
SPORTS AUTHORITY OF INDIA

Address : Director, Regional Centre, SAI, Mumbai
Tele- Fax : 022-28876059
Email : saircmumbai@gmail.com
Website : WWW.sportsauthorityofindia.nic.in

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SPORTS AUTHORITY OF INDIA

**Regional Centre, Mumbai
Akurli Road, Kandivali (east)
(Mumbai)**

Website -: //WWW.sportsauthorityofindia.nic.in/

Bidding Document

For

Mess Contract (dry and Wet Ration) for Kandivali Mumbai & Goa

Bid Reference No. _____

Date: __/__/__

Date & Time for sale of Bidding Document: 13.02.2017 to 06.03.2017 4 PM

Place of sale of Bidding Document : Accounts Branch, Regional centre,
SAI, Kandivali (East), Mumbai/
Ponda& Peddem Goa

Place of receipt of Bid : Director, SAI, RC, Mumbai

Closing Date and time for receipt of Bid : 07.03.2017 on or before, 4 pm

Date and Time of opening of techno : 07.03.2017 at 4pm

Commercial Bid : Date of Opening of Financial Bid will
be communicated to all Bidders
qualified technically through letter or
phone.

SECTION I

SPORTS AUTHORITY OF INDIA

Telephone: + 022- 28876059 Tele - Fax

Website -: //WWW.sportsauthorityofindia.nic.in/

Bid Reference No.

Dated: __/__/__

INVITATION FOR BID (IFB)

1. Sports Authority Of India, for and on behalf of Director, Regional Centre, Sports Authority of India, Mumbai invites sealed Bids for supply of Mess Contract (Dry and Wet Ration) for use of the following SAI Centre Mumbai& Ponda, Peddem Goa.

Sr. No.	Brief Description of Mess contract (Dry and Wet Ration) (e.g., Mess Contract and Wet ration) at Mumbai/ Ponda, Peddem Goa	Qty.	Amount of Bid security in Rs.	Bidding Document Cost.(Rs.)
01	As per annexure 'A' & 'B'	As per annexure 'A' & 'B'	2% EMD of estimated cost put to tender. 10% Security value of contract.	

2. Bidding Schedule:

- (i) Date & Time for sale of Bidding Documents : From 13.02.2017 till 06.03.2017 4 PM between 10:30am to 4:30pm
- (ii) Place of receipt of Bid : Account Branch, Regional Centre, SAI, Kandivali (East), Mumbai & Ponda and Peddem Goa
- (iii) Place of receipt of Bid : Director, Regional Centre, Sports Authority of India, Mumbai
- (iv) Closing date and time for receipt of Bid : 07.03.2017 on or before, 3pm
- (v) Date and Time of Opening of Technical bid : 07.03.2017 at 4pm
- (vi) Commercial Bid : Date of Opening of Financial Bid will be communicated to all Bidders qualified technically through letter or phone.

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3. Bidding Document may be of non-refundable as tabulated above in the form submitted in favour of “ **Director, Regional Centre, Sports Authority of India, Mumbai**”, payable at “**SAI, Kandivali (East), Mumbai**”.
 4. Bidder may also download the Bidding Document from the SAI website www.sportsauthorityofindia.nic.in & CPPP of Govt. of India i.e. www.eprocure.gov.in and submit its Bid by utilizing the downloaded document, along with the required non-refundable fee as mentioned in Page 3 above.
 5. Bidders shall ensure that their Bids complete in all respect, are dropped in the Tender Box placed Director, Regional Centre, Sports Authority of India, Mumbai on or before the closing date and time as indicated in the Para-2 above, failing which the **BIDS WILL BE TREATED AS LATE AND REJECTED.**
 6. In the event of any of the above mentioned dates being declared as a holiday / closed day for the Bids will be received /opened on the next working day at the appointed time.
 7. The Bidding Document is not transferable.

M/s. _____

Sports Authority of India

IMPORTANT DATES AND INFORMATION

Sr. No.	FAQ	ANSWER
1	Cost of tender Document	Rs. 500/- (inclusive of service tax)
2	EMD	2% of the estimated cost put to tender
3	Performance Security Deposit	10% of Contract amount. (Applicable for successful bidder only)
4	Address and place of Submission of Tender	Director, Regional Centre, Sports Authority of India, Mumbai
5	Tender Document Delivery Mode	By hand or by post
6	Last Date and time of submission	07.03.2017 at 3 PM
7	Date of Opening Technical Bid	07.03.2017 at 4 PM
8	Date of Opening Financial Bids for technically qualified bidder	Date will be communicated after opening of technical bid OR will be communicated later
9	Venue of opening tender	Director, SAI RC Mumbai
10	Duration of contract	Initially for one year extendable for another period of one year subject to satisfactory services report.
11	Validity of Tender	90 days from the date of opening of tender
12	Total Number of pages of Tender Document	

FORMAT FOR SUBMISSION OF THE TENDER OF LETTER HEAD OF THE FIRM

To,
The Director
Sports Authority of India
Regional Centre, Kandivali (East)

Earnest Money Deposit for the supply of Dry & Wet Ration at SAI Regional Centre
Kandivali (East), Mumbai & Goa.

(To be Submitted in Envelop 'A')

In response to the tender published in the _____ on _____
I have purchased Tender Form No. _____ from Your office.

I am sending herewith demand draft No. _____ dated _____ or Rs. _____ (Rupees
_____ Bank in favour of Director, Sports Authority of India, Regional
centre Payable at Kandivali (East), Mumbai on account of EMD.

In response to tender floated on website i/we have downloaded the tender document
and depositing herewith demand draft of Rs. _____ (Rupees _____ only)
drawn on _____ Bank in favour of Director, Sports Authority of India,
Regional centre Payable at Kandivali (East), Mumbai on account of EMD and cost of
tender.

(AUTHORITY SIGNATORY)
(NAME IN BLOCK LETTERS) :-----

SEAL OF THE TENDERER

Date: _____
Encl: as above

FORMAT FOR SUBMISSION OF THE TENDER ON LETTER HEAD OF THE FIRM

To,
The Director
Sports Authority of India
Regional Centre, Kandivali (East)

Tender for the supply of Dry & Wet Ration at SAI Regional Centre Kanidvali (East),
Mumbai & Goa.

In response to the tender published in the _____ on _____ I had
purchased Tender Form No. _____ from your office. I have downloaded tender
from website sportsauthorityofindia.nic.in and have deposited cost of tender alongwith
EMD.

I am sending herewith my tender document as under:

Technical Bid: The tender document duly signed on each page and all other documents
to be submitted along with the tender.(envelop 'A')

Financial Bid: the financial bid for the job of supplying Dry and Wet Ration.(envelop 'B')

** The following details and supporting documents accordingly are available in Envelop
'B' for evaluating eligibility etc.

- a. PAN (Copy enclosed)
- b. Details of clients for Supply of Dry and Wet Ration services (Copy of award letters
be enclosed).
- c. Copy of audited balance sheet for the last three years should be submitted
showing annual turnover of Rs. 1 Crore and Rs. 07-08 Lakhs on single items.

That I/We will be responsible for all the contractual obligations including uninterrupted
services, quality of the work etc.

This is certified that I/We have studied site, read and understood all clauses of the
tender in case of award of contract. I/We undertake to abide by all terms and conditions
mentioned in the same.

AUTHORISED SIGNATORY

Name in Block Letters: _____
Seal of the Tenderer

Date: _____

Encl; As above

APPLICATION LETTER (Specimen)

To,
The Director,
Sports Authority of India,
Regional Centre, Kandivali (East)
Mumbai 400101

Subject: Tender for Supplying of Dry and Wet Ration at Sports Authority of India,
Regional Centre, Kandivali (East), Mumbai 400101 & Ponda and Peddem Goa.

Dear Madam,

In response to your tender inviting notice for the above mentioned contract, I/We, a
Company/Partnership/Sole Proprietor submit the tender with following particulars:

S.No.	Description	Particulars
1.	Constitution & Nature of Firm (state whether sole proprietor/Partnership firm/limited company)	
2.	Year of Establishment	
3.	Registered Postal Address	
4.	Telephone No. Fax No. Mobile No.	
5.	Address of Branches	
6.	Name and address of Directors, in case of Company Name and address of Sole Proprietor Name and address of partners; in case of partnership firm	
7.	(a) Name of Bankers & Branch With full address (b) Style of Account & Number (c) Names(s) of person(s) operating the account (enclose banker's certificate)	
8.	PF Code allotted by PF Commissioner _____ With photo copy of certificate	
9.	Registration under contract labour (Regulation/Abolition Act 1970)	
10.	Registration of Company	

TECHNICAL BID SUBMISSION FORM

Dated__/_/___

Letters of Bid

(To be printed preferably on Bidder's letterhead)

To

Ref: Invitation for Bid' in respect to Tender Notice dated__/_/___

We, the undersigned, declare that:

1. We have examined and have no reservation to the Bidding Documents.
2. We offer to executive in conformity with the Bidding Documents for Supply of Wet & Dry Ration for the (_____)
3. Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security of 10% in accordance with the Bidding Documents.
5. We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/apes of serious nature.
6. We also accept all the terms and condition of this bidding document and undertake to abide by them, including the condition that the Bureau is not bound to accept highest ranked bid/lowest bid or any other bid the Bureau may receive.

Yours sincerely,

Authorised Signatory

(Authorised person shall attach a copy of Authorisation for signing on behalf of Bidding company)

Full Name and Designation

Date:

Place:

Stamp:

CONTACT DETAILS FORM

General Details of Bidder

1. Name of the Proprietor/Partnership Firm/Company.....
2. Name and Designation of
Authorised Signatory
3. Communication Address
4. Phone No./Mobile No.
5. Fax
6. E-Mail ID
7. REGN. NO.
8. PAN NO. of the Firm

Particular Details of the Bidders Representative'

1. Name of the Contract Person
2. Designation
3. Phone No.
4. Mobile No.
5. E-Mail ID.

UNDERTAKING

1. I, The undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and bidding upon me for the entire period of contract and period of extension, if any it is certified that the rates quoted are the lowest rates as quoted in any other institution of India.
3. I/We give the rights to the SAI to forfeit the Earnest Money/Performance Security Deposit by me/us in case of breach of condition of India.
4. I hereby undertake to provide the services for supplying of Dry & Wet Ration as per the provisions in the tender document/Contract agreement.

Signature of the Authorised Signatory

**Designation:
(Office seal of the Bidder)**

Date:

Place:

Section-VII**TECHNICAL BID DOCUMENT**

Mandatory details to be provided with seal & signature else tender will be rejected summarily.

Sl. No.	Particulars	***
1	Name of the Tenderer/Firm, office address, Telephone No., Fax No., Fax No., Mobile No., E-mail (Please attach registration certificate of Firm)	Copies shall be enclosed
2	Present Dept (certificate) for supplying of Dry & Wet Ration. Details of Clients for supply of Dry & Wet ration	Copies shall be enclosed
3	Experience Certificate From past Agencies Experience certificate should be enclosed for Five years.	Copies shall be enclosed
4	Income Tax Return for the Past three years with self-attested copy of PAN Card	Copies shall be enclosed
5	Service tax Return for the Past three years with self-attested copy of registration certificate	Copies shall be enclosed
6	DD/Pay Order in respect of cost of tender & EMD as stipulated in the tender documents in favour of "Director, Regional Centre, SAI" payable at Kandivali(East) Mumbai	
7	All the bid documents need to be duly signed with seal.	
8	Statement of Average annual turnover of last three years duly signed by CA	
9	Self-attested copy of audited balance sheet for the last three years	
10	Self-declaration for not having been blacklisted by any Tender Inviting Authority	

**(Name and Signature of Tender
with stamp of the firm)**

(A) CONTRACT AGREEMENT (On Stamp Paper)
CONTRACT FORM FOR SUPPLY OF DRY & WET RATION
SPORTS AUTHORITY OF INDIA,

Contract No _____ dated _____

This is in continuation to this office's Notification of Award No _____ dated _____

1. Name & address of the Service Provider: _____
2. SAI's Bidding Document No _____ dated _____ and subsequent Amendment No _____ dated _____ (if any), issued by the Centre.
3. Service Provider Bid No _____ dated _____ and subsequent communication(s) No _____ dated _____ (if any), exchanged between the service provider and the SAI in connection with this Bid.
4. In addition to this Contract Form, the following documents etc., which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as integral part of this contract:
 - (i) General Conditions of Contract;
 - (ii) Schedule of Requirements;
 - (iii) Technical Specification;
 - (iv) Bid form furnished by the supplier;
 - (v) Price Schedule(s) furnished by the supplier in its Bid;
 - (vi) SAI's Notification of Award
5. Some term, conditions, stipulations, etc. out of the above-referred documents are reproduced below for ready reference:

(i) Brief particulars of the services which shall be provided by the service provider are as under:

Schedule No.	'Brief description of services	Total price	Terms of services

Any other additional services (if applicable) and cost thereof: _____

Total value (in figure) _____ (In words) _____

- (ii) Contract Period:
- (iii) Details of Performance Security:
- (iv) Service Provider:
- (v) Defect Liability Period
- (vi) Payment term:

**(Signature, name and address
 Of the SAI's authority official)**

For and on behalf of Director General, Sports Authority of India

Received and accepted this contract

 [Signature with date, name and designation]

for and on behalf of Messers _____

[Name & address of the service provider]

(seal of the service provider)

Date: _____

Place: _____

SECTION – VII

(A) BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

To

Sports Authority of India,

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: [insert date (as day, month, and year) of Notification of Award]
and Contact No. _____

Bank's Branch or Office: [insert complete name of Guarantor]
Beneficiary: Sports Authority of India,

PERFORMANCE GUARANTEE NO.: [insert Performance Guarantee number]

We have been informed that [insert complete name of Service Provider] (hereinafter called "the Service Provider") has entered into Contact no. [insert day and month], [insert year] with you, for the service of [description of Services] (hereinafter called " the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Service Provider, we hereby irrevocably undertake to pay any sum(s) not exceeding [insert amount(s) in figures and words] upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the [insert number] day of [insert month] [insert year], and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules fir demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub article 20(a) is hereby excluded.

[signatures of authorised representatives of the bank and the Service Provider]

SPORTS AUTHORITY OF INDIA
Director RC Mumbai
Akurli road Kandivali (east) Mumbai

TECHNICAL TENDER DOCUMENT FOR SUPPLY OF MESS ITEMS

- DATE OF SALE OF TENDER FORM : FROM
- LAST DATE & TIME OF RECEIPT OF TENDER :
1. NAME & ADDRESS OF THE FIRM/AGENCY : _____
2. NAME OF THE PROPRIETOR/PARTNER : _____
3. NAME OR SL. NOS. OF ITEMS FOR WHICH THE BID GIVEN : _____
4. TELEPHONE/FAX NO. EMAIL ID : _____
5. PAN NUMBER (ATTACH PHOTOCOPY) : _____
6. VAT NUMBER (ATTACH PHOTOCOPY) : _____
7. ATTACH COPIES OF IT RETURNS FOR THE LAST 3 F/YEARS : _____
8. ANNUAL TURNOVER DURING LAST THREE FINANCIAL YEARS DULY CERTIFIED BY C.A. (ATTACH COPY OF BALANCE SHEET) : _____
9. EXPERIENCE IN THE LINE (MENTION NUMBER OF YEARS) : _____
10. ATTACH COPY OF LICENCE ISSUED BY MUNICIPAL CORPORATION OR ANY AUTHORISED GOVT. AGENCY. : _____
11. ATTACH LIST OF MAJOR CLIENTS : _____
12. DETAILS OF EMD & Tender cost
- a) Name of the Bank: : _____
- b) Bank Drafts Nos. & Date : _____
- c) Amounts(s) : _____
13. Details of Bank with A/C No. & IFSC Particulars for RTGS : _____
- : _____
- : _____

SPORTS AUTHORITY OF INDIA
REGIONAL CENTRE, KANDIVALI, MUMBAI-400101

TERMS & CONDITIONS OF TENDER FOR SUPPLY OF MESS ITEMS

1. Only the actual stockiest, Authorized Distributors, Dealers, Wholesalers in each product as the case may be, are allowed to quote. The offers of middlemen and those who are not in the line will not be entertained.
2. The word "**Tender for Supply of (name of items).....**" should be super-scripted on the top left corner of envelopes bearing the name and address of the tenderer. The sealed should accompany the following :-
 - (a) Earnest Money (see tender notification) by Crossed Demand Draft drawn in favour of the Director, Regional Centre, Sports Authority of India, Kandivali along with and other documents mentioned at page No. 2 & 5 of Tender Form duly filled in the and signed on all pages by Tenderer, should be submitted in **ENVELOPE -A marking "TECHNICAL BID"**. EMD will be returned only after finalization of Tenders.
 - (b) Rates quoted for each item/brand as per Proforma at Annexure-I should be in **ENVELOPE-B marking as "FINANCIAL BID"**.
3. The issuing of tender forms closes on **06/03/2017 at 04.00 PM** and the Tender will be opened on **07/03/2017 at 04.00 PM** hrs at the Director SAI, RC, Kandivali in the presence of available tenderers or their representatives.
4. If the MRP is quoted in the Financial Tender Form, the tenderer should invariably indicate the percentage of discount allowed against each item on MRP. **SAI has the option to allot all items to such tenderer who has quoted the lowest rates for 80% or above items (including all major items) in that particular category.** Rates should be written in figures & words.
5. The tenderer must use the approved tender forms only and tenderer must quote for all the items mentioned in the List of items under each category. Transfer of Tender Forms is not allowed;
6. Prices quoted by the Tenderer (Incl. tax) shall be valid for a period of 12 months from the date of our acceptance of your tender except in the case of items of MRP and no increase in price of other items whatsoever will be released.
7. The successful tenderer will have to execute an Agreement for the due performance of this contract on non-judicial stamp paper worth Rs. 100/- within one week of the receipt of the allotment order and till then no payment will be released.
8. The quantities indicated are approximate requirement and are subject to increase/decrease without notice and the Tenderer will be bound to supply the increased/decreased requirement at the quoted rates.

-
9. Delivery will be the essence of the contract and if the materials are not delivered within the specified time/period or not conform to SAI's requirement standard, the Center will reserve the right to reject the same and purchase the goods from other sources and the defaulting tenderer will, on demand, unconditionally arrange to reimburse the sum equivalent to the difference between the rate tendered by him and the rate of the item procured from source(s).
 10. Your quotation shall include free delivery to our designated location(s) SAI CAMPUS/ SAI STC. The receipt of quantity supplied will be prepared in duplicate and one copy will be kept by SAI and the other to be brought in full and any shortage in weight shall be treated as non-supply and action will be taken in terms of the agreement.
 11. The officer receiving the stores will have the right to reject the articles if not found fresh or substandard. In case of any adulteration in the food articles, the supplier will be held responsible under the clauses laid down in Prevention of Food Adulteration Act, 1955, as amended to date.
 12. The centre reserves the right to inspect the successful tenderers premises through its representatives and shall be final judge of the suitability of the premises and the manufacturing conditions.
 13. The successful tenderer shall furnish a cash deposit of Minimum 10% of total annual purchase as SECURITY DEPOSIT Through DD/ Pay order in favour of Director RC SAI Mumbai.. The deposit will be free of interest and is liable to be forfeited in whole or in part as may be determined by SAI at its sole discretion in the event of any lapse or unsatisfactory performance, affecting the reputation of the authority and/to the regularity and efficiency of its service. Such Security amount will be returned after 60 days from the expiry of contract period.
 14. The terms and conditions can be modified, changed or added to, at the time of finally concluding and signing the agreement.
 15. The Director SAI reserves the right to cancel the contract without giving any reason at any time.

ARBITRATION CLAUSE

16. In the event the said mutual discussions/conciliation fail, the aggrieved party shall initiate arbitration proceedings for resolution of differences/disputes etc. mentioned above by appointing a sole Arbitrator, who shall be the Director General of SAI. In such event the said proceeding shall be conducted in accordance with the provision of the Arbitration and Conciliation Act 1996.
17. The venue of such arbitration proceedings shall be at Mumbai only and the courts in Mumbai alone will be the jurisdiction in respect of all proceedings connected therewith.

The Director, SAI, RC, Mumbai will be legally and lawfully competent to cancel the contract of supply and also to take any other action against the supplier including imposing of any penalty on the supplier during the pendency and till the final execution of the contract of supply in case the supplier is ever found to have committed any fraud against them or over-billing for any material so supplied to them or financial losses during the contract period or committed breach of agreement.

TECHNICAL BID - Envelope "A" (Separate Cover)

18. The word "TENDER FOR THE SUPPLY OF (Dry & Wet Rations) should be super-scripted on the top left corner of envelope bearing the name and address of the tenderer.

The following document will be in the Technical Tender Envelope invariably:

- a) DD for Earnest Money Deposit as prescribed in the Tender Notification (If exempted from payment by Government, copy of the Certificate should be enclosed).
- b) Tender Form duly signed on all pages for having presumed read and accepted the terms and conditions.**
- c) Other Documents/Details as required

FINANCIAL BID – Envelope "B" (Separate Cover)

19. I) Proforma for "Financial Bid" of the tender document after the rates duly quoted.

Note: The financial Bid will be opened only if the tenderer fulfils all the Requirements as per Technical Bid.

II) Except perishable items, for all other dry ration items samples of min. 100 gms. each item shall be submitted at the of submitting tenderers in separate polythene covers duly sealed, indicating the Firm's name on each cover and then packed altogether.

The envelope containing the documents as mentioned in SL. No. 18&19 above should be sealed and be super-scripted technical Bid- "A" and Financial Bid-"B" as the case may be. The envelopes "A" & "B" shall be submitted in one single sealed envelope addresses to the Director, Sports Authority of India, Regional Centre, Kandivali (East), Mumbai – 400101 on or before 07.03.2017 up to 3.00 PM. By a Committee appointed by the competent authority on the same day in the presence of the tenderers or their authorized representatives.

20. Director RC Mumbai receives the Right to reject any or all tender without assigned any reason.

21. After submitting the bill credit must be One Month

The above terms and conditions are acceptable to me.

(Signature of the Tenderer with Stamp)

Name (in Block letters)

Address:

.....