay Order towards cost of Tender Form may be furnished as follows:

- a) Name of Agency/Tenderer :
 - (i) Amount :
 - (ii) Name of Bank:
 - (iii) Pay Order/Demand Draft No & Date

ENVELOP 'B'

TECHINICAL BID/DETAILS FOR CLEANING & SCAVENGING, HOUSE KEEPING, SECURITY GUARD, MESS WORKERS AND MAINTENANCE OF HORTICULTURE SERVICES.

1. Name of the Firm
2. Full Postal Address with Telephone Number
3. Name, Address and telephone number of the Directors/Proprietors and Chief Executive of the Firm. Bio-Data of the Director/Proprietors /Chief Executive of the Agency would be mentioned and enclosed with the proof of ownership.
4. Registration No. of firm as Agency with Photocopy of the same.
5. Annual turn over of Rs. 5.00 Lakh during the last three proceeding financial year duly certified by C.A. Photocopy of Profit & loss A/c or Trading A/c and Balance Sheet for the last the last three financial years.
6. PAN No and I.T. Assessment order/income Tax Return for last 3 years (enclose Photocopies)
7. Valid Contract Labour Licence of the Firm obtained from the competent licensing authority for executing any work through contract Labour in an Establishment (enclose Photocopy)
8. Registration NO. With Employees State Insurance authorities (enclose photocopy).
9. Registration No. with Provident Fund authorities (enclose photocopy)
10. Undertaking that the staff deployed for this purpose at SAI Centre in terms of this Contract at all time will exclusively remain the employees of the agency for all purposes as per clause 8.2 of tender documents.
11. Work plan covering the entire scope of work
12. Additional Number of Personnel, which the form is capable of providing at one time Immediately in case of special occasions if the contract accepted.

13. Name of the client and the period of contract for providing Absolute Cleaning, Scavenging & Horticulture Service.
14. Solvency certificate of minimum of Rs. 5 lakh (Rupees five Lakh only) issued by the Nationalized Bank or Collector.
15. Solvency certificate of minimum of Rs. 5 Lakh (Rupees five lakh only) issued by the Nationalised Bank or Collector.
16. Certificate of Registration of Service Tax (Enclosed Copy)

Signature _____

Name: (In block letter) _____

Name of the Firm _____

Date:

ENVELOP 'C'

FINANCIAL BID DOCUMENTS FOR CLEANING & SCAVENGING, HOUSE KEEPING, SECURITY GUARD, MESS WORKERS AND MAINTENANCE OF HORTICULTURE SERVICES.

1. Name of Bidder _____
2. Address of Bidder _____
3. Telephone number of Bidder _____
4. Name of representative of the Firm/Company _____
5. Price quoted per annum in lump-sum _____
6. An Additional amount if any, to be claimed/added other than the amount quoted in column No- 5 above.
7. Total Amount quoted (including column NO- 5 & 6)
Indian Currency _____

Justification for quoted price:-

SN	Description	Security Staff	Cook/Helper	Sweeper	Gardener	Housekeeping staff for floor maintenance & other works with Machine at Indoor.
	Requirement	13	04	02	01	03
1	Minimum Wages including DA as per Central Govt rate					
2	Bonus as per Central Govt. rate					
3	03 National Holidays					
4	Total					
5	Service Charge					
6	Total 4 & 5					
7	Service Tax/ GST					

I have gone through the terms & conditions of the contract and offer my rate as above for providing Cleaning & Scavenging, House Keeping, Security Guard, Mess workers and Maintenance of Horticulture Services at SAI STC ,Bishwa Bangla Krirangan, Jalpaiguri(WB).

Signature _____

Name: (In Block Letter) _____

Name of the Firm _____

Date:-