

SPORTS AUTHORITY OF INDIA
(GA Division),
Jawaharlal Nehru Stadium Complex,
Gate No.10, Lodhi Road, New Delhi-110003
 Telephone: +91-11 –2436163, 24362777, 24368393
 Website: <http://sportsauthorityofindia.nic.in/> & <http://eprocure.gov.in/eprocure/app>

E-Bidding Document

INVITATION FOR ON-LINE BIDS FOR EMPANELMENT OF PRINTING AGENCY FOR PRINTING OF STATIONERY ITEMS (SAI DELHI)

Bid Reference No.: 3(22)/SAI/GAD-II/2016 /IFB-05

Dated 23rd December, 2016

CRITICAL DATE SHEET

Published Date	30-12-2016 (10.00 AM)
Bid Document Download / Sale Start Date	02-01-2017 (10.30 AM)
Clarification Start Date	03-01-2017 (10.00 AM)
Clarification End Date	09-01-2017 (02.00 PM)
Bid Submission Start Date	10-01-2017 (10.00 AM)
Bid Submission End Date	23-01-2017 (02.00 PM)
Bid Opening Date	24-01-2017 (02.30 PM)

INDEX

<u>Section</u>	<u>Topic</u>	<u>Page No.</u>
PART-1 BIDDING PROCEDURE		
Section I	– Invitation for Bid (IFB) -----	4 – 5
Section II	– Instructions to Bidders (ITB) -----	6 – 12
Section III	– Eligibility Criteria & Performance Statement-----	13 - 14
Section IV	Bidding Forms:	
	- (A) Bid Submission Form-----	15
	- (B) Price Schedule	16 - 18
	- (C) Bank Guarantee Form for Bid Security-----	19
	- (D) National Electronic Fund Transfer (NEFT) Form-----	20
PART-2 – SCHEDULE OF REQUIREMENTS		
Section V	– Schedule of Requirements -----	21
PART-3 – CONTRACT		
Section VI	– General Conditions of Contract (GCC) -----	23 – 24
Section VII	– Contract Forms	
	(A) Contract Agreement -----	25
	(B) Bank Guarantee Form for Performance Security-----	26

PART – 1

BIDDING PROCEDURE

SECTION-I**SPORTS AUTHORITY OF INDIA****(GA Division),****Jawaharlal Nehru Stadium Complex,****Gate No.10, Lodhi Road, New Delhi-110003**

Telephone: +91-11 – 24362777....., 2436....., Fax: +9 –11-2436.....

Website: <http://sportsauthorityofindia.nic.in/> & <http://eprocure.gov.in/eprocure/app>**INVITATION FOR ON-LINE BIDS****FOR****EMPANELMENT OF PRINTING AGENCY FOR PRINTING OF STATIONERY ITEMS**

Sports Authority of India, for and on behalf of the Director General, Sports Authority of India, **invites Online bids** for empanelment of Agencies for providing services as mentioned below: -

Manual bids shall not be accepted.

Schedule No.	Brief Description of items	Amount of Bid Security (EMD) in Rs.	Cost of Tender in Rs.
1.	Printing of stationery items such as annual report manuals, brochures, handbooks, visiting cards, meeting folders, Back Drops, standee, come & play cards, admission form, DO Letter Heads, ordinary letter heads, booklets etc. as mentioned in price bid under section-V of bid document.	20,000/-	500/-
Payment:- Scanned copy of Earnest Money (Bid Security) & tender fee are to be uploaded online and Hard Copy of same must be sent to the Director (GAD), 1st Floor, SAI Head Office on or before Bid Submission Date & Time as mentioned in Critical Date Sheet.			

CRITICAL DATE SHEET

Published Date	30-12-2016 (10.00 AM)
Bid Document Download / Sale Start Date	02-01-2017 (10.30 AM)
Clarification Start Date	03-01-2017 (10.00 AM)
Clarification End Date	09-01-2017 (02.00 PM)
Bid Submission Start Date	10-01-2017 (10.00 AM)
Bid Submission End Date	23-01-2017 (02.00 PM)
Bid Opening Date	24-01-2017 (02.30 PM)

2. Bidder may also download the Bidding Documents from the web site- www.sportsauthorityofindia.nic.in & CPP Portal of Govt. of India i.e. <http://eprocure.gov.in/eprocure/app> Bidders shall ensure that their Bids, complete in all respect should be uploaded online before the closing date and time as indicated in the critical date sheet above on CPP Portal <http://eprocure.gov.in/eprocure/app> .

3. Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>
Tenderers/Bidders are advised to follow the instructions provided in the 'Instructions to the Bidder/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>.
4. Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> and SAI website www.sportauthorityofindia.nic.in **shall not tamper/modify the tender form including downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and Bid Security (EMD) would be forfeited and tenderer is liable to be banned from doing business with SAI.
5. Intending Bidders are advised to visit again CPPP website <https://eprocure.gov.in/eprocure/app> and SAI website www.sportauthorityofindia.nic.in prior to closing date of submission of Bid for any corrigendum / addendum/ amendment.

(Sanjeev Sharma)
Director (GAD)
For and on behalf of
Director General, Sports Authority of India.

Copy to:-

1. ED (Finance).
2. PA to Secretary, SAI.
3. AD, (Media) – for uploading the IFB on SAI Website and CPP Portal.
4. To All known/Past Suppliers.

**SECTION – II - A
INSTRUCTIONS TO BIDDERS (ITB)**

A. PREAMBLE

1. Introduction

- 1.1 The Purchaser has issued these Bidding Documents for Empanelment of Agencies for providing related goods/services as mentioned in price schedule.
- 1.2 This section (Section II - "Instruction to Bidders") provides the relevant information as well as instructions to assist the prospective Bidders in preparation and submission of Bids.
- 1.3 Before formulating the Bid and submitting the same to the purchaser, the Bidder should read all the terms, conditions, instructions etc. contained in the Bidding Documents
- 1.4 Empanelment of the Contractor as a result of this Invitation for Bid shall be in the form of an agreement between SAI and Contractor for providing required services during the period of Empanelment at specified rates & terms and conditions. Quantum of work is not guaranteed.

B. BIDDING DOCUMENTS

2. Content of Bidding Documents

In addition to Section I – "Invitation for Online Bid" (IFB), the Bidding Documents includes:

- Section II (A&B) – Instructions to Bidders (ITB)
- Section III – Eligibility criteria
- Section IV – Bidding Forms ,Price schedule
- Section V – Schedule of requirement
- Section VI – General Conditions of Contract (GCC)
- Section VII – Contract Forms

3. Amendments to Bidding Documents

- 3.1 At any time prior to the deadline for submission of Bids, the Purchaser may, for any reason deemed fit, modify the Bidding Documents by issuing suitable amendment(s) to it.
- 3.2 Such an amendment to the Bidding documents will be uploaded on SAI website: <http://sportsauthorityofindia.nic.in> and CPP Portal of Government of India i.e. <http://eprocure.gov.in/eprocure/app> only.

C. PREPARATION OF BIDS

4. Documents Comprising the Bid

- 4.1 Bidding documents seek quotation in two bid system i.e. "Technical bid "and" Price bid" shall comprise the following:

A) Technical Bid:

{Upload online the scanned copies in Pdf format.}

- i) Scanned copy of Bid Security (EMD) & Tender Fee
- ii) Scanned copy of Bid Submission Form as per Section - IV (A) and Power of Attorney in favour of signatory of Bidding Documents.
- iii) Scanned copy of Pan Card, Sale Tax/VAT No, TIN No, Service Tax & National Electronic Fund Transfer Form (NEFT).
- iv) Scanned copy of documents mentioned in Eligibility Criteria as per Section III.

B) Price Bid:

{Upload On-line in prescribed PDF format as per Section-IV(B) of the Bidding Document}.

- 4.2 Price Bid duly filled up with all the details.
It is the responsibility of Bidder to go through the Bidding Document to ensure furnishing of all required documents.
- 4.3 All pages of the Bid should be page numbered and indexed.
- 4.4 The authorized signatory of the Bidder must sign the Bid duly stamped at appropriate places and initial all the remaining pages of the Bid.
- 4.5 A Bidder, who does not fulfil any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.

- 4.6 All payments will be made through National Electronic Fund Transfer (NEFT)/RTGS System. Bidders are required to fill and attach the NEFT Mandate Form attached as per Section-IV(D) along with their offer, if not already executed in SAI.

C. .Submission of Samples:

- (a) The bidder should submit one (01 No.) acceptable samples of quality of paper item no 1,2 & 20 conforming to bid specifications, (free of cost) to the purchaser i.e. Director (GAD), 1st Floor, SAI Head Office on or before bid submission date and time as mentioned in critical date sheet.
- (b) Bids for the above items received without samples will not be evaluated and will be summarily rejected. The sample will be examined and evaluated by the designated Technical Committee of SAI, whose decision will be final.
- (c) Approved sample of successful bidders shall be retained by SAI. In case of any deficiency in supplies are found, the same shall be made good by the supplier as per sample approved by the Technical Committee.
- (d) Un- approved Samples of unsuccessful bidders will be returned to them. It shall be the responsibility of the bidder to collect the samples from SAI at their own expense.

5. Firm Price

The prices quoted by the Bidder shall remain firm and fixed during the currency of the contract and not subject to variation on any account. The rates quoted should be inclusive of all duties, levies and Service Tax (if applicable).

6. Bid Security

- 6.1 The Bidder shall furnish along with its Bid, Bid Security for an amount as shown in the IFB in Section I. The Bid Security is required to protect the Purchaser against the risk of the Bidder's unwarranted conduct as amplified under Sub-Clause below. Non submission of bid security will be considered as a major deviation and Bid without bid security will not be considered.

Bid security must be submitted to the purchaser before bid submission end date and time.

- 6.2 The Bid Security shall be furnished in one of the following forms:

1. Account Payee Demand Draft.
2. Fixed Deposit Receipt
3. Banker's Cheque
4. Bank Guarantee

- 6.3 The Demand Draft, Fixed Deposit Receipt or Banker's Cheque shall be drawn on any Commercial Bank in India or country of the Bidder, in favour of the "Secretary, Sports Authority of India", payable at "New Delhi". In case of Bank Guarantee, the same is to be provided from any nationalised/scheduled/bank in India (acceptable to purchaser) as per the format specified under Section IV (C) of Bid Documents.

- 6.4 The Bid Security shall be valid for a period of forty-five (45) days beyond the validity period of the Bid. As validity period of Bid as per Clause of ITB is 90 days, the Bid Security shall be kept valid for 135 days from Bid opening date.

- 6.5 Unsuccessful Bidders' Bid Security will be returned to them without any interest, after expiry of the Bid validity period, but not later than thirty days after conclusion of the resultant contract. Successful Bidder's Bid Security will be returned without any interest, after receipt of performance security from that Bidder.

- 6.6 Bid Security of a Bidder will be forfeited, if the Bidder withdraws or amends its Bid or impairs or derogates from the Bid in any respect within the period of validity of its Bid without prejudice to other rights of the purchaser. The successful Bidder's Bid Security will be forfeited without prejudice to other rights of Purchaser if it fails to furnish the required performance security within the specified period.

7. Bid Validity

- 7.1 The Bid shall remain valid for acceptance for a period of 90 days (Ninety days) after the date of Bid opening prescribed in the Bidding Document. Any Bid valid for a shorter period shall be treated as unresponsive and rejected.
- 7.2 In exceptional cases, the Bidders may be requested by the Purchaser to extend the validity of their Bids up to a specified period. The Bidders, who agree to extend the Bid validity, are to extend the same without any change or modification of their original Bid and they are also to extend the validity period of the Bid Security accordingly. A Bidder, however, may not agree to extend its Bid validity without forfeiting its Bid Security.

8. Signing of Bid

- 8.1 The Bidders shall submit their Bids as per the instructions contained in ITB Clause 4.
- 8.2 Bid shall be typed and the same shall be signed by the bidder or by a person(s) who has been duly authorized to bind the bidder to the contract and upload in PDF format.
- 8.3 The bid shall be duly signed at the appropriate place as indicated in the Bidding Documents and all other pages of the Bid. The Bid shall not contain any erasure or overwriting. The letter of authorization shall be by a written power of attorney, which shall also be furnished along with the Bid.
- 8.4 Authorized Signatory/Signing of Tender:
Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed as:
- a) A 'sole proprietor' of the concern or constituted attorney of such sole proprietor.
 - b) A partner of the firm, if it be a partnership firm, in that case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

D. SUBMISSION OF BIDS**9. Submission of Bids**

On-line bids have been invited and bidder should submit their bid as per instructions given for submission of On-line bids under Section II-B.

E. BID OPENING**10. Opening of Bids**

- 10.1 The Purchaser will open the Bids at the specified date and time and at the specified place as indicated in the IFB in Section-I.
- 10.2 In case the specified date of Bid opening falls on or is subsequently declared a holiday or closed day for the purchaser, the Bids will be opened at the appointed time and place on the next working day.
- 10.3 Authorized representatives of the Bidders, who have submitted Bids On-line may attend the Bid opening provided they bring with them letters of authority from the corresponding Bidders acknowledgement letter of bid submission at CPP website: <https://eprocure.gov.in/eprocure/app>.
- 10.4 Two - Bid system as mentioned in Para-4 above will be as follows. The **Technical Bids** are to be opened in the first instance, at the prescribed time and date as indicated in IFB Critical Date Sheet. During the Technical Bid opening, the Bid opening official(s) will read the salient features of the Bids like brief description of the goods offered, Bid Security and any other special features of the Bids, as deemed fit by the Bid opening official(s).

F. SCRUTINY AND EVALUATION OF BIDS**11. Preliminary Scrutiny of Bids**

- 11.1 The Purchaser will examine the Bids to determine whether they are complete, whether the documents have been properly signed, stamped and whether the bids are generally in order.

- 11.2 These Bids shall be scrutinized and evaluated by the Purchaser with reference to parameters prescribed in the Bidding Document. In the first instance technical bids shall be evaluated. For the items where samples have been called for samples of only those bidders shall be evaluated along with others items, whose technical bid is found responsive.
- 11.3 Prior to the detailed evaluation of Price Bids, the Purchaser will determine the substantial responsiveness of each Bid to the Bidding Document. For the purposes of these clauses, a substantially responsive Bidder is one, which conforms to all the terms and conditions of the Bidding Documents including Technical Specifications without material deviations and for those items where sample have been called for samples are found acceptable.
- 11.4 Thereafter, in the second stage, the Price Bids of only those bidders shall be opened for further evaluation on a notified date, which are found technically responsive and also their samples are found acceptable (as decided in the first stage). The prices, special discount, if any, of the goods offered etc., as deemed fit by Bid opening official(s) will be read out.
- 11.5 Bids of the Bidders, who do not meet the required Qualification Criteria prescribed in Section III, will be treated as non - responsive and will not be considered further.
- 11.6 However minor deviation and/or minor irregularity and/or minor non-conformity in the Bid, the Purchaser may waive the same.
- 11.7 If a Bid is not substantially responsive, it will be rejected by the Purchaser.

12. Comparison of Bids and Award Criteria.

- 12.1 For comparison for ranking purpose for evaluation, the comparison of the responsive Bids shall be carried out with price on all inclusive basis.
- 12.2 Empanelment shall be awarded to the lowest responsive Bidder who meets the laid down Eligibility Criteria and submits the required Bid documents and accept other terms & conditions of Invitation for Bid.
- 12.3 SAI reserve the right to counter offer the rates of EMPANELED FIRM to other higher quoting responsive bidders in order to empanel more than one bidder, who are responsive and accepts the counter offered rates or lower rates. Simultaneously, the EMPANELED FIRM shall be intimated that its rates are counter offered to other higher quoting bidders and an opportunity is awarded to him to reduce their rates if so desired.

G. AWARD OF EMPANELMENT

13. Purchaser's Right to accept any Bid and to reject any or all Bids

The Purchaser reserves the right to accept in part or in full any Bid, or reject any or more Bid(s) without assigning any reason or to cancel the Biding process and reject all Bids at any time prior to award of Empanelment without incurring any liability, whatsoever to the affected Bidder or Bidders.

14. Notification of Empanelment /Execution of Agreement

- 14.1 The Purchaser will notify the successful Bidder(s) in writing, by registered/speed post or by fax/email etc. that its Bid for goods/services, which have been selected by the purchaser, has been accepted, indicating essential details & prices.
- 14.2 The successful bidder must furnish to the purchaser the performance security of the required amount and execute an agreement on non-judicial stamp paper of Rs. 100/- within fifteen days from the date of issue of Notification of Empanelment and start the work from the date of communication.

15. Non-receipt of Performance Security and Contract by the Purchaser

Failure of the successful Bidder in providing Performance Security and / or executing the agreement in terms of ITB clause above, shall make the Bidder liable for forfeiture of its bid security and, also, for further actions by the Purchaser against it for termination of contract for default and other administrative actions as deemed fit by the purchaser.

16. Corrupt or Fraudulent Practices

It is required by all concerned namely the Consignee/Bidders/Suppliers etc to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser/SAI: -

- (a) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent or collusion or coercive practices in competing for the contract in question;
- (b) will declare a firm ineligible or blacklist, either indefinitely or for a stated period of time, to be awarded a contract by the Purchaser if it at any time determines that the firm has engaged in corrupt or fraudulent or collusion or coercive practices in competing for, or gross/deliberate negligence in executing the contract.
- (c) The Purchaser reserves the right not to conclude Contract and in case Contract has been issued, terminate the same, if, found to be obtained by any misrepresentation, concealment and suppression of material facts by the Bidder. In addition, Bid Security/Performance Security (as the case may be) deposited by the Bidder shall be forfeited and legal as well as administrative action for such misrepresentation, concealment & suppression of material facts shall be initiated.

SECTION-II-B**Instructions for Online Bid Submission**

1. The Bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the Bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in//eprocure/app> .

2. REGISTRATION

- (i). Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in//eprocure/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
- (ii). As part of the enrolment process, the Bidders will be required to choose a unique username and assign a password for their accounts.
- (iii). Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- (iv). Upon enrolment, the Bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.), with their profile.
- (v). Only one valid DSC should be registered by a Bidder. Please note that the Bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- (vi). Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

3. SEARCHING FOR TENDER DOCUMENTS

- (i). There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- (ii) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- (iii) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the helpdesk.

4. PREPARATION OF BIDS

- (i) Bidder should take into account corrigendum/amendment/modification published on the tender document before submitting their bids.
- (ii) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- (iii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- (iv) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

5. SUBMISSION OF BIDS

- (i) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- (ii) The Bidder has to digitally sign and upload the required bid documents one by one as indicate in the tender document.
- (iii) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- (iv) Bidder should prepare the Bid Security as per the instruction specified in the tender document. The original should be **posted/couriered/given** in person to the concerned official latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- (v) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission on the bids by the bidders, opening of bids etc. The Bidders should follow this time during bid submission.
- (vi) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (vii) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (viii) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with bid no. and the date & time of submission of the bid with all other relevant details.
- (ix) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

6. ASSISTANCE TO BIDDERS

- (i) Any query relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- (ii) Any query relating to the process of online bid submission or query relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The Contact number for the helpdesk is 1800 3072 2232. Foreign bidder can get help at +91-7878007972, +91-7878007973.

SECTION– III

(A) ELIGIBILITY CRITERIA.

S. No	Eligibility Criteria
1.	Having experience in the field of designing and printing work and should have executed orders for similar work to the extent of Rupees (20) Twenty Lakhs per annum (average) to any Central/State Govt. & Public Sector Undertaking/MNC during the last three (03) years on 31.03.2016 - (submit Performance Statement as per format enclosed).
2.	Must have office in Delhi and in house state of the art facilities for colour printing in off set, system work and all auxiliary facilities in Delhi/NCR.
3.	Having Sale-Tax/VAT Registration/TIN No. and Service Tax No. (as applicable)
4	Having Permanent Account No.
5.	The bidder should submit variety of samples of Publicity Material printed in the last 03 (three) years. The variety of samples may be submitted in sealed cover to the Director (GAD), 1st Floor, SAI Head Office before the time and date of closing of bids.
6.	The bidder should submit Sample of paper being utilized for Letter Head DO Letter Head, Annual Report etc.

(B) PROFORMA FOR PERFORMANCE STATEMENT

(For the period of last three years)

Bid Reference No. : _____

Date of opening : _____

Name and address of the Bidder : _____

Details of orders received

Order placed by (full address of Purchaser)	Order number and date	Description and quantity of ordered goods and services	Value of order	Date of completion of Contract	Remarks indicating reasons for delay if any
1	2	3	4	5	6

Signature and seal of the Bidder

Note:

1. Purchaser reserves the right to ask the Bidder to furnish Order copies and Satisfactory Completion Certificate from purchaser in respect of above.

SECTION - IV

(A) BID SUBMISSION FORM

Date: _____

To

Sports Authority of India
Jawaharlal Nehru Stadium Complex,
Gate No.10, Lodhi Road,
New Delhi-110003

Ref: Your Bidding Document No. _____ dated _____

We, the undersigned have examined the above mentioned Bidding Document, including amendment/corrigendum No. _____, dated _____ (if any), the receipt of which is hereby confirmed. We now offer to provide the services (*Description of services*) in conformity with your above referred document for the sum as shown in the price schedule(s), attached herewith and made part of this Bid.

We further confirm that, if our Bid is accepted, we shall provide you with a Performance Security of required amount in an acceptable form in terms of GCC for due performance of the Contract.

We agree to keep our Bid valid for acceptance for 90 days or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this Bid up to the aforesaid period and this Bid may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal Contract is executed, this Bid read with your written acceptance thereof within the aforesaid period shall constitute a binding Contract between us.

We agree to all terms and conditions of General Conditions of Contract as per Section - VI.

We further understand that you are not bound to accept the lowest or any Bid you may receive against your above-referred Bid Reference.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

We confirm that we fully agree to the terms and conditions specified in above mentioned Bidding Document, including amendment/ corrigendum if any

[Signature with date, name and designation]

Duly authorised to sign Bid for and on behalf of Messrs _____

[Name & address of the manufacturers]

SECTION –IV (B)**Price Schedule**

I/We hereby submit my/our competitive quotations/rates all Inclusive i.e. inclusive all duties/levies/taxes and Service tax (if applicable) for printing of stationery items valid for a period of one year from the date of acceptance of the bid:

Sl. No.	Name of the item	Size	Quality of paper	Rates Quoted for each item inclusive of all taxes
1.	Letter head pad of 100	A-4	Excel bond offset printing 90GSM in four colour	
		A-5		
		A-6		
2	DO letter head pad of 100 with Embossed National Emblem	A-4	DO paper, screen printing 100 GSM in four colour	
		A-5		
3.	Come & Play Application form in 2 page with both side printing	A-4	Mephliotho 80 GSM	
4.	Visiting card with Embossed National Emblem with golden die	Standard	Art paper, 300 GSM four colour	
5.	Come & Play Yellow card with Plastic Pouch	Standard	Plup board 300 GSM	
6.	Come & Play White card with Plastic Pouch	Standard	Plup board 300 GSM	
7.	File Cover (specific size of folded 10"x14" with three side printing in English & Hindi	Standard	250 GSM paper	
8..	Envelope White	S-5	Sunsine 95 GSM screen printing	
		S-6		
9	Envelope Yellow	16x12 (SE-8) and A-4 (SE-7)	Lucky parchment with cloth & jali and without cloth 100 GSM	
10.	Envelope Khaki	16x12 (SE-8)	Lucky parchment with cloth & jali and without cloth 100 GSM	
		A-4 (SE-7)		
11.	TA/DA Forms(back to back printing) as per GOI approved format	Folded 10"x14" with four side printing	60 GSM White print paper.	
12.	Data input slip, Acutance sheet & other official forms pads of 100 sheet	A-4	60 GSM White print paper.	

13.	Bank Challan forms in 4 parts	A-3	60 GSM White print paper.	
14.	Cash Receipt Book in duplicate (1+1)	4'x4'	70GSM & 60 GSM	
15.	Preparation of Officers/Staff I. Card with photograph, lamination & Embossed National Emblem with golden die and without lamination .	Standard	Hard plastic card, dori with printing and without printing	
16	Printing of Executive Diaries with Planners and 12 page information about SAI in 4 colour	10" x 8"	80 GSM	
17.	SAI Calendars in 6 + 1 back to back in colour page printing	17" x 22"	120 GSM	
18	SAI Slip Pad (lining and plain 100 pages with SAI Logo)	(22CMx14CM	Good quality paper	
19	Confidential Sticker of various Division		With gum past	
20	Annual Report 200 copies in bilingual approx. 700 pages in black & White and 10-15 photographs in 4 colours printing including Designing of cover page & back page, binding etc.	A-4	90 GSM Meph litho paper, cover page of 300 GSM and colour page/ photograph	
21	Invitation card with envelope	7'x5'	300 GSM	
22	Different size ord. ruled Register with SAI logo at every page 6 Qr. 4 Qr. 3 Qr. 2 Qr.	Ledger paper	80GSM	
23	LTC, TA, Advance form as per GOI approved format	400 F	60 GSM	
24	Cash book with cash & bank column printing of SAI logo	800F	80 GSM	
25	Visitor slip pad (bilingual)	1 pad 100 slip	60 GSM	
26	Flex Standees with stand and without stand	Different size	Sq. fit	
27	Back drop with and without stand	Different size	Sq. fit	
28	Certificate multi colour with logo	A-4 A-5	Digital printing 300 GSM	
29	Banners with and without Stand	Different size	Sq. fit	

Note: The bidder should submit one (01 No.) acceptable sample of quality of paper for item no 1,2 & 20 , conforming to bid specifications, (free of cost) to the purchaser i.e. Director (GAD), 1st Floor, SAI Head Office before the time and date of closing of bids. Bids received without samples will not be evaluated for the items where sample have been called for and will be summarily rejected for these items.

(SIGNATURE OF THE BIDDER)

With address and seal

DECLARATION

1. The rates quoted are all inclusive i.e. inclusive of all applicable duties/levies/taxes and service tax (if applicable) for SAI JN Stadium, and stadia in New Delhi.
2. The information given in the financial bid by the undersigned is correct.
3. I/we hereby undertake to supply/providing of goods as per supply order within seven days or as per specified in the work order, during the period of one year at the above quoted rates.

Signature of the Tenderer _____

Name _____

Address _____

Telephone No. (Office) _____

(Res.) _____

(Mobile) _____

SECTION – IV

(C)BANK GUARANTEE FORM FOR BID SECURITY

Whereas _____ (hereinafter called the "Bidder") has submitted its quotation dated _____ for providing the required services,/ supply of _____ (hereinafter called the "Bid") against the purchaser's Bid Reference No. _____ Know all persons by these presents that we _____ of _____ (Hereinafter called the "Bank") having our registered office at _____ are bound unto _____ (hereinafter called the "Purchaser) in the sum of _____ for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20____. The conditions of this obligation are:

- (1) If the Bidder withdraws or amends, impairs or derogates from the Bid in any respect within the period of validity of this Bid.
- (2) If the Bidder having been notified of the acceptance of his Bid by the Purchaser during the period of its validity:-
 - a) Fails or refuses to furnish the Performance Security for the due performance of the Contract.
 - OR**
 - b) Fails or refuses to accept/execute the Contract.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition(s).

This guarantee will remain in force for a period of forty-five days after the period of Bid validity of 90 days i.e. for 135 days (90 days + 45 days) from the date of Bid Opening and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorised officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

SECTION – IV

(D) NEFT MANDATE FORM

From: M/s.

Date:

To,

Executive Director (Finance)
Sports Authority of India

Sub: NEFT PAYMENTS

We refer to the NEFT being set up by SAI. For remittance of our payments using RBI’s NEFT scheme, our payments may be made through the above scheme to our under noted account.

NATIONAL ELECTRONIC FUNDS TRANSFER MANDATAE FORM

Name of City	
Bank Code No.	
Bank 's Name	
Branch Address	
Branch Telephone / Fax no.	
Supplier's Account No.	
Type of Account	
IFSC code for NEFT	
IFSC code for RTGS	
Bidder's Name as per Account	
Telephone No. of Bidder	
Bidder's E-mail ID	

[Signature with date, name and designation]
For and on behalf of Messrs _____

[Name & address of the Bidder]

Confirmed by Bank

Enclosed a copy of Crossed Cheque

PART – 2

SCHEDULE OF REQUIREMENT

AS GIVEN UNDER SECTION IV (B)

PART – 3
CONTRACT

SECTION - VI**GENERAL CONDITIONS OF CONTRACT (GCC)****1. Application**

1.1 The General Conditions of Contract incorporated in this section shall be applicable for services to the extent the same is not superseded by Schedule of requirement.

2. Performance Security

2.1 Within fifteen (15) days from date of the issue of Notification of Empanelment by the purchaser, successful Bidder shall furnish Performance Security to the purchaser for an amount of (Rs.50,000.00) Rupees Fifty Thousand valid up to one year + 60 days i.e. for 14th months from the date of Commencement of contract.

2.2 The Performance Security shall be denominated in Indian Rupees in any one of the forms namely Account Payee Demand Draft or Fixed Deposit Receipt or Bank Guarantee issued by a Scheduled bank, in the prescribed form as enclosed.

2.3 The purchaser will release the Performance Security without any interest to the supplier on completion of the supplier's all Contractual obligations.

3. Commencement of Services

(a) The contract/Empanelment for printing of stationery items shall be valid for a period of (01) Year from the date of its commencement and can be extended for a period up to maximum period of one (01) Year at the same Terms & Conditions including Price, subject to satisfactory performance and mutual consent. Orders can be placed up to the last date of the Empanelment.

(b) Empanelment of Contractor is an agreement between SAI and the contractor for providing the required services during the currency of empanelment at specified price, terms and conditions. No quantum of work is guaranteed.

4. Prices: - Prices/rates quoted should be indicated in words and figure. Prices shall remain firm and fixed during the currency of the Empanelment. Tenders received with variable rates shall be rejected.

5. Taxes & Duties: Prices quoted are inclusive of all duties/taxes/levies and service tax (if applicable).

6. Terms and Mode of Payment:

6.1 100% payment would be made upon submission of bills by the Contractor along with a certificate/job slip duly signed by concerned officer in charge of the section certifying satisfactory completion of job

6.2 No advance payment will be made in any case.

7. Completion Period of job:

Within 07 days of placement of confirmed work order or as stipulated in the work order.

8. Shortfall in Contractor's performance:-

In case of delay in supply of printing material beyond the period indicated in work Order, a penalty of Rs. 500/- per day shall be imposed for first default. In case of second and subsequent defaults a penalty of Rs. 1000/- per day shall be imposed. In case of frequent defaults, purchaser reserves the rights to terminate the contract in terms of provision of Clause 10 "Termination for Default".

9. Special conditions:

9.1 The agency will have to work in coordination with the representative of the SAI for a particular assignment. Machine proof of the publication will be first shown for approval.

- 9.2 The printed stationery items if not found as per specification/required quality are liable to be rejected & returned and the same shall be replaced immediately with no extra cost. No wastage of paper will be allowed.
- 9.3 All major work carried out by the contractor should be adequately guaranteed and any defect found will have to be rectified free of cost by the contractor within 03 days of receipt of communication.
- 9.4 Any complaint/work reported by SAI will be attended immediately within a period of (03) three days, falling which a penalty as per clause 8 above shall be imposed.
- 10. Termination for default**
- 10.1 The purchaser, without prejudice to any other Contractual rights and remedies available to it (the purchaser), may, by written notice of default sent to the bidder, terminate the Contract in whole or in part, if the bidder fails to perform any Contractual obligation(s) within the time period specified in the Contract, or within any extension thereof granted by the purchaser.
- 10.2 Unless otherwise instructed by the purchaser, the bidder shall continue to perform the Contract to the extent not terminated.
- 11. Termination for insolvency**
- If the contractor becomes bankrupt or otherwise insolvent, the purchaser reserves the right to terminate the Contract at any time, by serving written notice to the bidder without any compensation, whatsoever, to the bidder subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and /or will accrue thereafter to the purchaser.
- 12. Revocation of empanelment:**
- Since, empanelment is a standing offer and is merely a document embodying various terms of the standing offer made by the contractor for acceptance by the purchaser, either party namely, the empanelment holder and the purchaser can legally revoke/cancel the empanelment at any time during the currency of the empanelment giving a notice of 30 days. The revocation of the empanelment on the part of the empanelment holder shall take effect 30 days from the date of the communication of revocation is received by the purchaser. The cancellation of the empanelment by the purchaser shall take effect 30 days from the date of issue of letter notifying the short-closure.
- 13. Jurisdiction**
- All question, disputes or differences arising under or out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction of the court within the local limits of whose jurisdiction the place from which the work order has been issued.
- 14. Resolution of disputes.**
- 14.1 If dispute or difference of any kind shall arise between the purchaser and the Bidder in connection with or relating to the Contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
- 14.2 If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, either the purchaser or the Bidder may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India. In the case of a dispute or difference arising between the Purchaser and a Bidder relating to any matter arising out of or connected with the Contract, such dispute or difference shall be referred to the sole arbitration, appointed to be the arbitrator by the Director General (Sports Authority of India). The award of the arbitrator will be final and binding on the parties to the Contract.
- 15. Venue of Arbitration:**
- The venue of arbitration shall be the place from where the Contract has been issued, i.e., New Delhi, India.
- 16.** The Contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

SECTION – VII

**SPORTS AUTHORITY OF INDIA
(GA DIVISION)
JAWAHARLAL NEHRU STADIUM COMPLEX,
GATE NO. 10, LODHI ROAD, NEW DELHI-110003.**

(A) CONTRACT AGREEMENT

Contract No _____ Dated _____

This is in continuation to this office’s Empanelment No _____ dated _____

1. Name & address of the Contractor _____
2. Purchaser’s Bidding Document No _____ dated _____ and subsequent Amendment No _____, dated _____ (if any), issued by the purchaser.
3. Contractor’s Bid No _____ dated _____ and subsequent communication(s) No _____ dated _____ (if any), exchanged between the contractor and the purchaser 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:
 1. General Conditions of Contract;
 2. Price Schedule(s) furnished by the supplier in its Bid;
5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:

(i) Brief particulars of the Services /goods which shall be provided are as under:

Schedule No.	Brief description of services	Accounting unit	Unit Price

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

(ii) Details of Performance Security: _____

**(Signature, name and address
of the purchaser’s authorised 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 Messrs _____
[Name & address of the Bidder]

(Seal of the Service Provider)

Date: _____

Place: _____

SECTION – VII

(B) BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

To,

**Sports Authority of India,
Jawaharlal Nehru Stadium Complex,
Gate No.10, Lodhi Road,
New Delhi- 110003.**

[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 Contract No. _____

Bank's Branch or Office: [insert complete name of Guarantor]

Beneficiary: Sports Authority of India, Jawaharlal Nehru Stadium Complex, Gate No.10, Lodhi Road, NEW DELHI-110003

PERFORMANCE GUARANTEE No.: [insert Performance Guarantee number]

We have been informed that [insert complete name of Insurance Provider] (hereinafter called "the contractor") has entered into Contract No. [insert number] dated [insert day and month], [insert year] with you, for providing the related 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 *Bidder*

we hereby irrevocably undertake to pay you any sum(s) not exceeding [insert amount(s) in figures and words] upon receipt by us of your first demand in writing declaring the *Bidder* 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 for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

[Signatures of Authorized Representatives]