

Cost : Rs 1,000/-

TENDER NO _____



SPORTS AUTHORITY OF INDIA

***RAJIV GANDHI SPECIAL AREA GAMES CENTRE,
RAJANTHOTTAM, MAYILADUTHURAI – 609 001.***

TENDER NOTICE

FOR

HOUSE KEEPING SERVICES

AT

SAI, RGSAG CENTRE,

RAJANTHOTTAM,

MAYILADUTHURAI – 609 001

Phone No. 04364 – 240090

***E-mail : sairgsagmyl@yahoo.com /
sairgsagmyl@gmail.com***



**SPORTS AUTHORITY OF INDIA
RAJIV GANDHI SPECIAL AREA GAMES CENTRE,
RAJANTHOTTAM, MAYILADUTHURAI – 609 001**

Website: www.saincpe.gov.in

Phone No. : 04364-240090

E- mail : sairgsagmyl@yahoo.com / sairgsagmyl@gmail.com

TENDER NOTICE

Sealed Tenders are invited from reputed Firms / Companies having minimum annual turnover of Rs. 10.00 lakhs (Rupee Ten lakhs) in Housekeeping / Gardening / Man power supply with experience in specified above jobs in reputed organizations.

Tender Form with detailed information can be obtained from the O/o the Centre Incharge, Sports Authority of India, Rajiv Gandhi Special Area Games Centre, Rajanthottam, Mayiladuthurai – 609 001, TamilNadu on any working day from the date of publication of this Notice during the working days from the O/o the Centre Incharge between 10.00 a.m. to 1.30 p.m. on payment of cash / DD of Rs. 1000/- (Rupees one thousand only) drawn in favour of the Centre Incharge, Sports Authority of India, RGSAG Centre, Rajanthottam, Mayiladuthurai which is non-refundable. The tender form can also be downloaded from the web site mentioned above. In case of downloading from the website the tenderer will have to remit the tender cost along with the EMD prescribed.

The Centre Incharge, Sports Authority of India, RGSAG Centre, Rajanthottam, Mayiladuthurai reserves the right to accept or reject any or all tenders without assigning any reasons.

Sd/-
Centre Incharge
SAI, RGSAG Centre
Mayiladuthurai

Tender Form

Job Name: House Keeping / Gardening / Man power supply Services

DATE OF ISSUE OF TENDER : 03-03-2017

LAST DATE FOR ISSUE OF TENDER : 24-03-2017 up to 1.30 p.m.

LAST DATE FOR SUBMISSION OF TENDER : 24-03-2017 up to 2.30 p.m.

Tender Opening (Technical bid) : 24-03-2017 at 3.30 p.m.

Tender Reference No. : SAI-RGSAGC / MYL / 18 / HKSC / 2016-17

***SPORTS AUTHORITY OF INDIA
RAJIV GANDHI SPECIAL AREA GAMES CENTRE
RAJANTHOTTAM
MAYILADUTHURAI – 609 001
NAGAPATTINAM DISTRICT, TAMILNADU STATE
E. Mail : sairgsagmyl@yahoo.com / sairgsagmyl@gmail.com***

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Note: This tender book, duly filled in and signed on all pages should be delivered at:

*SPORTS AUTHORITY OF INDIA
RAJIV GANDHI SPECIAL AREA GAMES CENTRE
RAJAN THOTTAM
MAYILADUTHURAI – 609 001.
NAGAPATTINA DISTRICT, TAMILNADU STATE.*

SPORTS AUTHORITY OF INDIA
RAJIV GANDHI SPECIAL AREA GAMES CENTRE
MAYILADUTHURAI – 609 001

ELIGIBILITY CRITERIA

1. The Firm / Company should be duly registered as per statutory rules of Ministry of Labour, Government India / Government of Tamil nadu State and a copy of the registration certificate to be enclosed.
2. Firm / Company should have experience of at least 5 years in the field of Housekeeping / maintaining of Gardening. Necessary certificate to this Effect should be enclosed for the last Five years.
3. Firm should furnish their PAN / TAN number.
4. Permanent account of bank to be furnished along with bank statement at Least for 3 years.
5. The Firm/Company should have registration for PF and ESI and any other Taxes as applicable. Necessary documents from the relevant departments Shall be enclosed.
6. In case service tax is applicable, the Firm / Co. should have service tax Registration and copy of service tax registration should be enclosed.
7. List of clients served highlighting Govt. Clients along with contact Numbers and work order copies to be furnished with satisfactory Performance certificate.
8. Copies of work order of at least one Govt. institution and three other Institutions / firms where service is carried out for two consecutive years Should be enclosed.
9. Audited Copies of Annual turnover/Balance sheet along with IT Returns for the last three financial years.
10. Valid certificate/License from Central Govt. Labour Commissioner under CLRA / State Government Labour Commissioner.

SPORTS AUTHORITY OF INDIA

IMPORTANT NOTES TO BIDDERS

1. The intending bidders should note the eligibility criteria and who fulfill the eligibility criteria only shall submit their tenders.
2. The Bidder shall carefully study all the conditions mentioned hereunder before submitting the bids.
3. Each bid shall be accompanied by Earnest Money Deposit amounting to Rs. 25,000/- (Rupees twenty five thousand only) in the form of Demand Draft drawn in favour of the Centre Incharge, SAI, RGSAG Centre, Mayiladuthurai. The Earnest Money so submitted shall be valid for a minimum period of 60 (Sixty) days from the date of submission of tender document. Tenders without EMD will be summarily rejected.
4. The Earnest Money of unsuccessful Tenderers will be returned after the orders are placed on the successful Tenderer. The Earnest Money Deposit will not bear any interest. The successful Tenderer shall furnish a bank demand draft of 10% of the annual contract as security deposit to SAI after adjusting the Earnest Money Deposit of Rs.25,000/- (Rupees Twenty Five Thousand only) before concluding the agreement and the Security Deposit shall be valid till completion of the contract period. The Security Deposit will be returned in accordance with clause No. 18 of General conditions.
5. The contract period shall be 12 months from the date of issue of work order but can be extended for further period of another year if services are found satisfactory.
6. The tenders should be submitted in two covers super scribing as (A) "TECHNICAL BID FOR HOUSEKEEPING" (B- 1 & 2) 'FINANCIAL BID FOR HOUSE KEEPING' separately.
7. The cover super scribed as (A) 'TECHNICAL BID' shall contain all the documents and necessary certificates pertaining to eligibility criteria and DD for EMD of Rs.25,000 /- (Rupees Twenty Five Thousand only). DD should be drawn in the name of " The Centre Incharge, Sports Authority of India, Rajiv Gandhi Special Area Games Centre, Mayiladuthurai".
8. (B – 1 & 2) FINANCIAL BID cover should contain nothing but rates quoted in the prescribed proforma & deployment chart cum costing sheet.

9. Tenders submitted in any manner other than the eligibility criteria of (7) (8) & (10) shall be treated as invalid.
10. Tenders submitted without DD for EMD of Rs. 25,000/- shall be treated as invalid.
11. The successful Tenderer shall execute the agreement in the prescribed form. Failure to execute the agreement / carryout the work will entail forfeiture of the contract.
12. The SAI reserves the right to accept or reject any tender without assigning any reason, at any stage.
13. Tender documents complete in all respects shall be deposited in the tender box placed at SAI office before the date and time specified.
14. The tenders will be opened on 24.03.2017 at 03.30 P.M, in the presence of available tenderers or their authorized representatives who may choose to be present at the time of opening. After scrutiny of eligibility criteria, date of opening of Financial Tender of eligible tenderers will be informed to the short-listed tenderers.
15. The decision of the Director, SAI, Kerala Region / Principal, SAI, LNCPE, Thiruvananthapuram shall be final. Conclusive and binding on all the tenderers concerned upon relating to all matters / Conditions / instructions / clauses and their interpretations.
16. All disputes / settlement arising out of this contract, if any shall come under the Jurisdiction of Court located at Mayiladuthurai City.

TENDER NOTIFICATION

1. Sports Authority of India, Rajiv Gandhi Special Area Games Centre, Mayiladuthurai, invites sealed Tender under two bid system from reputed Firms / Companies having minimum annual turnover of Rs.10.00 lakhs in Housekeeping with experience of doing Housekeeping job in reputed organizations to carry out work at SAI RGSAG Centre Campus, Mayiladuthurai.
2. Tender form with detailed information can be obtained from Sports Authority of India, RGSAG Centre, Mayiladuthurai – 609 001 on any working day from the date of publication of Notification, from the O/o the Centre Incharge, SAI, RGSAG Centre, Mayiladuthurai between 10.00 a.m. and 1.30 p.m. on payment of cash / DD of Rs. 1,000/- (Rupees one thousand only) drawn in favour of the Centre Incharge, SAI RGSAG Centre, Mayiladuthurai which is non refundable. The Tender form can also be downloaded from the website www.saincpe.gov.in In case of downloading from web site the tender will have to remit the tender cost along with the EMD as prescribed.
- 3.

a)	Period of work	Twelve calendar months from the date of issue of letter of award which is extendable
b)	Period of issue of Tender documents	03.03.2017 to 24.03.2017 up to 1.30 p.m.
c)	Last date for receipt of completed Tender	24.03.2017 up to 02.30 p.m.

4. Tenders(Technical Bid) will be opened on 24.03.2017 at 03.30 p.m. in the presence of available tenderer or their authorized representatives.
5. The successful tenderers shall give an undertaking that he would abide by the latest provisions of Employees Provident Fund and miscellaneous Provision Act and Minimum Wages Act of Central Govt. CLRA / State Government.
6. SAI reserves the right to verify any information / document furnished by the Tenderer, should the circumstances so warrant, in the overall interest of SAI.

SPORTS AUTHORITY OF INDIA

DECLARATION

Declaration to be given by the Tenderer at the time of submission of Tender:

Name of Work : HOUSE KEEPING WORK AT SAI Rajiv Gandhi Special Area Games Centre Campus, Mayiladuthurai – 609 001.

I, / We have studied the Tender documents, read the nature of work to be carried out carefully and diligently after physically inspecting the entire campus and its infrastructures and I/We have submitted the Tender document having studied understood and accepted the full implications of the tender documents.

The work in the contract will be executed confirming to the requirements contained In the Tender document in a professional manner.

Signature of the tenderer

GENERAL CONDITIONS

1. The Tenderer shall inspect the SAI RGSAG Centre campus and obtain all the Information required on all matters such as nature of work to be carried out, floor areas, toilets location, working conditions, obstructions and hindrance that may arise etc., before submission of tender documents. Ignorance of nature of works to be carried out, working conditions, areas to be covered etc., will not be entertained at a later date.
2. A high Standard of workmanship is expected out of this agreement and therefore the Tenderer shall adhere to the instructions from the officer In charge (Housekeeping) from time to time
3. The work shall be carried out with due diligence and all the work executed shall be in a workman like manner. In the event of any dispute arising, the decision of the Officer designated shall be final, binding and conclusive.
4. The Tenderer shall deploy the required personnel, for carrying out the House Keeping work.
5. All, arrangements for transporting the men and materials including ladders etc., required, to the office premises shall be done by the Tenderer at his own cost and expense.
6. The officer In charge reserves the right to order for repeating the house keeping operation, if in his opinion, the cleaning operation is not in accordance with the requirement contained In the tender documents / instructions issued from time to time.
7. The Tenderer shall make his own arrangements for storage of all material, tools, plants at a specified place earmarked for the purpose. The safety and security for the same shall be arranged by the Tenderer at his own cost. SAI shall not be responsible for loss of materials and no claim whatsoever shall be entertained on this account.

8. Electric Power / Water required for carrying out the House Keeping operations will be made available free of cost to the extent possible and Tenderer shall exercise utmost care for judicious use of these.
9. The rates quoted shall be deemed to include everything necessary to satisfactorily carry out the House Keeping operations as determined by the Officer-In -charge.
10. The consolidated amount quoted by the Tenderer shall be firm and valid for the entire duration of contract Period. This contract will be in force for a period of twelve Months initially which can be extended on the same terms and conditions for another year. No escalation in rates of wages on any account and in any form will be entertained during the initial or extended contract period. Any periodical escalation of wages / enhancement of VDA by Central Govt. / State Government will have to be taken care of by the Tenderer himself and no additional payment will be claimed from SAI on this account. The Contract can be terminated on ONE MONTH notice by SAI without assigning any reason.
11. The current period of the Tender shall be for a minimum period of 30 (THIRTY) days from the date of opening of Tenders. If any Tenderer withdraws his tender before the said period or makes modifications in the terms and conditions of the Tender, which are not acceptable to the SAI, then SAI shall, without prejudice to any right or remedy, be at liberty to forfeit the Earnest Money Deposit submitted along with the Tender documents.
12. On completion of the House Keeping operation (daily, weekly and fortnightly), the Tenders shall remove all tools, equipments, debris etc., from the office premises and leave the place in a neat and tidy manner as directed by the Officer In charge.
13. During the house keeping operations, the Tenderer shall carry out the works in harmony with the officials of SAI in the best overall interest of the work.
14. The Tender shall be submitted in two separate sealed envelopes ("A' & "B") super scribing as "TECHNICAL BID" AND "FINANCIAL BID" respectively and the name of the work after duly filled in all the particulars called for.
15. The Schedule of the Tender shall be submitted In TWO COVERS, one marked as "TECHNICAL BID" and other as "FINANCIAL BID". The Tender shall indicate the rate monthly both in figures and words, for carrying out the house keeping operations for the entire area mentioned in the schedule. The total amount shall be indicated in the price bid envelope.
16. **NO ADVANCE SHALL BE PAID FOR CARRYING OUT THE HOUSE KEPING OPERATIONS**

PAYMENT TERMS:

17. The Payment will be made on the basis of the bills submitted by the Contractor to SAI at the end of each month, for having carried out the House keeping operations during the month, based on the rates accepted by SAI and as per the agreement to be signed between the Contractor whose Tender is accepted and SAI. Deduction towards Income Tax will be made at the prevailing rates under Income Tax Act and relevant notifications from the bills. Also deduction towards any other taxes as per statutory requirements will be made from the bills. The bills submitted will be scrutinized by the Officer designated and certificate for having carried out the work satisfactorily will be endorsed on the bills and passed for payment. Copies of PF, ESI remittance and attendance pay register should be submitted periodically for verification.
18. The Security Deposit will be released after THIRTY DAYS from the date of satisfactory completion of the contract period or one month after the final bill is paid whichever is later by adjusting any dues of SAI.
19. UNSATISFACTORY PERFORMANCE & PENALTY CLAUSE If the services rendered by the contractor are not up to the standard, the same will be brought to the notice of the contractor with a view to provide him an opportunity to improve the same in a stipulated period. If no improvement in the services rendered during the stipulated period is observed, a penalty of Rs.2000/- (Rupees two thousand) per day will be imposed in the first instance which will be doubled for the second repetition. If still no improvement is noticed, a penalty equivalent to 5% of the consolidated amount will be imposed before taking any further action. Such amounts will be deducted from the monthly payment of bills. Notwithstanding anything contained in the contract agreement, the services of the Contractor can be terminated by SAI by giving one month notice to the contractor without assigning any reason whatsoever.
20. Work place log book shall be maintained by the contractor and it has to be produced to SAI officials for verification as and when required.

Sports Authority of India, RGSAG Centre, Mayiladuthurai – 609 001

TERMS AND CONDITIONS OF HOUSE KEEPING

The House Keeping agency shall carry out cleaning and other connected operations of SAI RGSAG Centre campus. The routine House Keeping operations shall be completed half an hour before commencement of office hours i.e., by 9.15 A M every day where offices are situated while other places like hostels etc. the work shall start at 8.00 a.m. which will continue till the work schedule given below is completed. This may be changed by SAI if the need arises.

SCHEDULE OF WORK

1. The House Keeping agency will carry out the cleaning and other connected operations at Daily / Weekly / Fortnightly frequencies as enumerated below by using appropriate cleaning machines / materials of approved quality and make.
2. The Agency shall segregate all wet garbage and dry garbage collected from all buildings daily and disposes them properly at the specified places by the Municipal Corporation.

A. DAILY OPERATIONS

i) For Security Guard: (Watch and Ward without arms - Ex Serviceman)

1. Doing Security duty in the front side main gate on routine basis.
2. Maintaining public / visitors register.
3. Maintaining inmate's movement register (Separate register for boys & girls).
4. Maintaining water electrical motor pumps in the campus

ii) For Grounds man:

1. To attend duties at play fields of Athletics Basketball /Volleyball /Kabaddi Weightlifting assigned by the Centre I/C.
2. Providing drinking water to the above courts
3. Removing of unwanted grass in the play fields
4. Other duties assigned by the Centre I/C.

iii) For Cleaning / Sweepers (Male & Female)

Sl. No.	Area	Sequence of daily cleaning including wet moping with phenyl etc.,	Remarks
1	Adm. Block (Gallery & I Floor & Surroundings)	a)All Office rooms – once daily b)Coaches room – once daily c)Gr & 1 st Floor Rooms – once daily d) Multi Gym hall – once daily e) All toilets – twice daily f) Corridors & Steps – twice daily	
2	Boys Hostel & its Surroundings	a)Twice daily including toilets / bath rooms b)Corridors & Steps - twice daily	
3	Girls Hostel & its Surroundings	a)Twice daily including toilets / bath rooms b)Corridors & Steps - twice daily	
4	Multi Purpose Indoor Stadium & its Surroundings	a)Entrance / Sweeping - once daily b)Toilets / Bathrooms – once daily c)Cleaning work - once daily d)Moping work – once daily	
5	Front side main entrance	a)cleaning work – once daily b)Sweeping & removing garbage	
6	Approach Road	Cleaning the area & removing garbage – once daily	
7	Play Field	Cleaning of play fields daily	
8	General	Work materials or unserviceable should be cleared from the premises	

B. WEEKLY OPERATIONS

- a. Thorough wash of all toilets with chemical, acids, detergents etc.,
- b. Removing cobwebs and cleaning of false ceiling

C. FORTNIGHTLY OPERATIONS

- a. Spraying of disinfectants in and around toilets & removing dirt's left by rodents / pests/birds etc., neatly.
- b. Clearing all drains around the buildings of dry leaves and other blockages.

D. MONTHLY OPERATIONS

- a. Sweeping and brushing of entire floors with water and necessary chemicals.
 - b. Removing accumulated stains at the edges of the walls.
 - c. Complete cleaning of roof tops of all buildings.
2. All the cleaning materials including access ladder, etc., given by this centre for carrying out the operational works shall be arranged in order.
 3. SAI will not have anything to do with the welfare of the employees of the agency.
 4. The Agency shall not engage any person who is below 18 years of age.
 5. The Security Guards / Persons must be Matriculation or equivalent, Ex Serviceman (Army or Police) Age: not more than 50 years.
 6. The Personnel deployed by the House keeping shall maintain a high standard of discipline. The House Keeping agency shall be responsible for assigning duties to personnel deployed, payment of wages, ESI, Provident Fund, Bonus, Group Linked Insurance scheme etc., as per relevant laws of the land and the compensation payable under the Central Workmen's Compensation Act or any other benefits to the staff employed by the agency. SAI shall not be responsible for nonpayment of any of the amounts to the staff of the House Keeping Agency on account of Statutory Acts applicable and in the event of failure to comply with these provisions, the same will be recovered from the Bills due to the House Keeping Agency.

7. The House Keeping Agency shall comply with all the statutory requirements as may be applicable now and as amended from time to time which includes compliance with the Employees State Insurance Act 1948, Employees Provident Fund Act 1952, Payment of Bonus Act, Payment of Gratuity Act, Payment of Central Minimum wages act and any other statutes/enactments as may be applicable from time to time.
8. The Agency shall comply with all applicable laws, ordinance, rules and regulations In respect of this contract and the employment of the workers by the agency and the Agency shall pay at its own cost all the charges In connection therewith.
9. The house keeping Agency shall be governed by the provisions of the Contract Labour (Regulation and Abolition) Act 1970 and shall obtain the Contract labour license from the Central Labour Commissioner's / State Labour Commissioner's Office within 15 days from the date of issue of work order, if already not obtained.
10. The House Keeping Agency shall renew the Contract Labour license from time to time and inform the officer designated accordingly. In the event of the Agency not securing the Contract Labour License within 15 days from the date of issue of work order or in the event of the Agency not renewing the license, it shall be open to SAI to terminate this agreement forthwith, without being required to give any advance notice of such termination.
11. The House Keeping Agency shall take necessary insurance cover at its own cost for any accidents and towards any other amount that would become payable by House Keeping Agency under the Workmen's Compensation Act or any other statute that would be applicable.
12. The House Keeping agency shall ensure that its personnel are in uniform with badges while on work. Its staff shall carry with them the identity cards given by the Agency for identification at SAI office premises. Attendance register of labour deployed for the work shall be maintained by the House Keeping Agency separately. Also satisfactory completion of works shall be entered daily in a register maintained for the said purpose. If any person engaged by the House Keeping Agency Is found unsuitable or undesirable by SAI, he / she should be immediately replaced.

13. The Staff of House Keeping Agency shall be liable for security search during the course of work and at the time of leaving the premises.
14. The House Keeping Agency shall indemnify SAI against any losses, damages or claims to the property of the SAI or third party arising out of negligence, carelessness, misconduct of any of the personnel of the Agency deployed in the premises of SAI.
15. In the event of any money becoming due to SAI from the House Keeping Agency during the currency of this contract either due to shortfall of services or due the loss or damages caused as stated clause (13) above or for any other reason, SAI shall be entitled to recover such amounts from the security deposit lodged with the SAI and/or payments due to the agency.
16. The House Keeping Agency shall provide safety appliances such as safety shoes, hand gloves, safety belts etc., to its staff as and when required and ensure the usage of the same by their staff.
17. The House Keeper shall normally carry out the work during the time specified by SAI on the working days of the SAI. When need arises the Agency should work on holidays/after office hours.
18. The SAI shall not be responsible for providing food and/or transport to the staff of the House Keeping Agency.
19. SAI will not be responsible for any loss to the property or to persons of the Agency in the event of fire, catastrophe or civil commotion etc., if so occurs.
20. Materials brought by the House Keeping agency may be stored at the SAI office by the Agency at specified location, under lock and key.
21. The House Keeping Agency under no circumstances, whatsoever, shall slow down/stop the designated operations as mentioned in the conditions afore said.
22. The Responsible Persons from the Firm / Agency should visit the premises at least once a week to inspect the house keeping staff, cleaning etc.,
23. The Agency shall quote the rates per head per day for unskilled labourers as and when required additionally by SAI for various other works

SPORTS AUTHORITY OF INDIA, RGSAG CENTRE, MAYILADUTHURAI

REQUIREMENTS

Sl. No.	Name of Work	Place of work / Area	Basis prescribed Emoluments per month (Rs)	Minimum Requirement of personnel to be deployed
1	Grounds man	Play field of Athletic / Basketball/ Kabaddi / Volleyball & Weightlifting	Rs. 12,141/- pm. Maximum fixed including all statutory benefits	2
2	Safaikamachari (Male & Female)	Boys & Girls Hostels, Office building etc.,	* As per Central Minimum Wages	2
3	Security Guard (Watch and Ward without arms - Ex Serviceman)	Main entrance of the centre / Infront of Boys hostel	* As per Central Minimum Wages	2

**SPORTS AUTHORITY OF INDIA
RGSAG CENTRE, MAYILADUTHURAI – 609 001**

To

The Principal
SAI RGSAG Centre
Mayiladuthurai

Sir,

Sub : Tender for providing complete & comprehensive staff outsourcing at SAI RGSAG Centre, Mayiladuthurai.

**EARNEST MONEY DEPOSIT & TENDER COST
(TO BE SUBMITTED IN ENVELOP “A”)**

In response to the tender published in the _____ on _____ I am enclosing herewith demand draft No. _____ dated _____ for Rs. _____ (Rupees _____ only) drawn on _____ Bank _____ in favour of the Centre Incharge, SAI, RGSAG Centre, Mayiladuthurai payable at Mayiladuthurai on account of Earnest Money Deposit (EMD). The Tender form has been purchased in payment of Rs. 1,000/- by way of demand draft No. _____ dated _____ / Cash Receipt No. _____ dt _____ and

*In response to tender floated on website www.sportsauthorityofindia.nic.in/www.lncpe.gov.in I have downloaded the tender document and depositing herewith demand draft of Rs. _____ (Rupees _____ only) drawn on _____ Bank in favour of the centre Incharge, SAI, RGSAG Centre, Mayiladuthurai payable at Mayiladuthurai on account of Cost of Tender.

(SIGNATURE OF THE BIDDER)

* Strike off if not applicable.

With address and seal

**SPORTS AUTHORITY OF INDIA
RGSAG CENTRE, MAYILADUTHURAI – 609 001**

TECHNICAL BID FORM

1	Name of the Firm / Agency	
2	Full postal address with Telephone No. & Fax No.	
3	Name, address & Tel No. of the Director / Proprietors & Chief Executive of the firm	
4	Registration No. of Firm (copy of Certificate to be enclosed)	
5	Income tax return Certificate of the last three years i.e. FY 2013-14, 2014-15, 2015-16.	
6	PAN, TAN Numbers (copies to be enclosed)	
7	Service Tax No. (copy to be enclosed)	
8	EPF Registration No. (copy to be enclosed)	
9	ESI Registration No. (copy to be enclosed)	
10	Certified / Audited Balance sheet by CA of last three financial years confirming turnover of minimum Rs. 10 laksh per annum (2013-14, 2014-15, 2015-16)	
11	Details of other clients to whom the security were provided by the agency along with copies of award letter as per proforma given on next page	

(SIGNATURE OF THE BIDDER)
With address and seal

Dated :

Proforma containing details of other organization where such or similar contracts were undertaken

Sl. No.	Name & Address of the Organization, Contact No.	No. of personal Supplied	Period of Contract	Whether Government / Semi Govt. / Autonomous bodies / PSUs / Industries etc., (Pl specify)	Amount of contract reason for termination (if any currently not valid)	Proforma containing details of other Organization where, such or similar contracts were undertaken
1						
2						
3						

(SIGNATURE OF THE BIDDER)
With address and seal

Dated :

**SPORTS AUTHORITY OF INDIA
RGSAG CENTRE, MAYILADUTHURAI – 609 001**

FINANCIAL BID FORM (TO BE SUBMITTED IN ENVELOP)

1. Name of the Tenderer: _____

2. Address of the Tenderer: _____

NOTE:

1. TOTAL RATES QUOTED FOR A MONTH per category SHOULD BE INCLUSIVE OF ALL CHARGES, TAXES (Eg. EPF, ESI, etc.,) (excluding service tax), for providing comprehensive staff outsourcing at SAI, RGSAG Centre, Mayiladuthurai.
2. The rate quoted for minimum waged employee should be in the tune of minimum wage + employer contribution of EPF & ESI + Other perks if any.
3. The agency is liable to pay the rate quoted and approved to each category of employee outsourced without any deduction. The agency commission will be paid separately over and above the total charges of outsourced work.
4. The income tax will be deducted at source from the total charges and it should not be levied to the outsourced employees.
5. The Certified amount of wages shall be inclusive of all statutory / taxation liabilities inforce at the time of entering into the contract and as per the minimum wages as fixed by Labour Department Government of India/ State Government from time to time.
6. In case discrepancy in the amount quoted in figure and words, the amount written in words will be taken into consideration.

Dated : _____

(SIGNATURE OF THE BIDDER)
With address and seal

**SPORTS AUTHORITY OF INDIA
RGSAG CENTRE, MAYILADUTHURAI – 609 001**

FINANCIAL BID FORM

Sl. No.	Particulars	Minimum Requirement of personnel (quantity)	Rate per month (inclusive of all taxes & statutory liabilities) in Consolidated monthly amount (inclusive of EPF, ESI, Minimum Wages as fixed by Govt. from time to time) i.e. minimum wages + employer contribution of EPF & ESI + Other perks if any		Total charges (Quantity * Rate) i.e. Col. 3 x Col. 4 in Rupees
			4	5	
1	2	3	4	5	6
			In figure per person	In words per person	
1	Grounds man	2			
2	Safaikamachari (Male & Female)	2			
3	Security Guard (Watch and Ward without arms - Ex Serviceman)	2			
				Total	

The breakup of the monthly charges of staff outsourcing is as follows:

- a) Grand total of wages per month as on Col. 6 above -
- b) Agency Commission / Service charges per month -
(including the liability of Income tax) -

GRAND TOTAL -

(Rupees _____)

Certified that, the rates quoted above are as per Minimum Wages Act fixed by the Labour Department, Government of India. And further certified that I /we have studied site, read, and understood all classes of the tender and in case of award of contract, undertake to abide by all terms and conditions mentioned in the same.

Dated _____

(SIGNATURE OF THE BIDDER)
With address and seal

COVERING LETTER BY THE BIDDER ON LETTER HEAD

1. Please refer to your advertisement for outsource services published in daily / website.....dated 2017.
2. I / we hereby submit following documents for the tender.
 - (a) EMD.....
 - (b) Technical bid with all relevant documents
 - (c) Details of past experience with supporting documents
 - (d) Financial bid
 - (e) Tender document duly signed by the bidder and all necessary documents
 - (f) Tender document payment Receipt / DD for Rs. 1,000/-
3. I have carefully read and understood all the terms -and conditions of the tender and hereby convey my acceptance of the same.
7. The information / documents furnished along with the above declaration 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 vague / false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date :

Place:

Signature of authorized person

Full Name:

Company's Seal:

N.B. The above covering letter duly signed and affixed with seal by the Bidder /Agency in token of acceptance should be attached with the Tender submitted.

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 executive this 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
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 the authorized person

Name

Seal

Date

Place

N.B: The above declaration duly signed and affixed with seal by the Bidder/|Agency in token of
their acceptance should be attached with the Tender submitted.