

**SPORTS AUTHORITY OF INDIA
TRAINING CENTRE, PORT STADIUM,
AKKAYYAPALEM
VISAKHAPATNAM**

BID DOCUMENTS FOR HOUSEKEEPING WORKS

AT

SAI TRAINING CENTRE, VISAKHAPATNAM

LAST DATE FOR SUBMISSION OF BID: 21.10.2016 upto 3.00pm

DATE & TIME FOR OPENING OF TECHNICAL BID: 21.10.2016 at 4.00 pm

Website - www.sportsauthorityofindia.nic.in

Telephone/Fax no. : 0891 - 2565366

**SPORTS AUTHORITY OF INDIA, TRAINING CENTRE,
PORT STADIUM, AKKAYYAPALEM, SALAGRAMAPURAM P.O
NH – 5 ROAD, VISAKHAPATNAM, A.P, PIN-530 024
Telephone/ Fax : 0891 - 2565366**

SAI/STC/VSP/Housekeeping/24/2016-17

Date : 22.9.2016

INVITATION FOR BIDS

Sports Authority of India, Training Centre, Port Stadium, Akkayyapalem, Visakhapatnam invites Bids on two bid system for following works:

Brief Description of work	Estimated cost	EMD (Rs.)	Tender cost (Rs.)
Cleaning, sweeping, moping and wiping of floors, rooms, dormitories, toilets, bath rooms, open areas, corridors, staircase on daily basis and all other works as mentioned in detail in this documents including such/work/s as may be assigned from time to time so that the entire premises of Sports Authority of India, Training Centre, Visakhapatnam must always looks neat, clean & hygienic.	2.5 lakh	5,000/-	300/-

Last Date & Time for Submission of Bid : 21.10.2016 upto 3.00 pm

Date & Time for Opening of Technical Bid : 21.10.2016 at 4.00 pm

Bid documents with detailed terms & conditions are available on website www.sportsauthorityofindia.nic.in. In case the tender documents is downloaded, the tender cost to be submitted along with EMD through Demand Draft in favour of STC – Visakhapatnam payable at Visakhapatnam.

Sd/-

Assistant Director

SECTION-I

INSTRUCTIONS TO Bidders (ITB)

- 1.1 This Bidding Document is for Housekeeping services as mentioned in Section – IV – “SCOPE OF WORK.”
- 1.2 This section (Section I - “Instruction to Bidders”) provides the relevant information as well as instructions to assist the prospective Bidders in preparation and submission of Bids. It also includes the mode and procedure to be adopted by the bid inviting authority for receipt and opening as well as scrutiny and evaluation of Bids and subsequent placement of contract.
- 1.3 Before formulating the Bid and submitting the same to the bid inviting authority, the Bidder should read and examine all the terms, conditions, instructions etc. contained in the Bidding Documents. Failure to provide and/or comply with the required information, instructions etc. incorporated in these Bidding Documents may result in rejection of its Bid.

2. Language of Bid

The Bid submitted by the Bidder and all subsequent correspondence and documents relating to the Bid exchanged between the Bidder and the purchaser, shall be written in the English language. However, the language of any printed literature furnished by the Bidder in connection with its Bid may be written in any other language provided the same is accompanied by an English translation and, for purposes of interpretation of the Bid, the English translation shall prevail.

B. BIDDING DOUMENTS

3. Content of Bidding Documents

- Section I - Instruction to Bidders (ITB)
- Section II - Qualification Criteria & Performance Statement
- Section III - Bidding Form
- Section IV - Scope of Work
- Section V - General Conditions of Contract (GCC)
- Section VI - Contract Form

4. Amendments of Bidding Documents

- 4.1 At any time prior to the deadline for submission of Bids, the bid inviting authority may, for any reason deemed fit, modify the Bidding Documents by issuing suitable amendment(s) to it.
- 4.2 Such an amendment to the Bidding documents will be uploaded on SAI website www.sportsauthorityofindia.nic.in.
- 4.3 Prospective Bidders are advised in their own interest to visit above mentioned websites for any amendment etc. before submitting their Bids.

5. Clarification of Bidding Documents.

A bidder requiring any clarification or elucidation on any issue of the Bidding Documents may take up the same with the bid inviting authority in writing. The bid inviting authority will respond in writing to such request provided the same is received by the Assistant Director, SAI, Training Centre, Visakhapatnam not later than fifteen days prior to the prescribed original date of submission of bid.

C. PREPARATION OF BIDS

6. Documents Comprising the Bid

6.1 The two bid system, i.e. "Technical Bid" and "Price Bid" prepared by the bidders shall Comprise the following:

- a) **Technical Bid:** The bidders shall submit the copy of following documents along with the submission of bid documents:
- i) Bid Security (EMD) and Tender Cost to be furnished in the form of as per sub-clause no. 9.3.
 - ii) Bid submission form as per section III (A) and letter authorization in favour of signatory of bidding documents.
 - iii) Three years' experience in the field of Housekeeping activities.
 - iv) EPF Registration with EPF Code number;
 - v) ESI Registration
 - vi) Valid license issued by Regional Labour Commissioner under Contract Labour Act or any other Act/Rule.
 - vii) Successful completion certificate issued by the officer not below the rank of Section Officer, of at least three similar works, each of value not less than 40% of the estimated cost put to tender or two similar works, each of value not less than 60% of estimated cost, or one similar work of value not less than 80% of the estimated cost, all amounts rounded off to a convenient full figure, the last 5 years ending on the last day of the month previous to the one in which the tenders are invited. These works should be carried out in Central/State Govt. Department/PSUs/Autonomous bodies or other similar organizations.
 - viii) Certificate of Chartered Accountant showing annual turnover for the last three financial year (2013-14, 2014-15 & 2015-16).Copies of Balance Sheet, Profit and Loss Account statement etc need not be enclosed.
 - ix) Registration with Service Tax
 - x) TIN number, if applicable & PAN number
 - xi) Income Tax Returns for the last three years;
 - xii) Undertaking by the bidder confirming the availability of adequate manpower of requisite qualification and experience for deployment.
 - xiii) Registration of the firm (Proprietorship or Partnership)/ company (Pvt. Ltd. Or Public Limited), Societies/Trust registered under applicable statutes in India.
 - xiv) National Electronic Fund transfer (NEFT) Form as per Section II (E) for payment
 - xv) Documents mentioned in Qualification Criteria as per Section II(A).
 - xvi) Registration certificate issued under Contract Labour (Regulation & Abolition) Act 1970.
 - xvii) Power of Attorney in favour of signatory of Bidding Documents.

Note: 1- The bidding companies /firms /agencies are required to attest (self attestation) the copies of documents, along with the bid, signed on each page with seal, to establish the bidders' eligibility and qualifications failing which their bid shall be summarily rejected and will not be considered. The bidders are responsible for what they attest and claim; if, later on, it is found that whatever has been attested by the bidder is not true/ correct, the company/ firm / agency of the bidder will be black- listed for purpose of procurement of any item(s)/ services, in addition to that attracting penal provisions of the agreement.

Note: 2- The Technical bid shall not include any financial information. Such a bid shall be summarily rejected.

- b) **Price Bid:** Sec. III (B) of bidding Documents.

- 6.2 Price Schedule Section III (B) filled up with all the details including service charges.
- 6.3 It is the responsibility of Bidders to go through the Bidding Document to ensure furnishing of all required documents in addition to the above, if any.
- 6.4 All pages of the Bid should be page numbered and indexed.
- 6.5 The authorized signatory of the Bidder must sign the Bid duly stamped at appropriate places and initial all the remaining pages of the Bid.
- 6.6 A Bidder, who does not fulfill any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.
- 6.7 All payments in Indian Rupee 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-III (E) along with their offers, if not already executed in SAI. Notification of Award will not be issued without NEFT Mandate Form.

7. Price Bid

- 7.1 The Bidder shall indicate on the Price Schedule provided under Section III B all the specified components of prices shown therein. All the columns shown in the price schedule should be filled up as required. (SELECTION CRITERIA IS GIVEN IN II (C).

8. Firm Price

- 8.1 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. However, if minimum wages of the workers is revised by the Government after last date of submission of the offers, the same will be reimbursed on actual basis.
- 8.2 Sales-tax/VAT (except service tax), purchase tax, turnover tax or any other tax applicable in respect of this contract shall be payable by the bidder and SAI will not entertain any claim whatsoever in respect of the same. However, in respect of service tax, if payable, same shall be paid by bidder to the concerned department on demand and it will be reimbursed to him by the SAI after satisfying that it has been actually and genuinely paid by the bidder.

9. Bid Security

- 9.1 The Bidder shall furnish Bid Security, for an amount as shown in the IFB. The Bid Security is required to protect SAI against the risk of the Bidder's unwarranted conduct as amplified under sub-clause 9.7 below. Non submission of bid security will be considered as major deviation and Bid without bid security will not be considered.
- 9.2 In case as per Notification of Government of India if the Bidder falls in the category of exemption of Bid Security, it should furnish the relevant Notification along with required documents like valid Registration Certificate etc. and other documents ensuring that such certification is still valid and subsisting.
- 9.3 The Bid Security shall be furnished in one of the following forms:
 - (i) Account Payee Demand Draft
 - (ii) Fixed Deposit Receipt
 - (iii) Banker's cheque
 - (iv) Bank Guarantee
- 9.4 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 "STC - Visakhapatnam payable at " Visakhapatnam". In case of Bank Guarantee, the same is to be provided from any nationalized/scheduled/ bank in India (acceptable to SAI) as per the format specified under Section III (C) of Bid Documents.

Bid security must be submitted to the Tender Inviting Authority before bid submission end date and time.

- 9.5 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 bid validity, the Bid Security shall be valid for days from Technical Bid opening date.
- 9.6 Unsuccessful Bidders' Bid Security will be returned to them without any interest, after expiry of the Bid validity period, but not later than forty-five days after conclusion of the resultant contract. Successful Bidder's earnest money will be returned without any interest, after receipt of performance security from that bidder.
- 9.7 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 SAI. The successful Bidder's Bid Security will be forfeited without prejudice to other rights of SAI if it fails to furnish the required performance security within the specified period.

10. Bid Validity

- 10.1 The bid shall remain valid for acceptance for a period of 90 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.
- 10.2 In exceptional cases, the Bidders may be requested by the Tender Inviting Authority 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.
- 10.3 In case the day up to which the Bids are to remain valid falls on or subsequently declared a holiday or closed day for SAI, the Bid validity shall automatically be extended up to the next working day.

11. Signing of Bid

- 11.1 The bidders shall submit their Bids as per the instructions contained in ITB clause 1.
- 11.2 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.
- 11.3 Bidding Documents seeks quotation following Two Bid System, in two parts. First part will be known as "Technical Bid", and the Second Part ' Price Bid' as specified in Clause 6 of ITB.

D. SUBMISSION OF BIDS

12. Submission of Bids

12.1 Instruction for Submission of Bids

- 12.1 **Envelope 1-** should contain the Bid Security (EMD), Tender Cost & Technical Bid Document duly signed by the bidder on each page and all necessary documents to be submitted along with the Technical Bid.
Envelope 2- should contain the Financial Bid Documents.
- 12.2 All these two envelopes duly completed in all respect should be put in one single envelope and super script "**Tender Form for Housekeeping works for one year**". The envelope should also bear the name and address of the bidder including telephone/mobile number and to be dropped in a sealed box placed in the office of Sports Authority of India, Training Centre, Visakhapatnam.

- 12.3 The bidder who wishes to submit bid duly completed in all respect by post will ensure that the same reaches to this office on or before due date and time given for submission of same.
- 12.4 Bid received after due date and time will not be considered under any circumstances.

E.BID OPENING

13. Opening of Bids

- 13.1 The tender inviting Authority will open the Bids at the specified date and time and at the specified place as indicated in the Tender form.
- 13.2 In case the specified date of Bid opening falls on or is subsequently declared a holiday or closed day for the SAI, the Bids will be opened at the appointed time and place on the next working day.
- 13.3 Authorized representatives of the Bidders, who have submitted Bids on time may attend the Bid opening provided they bring with them letters of authority from the corresponding Bidders.
- 13.4 Two- Bid system 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. These Bids shall be scrutinized and evaluated by the Tender Inviting Authority with reference to parameters prescribed in the Bidding Document. During the Technical Bid opening, the Bid opening official(s) will read the salient features of the Bids like brief description of the services offered, Completion period, Bid Security and any other special features of the Bids, as deemed fit by the Bid opening official(s). Thereafter, in the second stage, the Price Bids of only the Technically acceptable offers (as decided in the first stage) shall be opened for further scrutiny and evaluation on a date notified after the evaluation of the Technical Bid. The prices, special discount if any, offered etc., as deemed fit by Bid opening official (S) will be read out.

F. SCRUTINY AND EVALUATION OF BIDS

14. Scrutiny of Bids:

- 14.1 The tender Inviting Authority will examine the Bids to determine whether they are complete, whether the documents have been properly signed, stamped and whether the Technical Bids are generally in order.
- 14.2 Prior to the evaluation of Price Bids, the Tender Inviting Authority will determine the substantial responsiveness of each Bid with respect to the Bidding Document. For purposes of these clauses, a substantially responsive Bid is one, which confirms and complies with all the terms and conditions of the bid document.
- 14.3 If a Bid is not substantially responsive, it will be out rightly rejected by SAI.

15. Qualification Criteria

Bids of the bidders which do not meet the required Qualification Criteria prescribed in Clause 6(A) & Section II, will be treated as non - responsive and will not be considered further.

16. Comparison of Bids and Award Criteria

- 16.1 The Contract may be awarded to the lowest responsive Bidder who meets the laid down Qualification Criteria and submits the required Bid documents and accept the other terms & conditions. (SELECTION CRITERIA IS GIVEN IN SECTIONN II(C))
- 16.2 SAI reserves the right to give the price preference/purchase preference as per the instruction in vogue while evaluating, comparing and ranking the responsive Bids. The Bidders claiming the same should enclose the concerned Notification of Govt. of India along with other relevant documents so as to establish their claim and entitle them for such preferences.

G. AWARD OF CONTRACT

17. SAI's right to accept any Bid and to reject any or all Bids:
SAI 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 contract, without incurring any liability, whatsoever to the affected Bidder or Bidders.
18. **Notification of Award**
- 18.1 Before expiry of the Bid validity period, SAI will notify the successful Bidder(s) in writing, by registered / speed post or by fax/ email/sms etc. (to be confirmed by registered / speed post) that its Bid for services, which have been selected by SAI, has been accepted, also briefly indicating there in the essential details like Scope of work & services, and completion period, corresponding prices accepted. The successful Bidder must furnish to SAI the required Performance Security within twenty one days from the date of dispatch of this notification, failing which the bid security will be forfeited and the award will be cancelled. Relevant details about the Performance Security have been provided under GCC Clause 20 under Section V.
- 18.2 The Notification of Award shall constitute the conclusion of the contract.
19. **Issue of Contract**
- 19.1 After award of contract, the Contract Agreement as per Section VI (A) duly completed and signed in duplicate by the successful Bidder to be submitted for agreement.
- 19.2 The successful Bidder shall return the original copy of the contract, duly signed and dated to SAI within twenty eight days from the date of issue of the contract.
20. **Non-receipt of Performance Security and Contract by the Tender Inviting Authority**
- Failure of the successful Bidder in providing Performance Security and/or returning contract copy duly signed in terms of ITB Clause 14 above shall make the Bidder liable for forfeiture of its bid security and also for further actions by SAI against it as per the clause of GCC-Termination of default in Section VI and other administrative actions as deemed fit by the SAI.
21. **Corrupt or Fraudulent Practices**
- It is requested by concerned namely the bidders to observe the highest standard of ethics during the execution such contracts. In pursuance of this policy, the 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 SAI 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) SAI 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

(A) QUALIFICATION CRITERIA

Bid Reference No.

01

Sl. NO.	Qualification Criteria
1	The bidder shall have at least three years experience in Providing House Keeping Services defined in the scope of work
2	Satisfactory completion of at least three similar works, each of value not less than 40% of the estimated cost put to tender OR two similar works, each of value not less than 60% of the estimated cost, OR one similar work of value not less than 80% of the estimated cost, all amounts rounded off to a convenient full figure, in the last 5 years ending on the last day of the month previous to the one in which the tenders are invited. These works should be carried out in Central/State Govt. Department/PSUs/Autonomous bodies or other similar organizations. "Similar work means cleaning swiping, moping and wiping of floors, rooms, toilets, bathrooms, open areas, corridors, galleries, staircase etc.
3	Average annual financial turn-over should be Rs.2,50,000/- (at least 100% of the estimated cost) during the immediate last three consecutive financial years.

2. In support of above, the Bidder shall furnish copy of the required documents. Performance Statement is to be as per proforma in Section-II 'B',.
3. Requirement of copy of the documents as listed at Para 6 of Section I (ITB) is also a part of the qualification criteria.

SECTION -II

(B) PERFORMANCE STATEMENT
(For the period of last three years)

Bid Reference No. : _____

Date of opening : _____

Name and address of the Bidder : _____

Name and address of the
Department where worked : _____

Order placed by (Full Address)	Order number and date	Order placed on	Description and quantity of services	Value of order	Date Completion of Contract		Remarks including reasons for delay if any	Are the services provided Satisfactorily?
					As per contract	Actual		
1	2	3	4	5	6	7	8	9

Signature and seal of the Bidder

Note: SAI reserves the right to ask the bidder to furnish copies of orders and satisfactory completion certificate in respect of works detailed in above statement.

SECTION -II

(C) SELECTION CRITERIA

1. Authority reserves the right to accept or reject any or all bids without assigning any reasons.
2. Authority also reserves the right to reject any bid (including the lowest one) which in its opinion is not responsive or violating any of the conditions/specifications or which is found to be adopting unethical business practices; without bearing any liability or any loss whatsoever it may cause to the bidder in the process.
3. Technical bids will be evaluated as per qualification criteria given in Section II (Qualification Criteria & Performance Statement) read with Para 6 of Section I (ITB) of the tender documents.
4. Technical bids of only those bidders who have submitted cost of tender documents & Bid Security as per terms of Tender will be opened.
5. The successful bidder will be the one who emerges LI out of responsive bids. In case, the two or more firms offer the same rates, such firms shall be asked to submit sealed revised offer but the revised quoted rates should not be higher than their respective original rate quoted already at the time of submission of tender. The lowest tender shall be decided on the basis of revised offer.

SECTION –III
(A) BID SUBMISSION FORM

Date _____

To,
Assistant Director,
Sports Authority of India,
Training Centre, Port Stadium,
Akkayyapalem,
Visakhapatnam.

Sir,

Ref.: Your Bidding Document No. _____ dated _____

We, the undersigned have examined the above mentioned Bidding Documents, including amendment/corrigendum No. __ dated _ (if any), the receipt of which is hereby confirmed. We now offer to provide __ (Description of services) in conformity with your above referred document for the sum as shown in the price schedule, 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 clause 48, in Section - VI 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 provide qualified workers as indicated in the Tender Documents for Housekeeping Work as per terms & conditions of the tender documents. We also agree to submit the bill on monthly basis and accept for making payment to the workers as per the Minimum Wages notified by the Government of India.

We agree to the compliance of applicable Labour & other Laws in force. We agree that all other payments like payment under Workmen Compensation Act etc. shall be borne & payable by us.

We agree to keep the SAI indemnified of any claim/damages, if any that SAI may have to pay with respect to the service and the deployment of any of our workers for SAI's work.

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

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 there is no case pending with the police or any other investigating agency (ie) against the proprietor/firm/partner or the company.

We confirm that no near relative of ours is an employee in SAI who is connected with the award and executive of the contract.

We confirm that we are competent to contract and 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]

SECTION –III
(B) PRICE SCHEUDLE
SCHEDULE OF RATES (PRICE BID)

(To be enclosed with price bid in a separate cover marked “Envelope 2”.)

Sl. NO .	Description of Manpower	Rates/ wages per month per persons in (Rs.)	PF	ESI	Service Tax, if any	Sum of (3+4+5+6)	Quantity of worker	Total (Rs)	Contractor Service Charges	Any other Charges	Grand Total
1	2	3	4	5	6	7	8	9	10	11	12
1.	House keeping workers (unskilled)										

Note:

- i) The offer with rates below minimum wages notified by Central Government will be rejected. (Copy of Central Government orders must be enclosed).
- ii) Minimum wages as notified by the Central Government will be paid to the successful bidder.
- iii) Rates for PF & ESI as applicable shall be quoted.
- iv) Contractor’s service charges shall be inclusive of all the incidental charges, if any involved in successful completion of the work as per scope defined in the tender documents.
- v) All levies/taxes/duty etc other than Service Tax shall be assumed to be mandatorily included in the service charges.
- vi) Service tax, if applicable shall be reimbursed on production of proof of payment to Government after exercising all due checks.
- vii) Any alteration/cutting/over-writing in the rates should be attested by the authority signing the bid. Bids received with alteration/cutting/over-writings without attestation will not be considered.
- viii) Offers with service charges as zero value will be treated unresponsive.
- ix) House Keeping Workers will be treated under unskilled category & supervisor under semi skilled category.

SECTION III

(D) Letter of Authorization for attending Bid Opening Meeting

Tender No. _____

Subject: Authorization for attending bid opening on _____ (date) in the tender of _____

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of _____ (bidder) in order of preference given below:

Order of Preference	Name	Specimen
---------------------	------	----------

Signature

1.

2.

Alternate Representative

Signatures of bidder

Or

Officer authorized to sign the bid documents on behalf of the bidder.

Note:-

1. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, first preference will be allowed. Alternate representatives will be permitted when regular representative are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.

SECTION III
(E) NEFT MANDATE FORM

From : M/S _____

Date : _____

To,

Assistant Director,
Sports Authority of India,
Training Centre, Port Stadium,
Akkayyapalem,
Visakhapatnam.

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 MANDATE 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	
Supplier's name as per Account	
Telephone no. of Supplier	
Supplier's E-mail ID	

[Signature with date,name and designation]

For and on behalf of Messrs _____

[Name & address of the Bidder]

Confirmed by Bank:

Enclose a copy of Crossed Cheque

SECTION IV
SCOPE OF WORK

The purpose of housekeeping is that the entire premises of Sports Authority of India, Training Centre, Visakhapatnam must look neat and clean at all times and the contractor has to undertake all such job/active ties required to maintain the premises neat and clean whether such activities are elaborated hereunder or not.

Housekeeping/cleaning services should be provided during working hours on all days including holidays, so that all areas are neat and clean all the time. Working hours should be adjusted in such a manner that cleaning work in the morning should be completed half an hour before the start time of normal work/office hour.

General Information

Area of the Building: "The bidder may visit the campus to have an overall view of the area of deployment before submitting the bid."

Office working hours: 9.00 am to 5.00 pm

Housekeeping staff has to do following activities for all the area of the building including all covered and open areas:

Work to be done daily: (Between 8.30 am to 5.30 pm with half hour lunch break)

1. Booming, Sweeping of floors.
2. Dusting and cleaning of office furniture, Table Top Office equipments, table, paper trays and other installations.
3. Toilets, Wash basins etc, should be cleaned twice a day and disinfected with necessary disinfectants.
4. If required, additional cleaning should be taken up as per the directions given by the In-charge of the work.
5. Replenishment of soap, naphthalene balls/air purifiers [As and when required].
6. Emptying of dustbins.
7. The dustbins shall be washed and garbage bags need to be placed in all garbage bins to avoid stains and clean them when it is full.
8. Spraying room fresheners in all the rooms on daily basis at regular intervals.
9. Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Brush thoroughly to include below water level and under rims including areas at hinges and cistern handles. Re-stock toiletries, which include hand soap, toilet rolls, air fresheners, sanitary cubes, naphthalene balls in toilets etc after daily checkups in the morning afternoons and on call basis during day time.
10. It is responsibility of the contractor deployed housekeeping staff to clear the chocking of sinks, wash basin floor traps, naphthalene traps, EWC, P Traps, Rain water pipes, seer chamber & sewer lines, the chocking shall be cleaned within two hours after reporting the complaint. If there is any loss/inconvenience to health facility owing to checking, appropriate penalties shall be imposed on the contractors.
11. Cleaning of all open areas between the building and boundary including sweeping of roads lawns, paths, cleaning open drains, common areas of hostel & office buildings, main gate etc as directed by the designated officer of the department.

12. The Garbage/wastages etc. to be generated out of laid down scope of work shall be carried/ disposed at the site designated/allotted by area municipalities.
13. Thorough cleaning of all toilets using required detergent by putting naphthalene balls and air purifier in all urinals, wash basins etc.,.
14. Cleaning and dusting of entire furniture, hostel & office buildings, windows venetian blinds, racks, sofas, typewriters, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster.
15. Lifting, carrying and disposing the dead bird's animals, rats, and insect's etc. if found in and around the office building.
16. Removal of beehives and cobwebs/honey webs from the office building and its premises.
17. Cleaning and sweeping of open area including balconies and roof tops with brooms.
18. The bidder shall also be responsible for pest control in the office and shall carry out sprays etc. minimum once in month. The insecticides and pesticides should be sufficient enough to take care of Mosquitoes, Cockroach, Silver fish, crawling insects at hostels & office building, & rats etc. The insecticide and pesticide sprayed should be of ISI marks and in case the pest control is ineffective the firm shall have to carry out operation more than once in a month.
19. The bidder must employ adult and skilled labour only. Employment of child labour will lead to termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. In order to maintain quality services and minimize operational problems, the bidder must rotate the staff once in six months with prior written intimation to SAI.
20. For additional work beyond the given scope of work additional manpower will be provided on demand for which payment on pro-rata basis will be made.

BASED ON SCOPE OF WORK & AREA TO BE GOT MAINTAINED, REQUIREMENT OF MANPOWER AND MATERIAL HAS TO BE GIVEN IN ANNEXURE-A AS UNDER:-

ANNEXURE-A

MANPOWER

S. No.	Category	Number of the workers	Remarks, if any
1.	Housekeeping workers (unskilled)	02	Male & Female

SECTION-V

GENERAL CONDITION OF CONTRACT

1. The purpose of Housekeeping is that the entire premises of Sports Authority of India must always look neat and clean and the contractor has to undertake all such job/activities required to maintain the office premises neat and clean.
2. All the cleaning personnel to be provided for undertaking the housekeeping services in premises shall be provided with required uniform and cleaning equipments and should maintain decent behavior.
3. All the cleaning personnel provided for the housekeeping services shall be governed by Central Government Minimum wages.

4. The contract shall strictly observe and adhere the following rule & regulation for their deployed housekeeping personnel:
 - Are always smartly turned out the vigilant.
 - Are punctual and arrive at last 30 minutes before start of their duty time
 - Take charges of their duties properly and thoroughly.
 - Perform their duties with honesty and sincerity.
 - Read and understand their post and site instructions and follow the same.
 - Extend respect to all officers and staff of the office of the SAI, Training Centre, Visakhapatnam.
 - Shall not consume intoxicated drinks on duty hours, or come drunk and report for duty.
 - Will not gossip or chit chat while on duty.
 - Will never sleep while on duty post.
 - Will no read newspaper or magazine while on duty.
 - Will immediately report to the Assistant Director any untoward incident/misconduct or misbehavior.
 - Do not entertain visitors.
 - Shall not smoke in the office & hostel premises.
 - Shall be in proper uniform with their respective name tag/s.
5. The contract will be initially for a period of one year commencing from the date of signing the contract. However in normal circumstance the Agreement is terminable by giving two month's notice in writing by either party to the agreement.
6. The working hours for the personnel of the contractor for this contract purpose will be from 8.30 am to 5.30 pm with half hour lunch break (Monday to Saturday). They may also be called on Sundays as and when required without any extra payment. They may also be asked to remain in office beyond 5.30 pm also on occasional demands.
7. The workers deployed shall be healthy active and not below the age of 18 years and not more than 60 years of age. Nobody shall have any communicable diseases.
8. The workers deployed shall be smartly dressed in proper uniforms and always with identity card. The agency shall provide fully trained and disciplined personnel.
9. The contract shall bear all expenses regarding uniforms preparation of their Identity Card, compensations, wages and allowance (DA, PF, ESI, Bonus and Gratuity as applicable relating to personnel engaged by him and abide by the provisions of various labour legislations including weekly off and working hours.
10. The contractor shall pay wages to his workers on or before the 7th of every succeeding month, irrespective of delay in payment of Bill by the SAI for whatever reason.
11. Wages payable shall not be less than the Minimum wages as per Central Government Rules.
12. The contractor shall also quote his rate of profit (Service charges) in addition to the wages to be paid to his workers.
13. The house keeping workers provided shall be the employees of the contractor and all statutory liabilities will be paid by the contractor such as ESI, PF, and Workmen's compensation Act. Charges on account of PF & ESI will be reimbursed by SAI against paid challans and ensuring that the amount in question has actually been paid to respective PF & ESI Office. The list of staff going to be deployed shall be made available to the Department and if any change is required on part of the Department fresh list of staff shall be made available by the agency after each and every change.

The rates mentioned by the contractor includes all extant statutory liabilities including. "E.S.I., P.F.", Bonus, Uniform etc.

14. As far as EPF is concerned, it shall be the duty of the Contractor to get PF code number allotted by RPFCL against which the PF subscription, deducted from the payment of the personnel engaged and equal employer's amount of contribution should be deposited with the respective PF authorities within 7 days of close of every month. Giving particulars of the employees engaged for the Department works, is required to be submitted to the Department. In any eventuality, if the contractor failed to remit employee/employer's contribution towards PF subscription etc. within the stipulated time Department is entitled to recover the equal amount from any money due or accrue to the Contractor under this agreement or any other contract with RPFCL, with an advice to RPFCL, duly furnishing particulars of personnel engaged for the Department.
15. Contractor shall submit workers EPF number and proof of payment of EPF, ESI etc. as applicable every month for the previous month along with the monthly bill with respect in all employees deployed by him at SAI. The manpower agency shall specifically ensure compliance of various Labour Laws/Acts.
16. The workers will be screened by the contractor after police verification regarding their antecedent, character and conduct; a copy of the reports shall also be submitted to SAI.
17. Replacement of workers as required by the SAI will be effected promptly by the Contractor; if the contractor wishes to replace any of the personnel, the same shall be done after prior consultation with the SAI. The full particulars of the personnel to be deployed by the contractor including the names and address shall be furnished to the SAI along with testimonials before they are actually deployed for the job.
18. In case of any loss that might be caused to the SAI due to lapse on the part of the personnel deployed by the manpower agency discharging their responsibilities, such loss shall be compensated by the contracting agency and in this connection, the SAI shall have the right to deduct appropriate amount from the bill etc. to make good of such loss to the SAI besides imposition of penalty. In case of any deficiencies/lapses on the part of the personnel deployed by the contractor, the SAI shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
19. In case of a death or mishap occurred during discharging the duty the compensation liability will solely rest with the contractor.
20. That Contractor's authorized representative (owner/ Director/Partner/Manager) shall personally contact Head of the Centre Housekeeping at least once a week to get a feedback on the services rendered by the contractor viz-a-viz corrective action required to make the services more efficient.
21. In the event of workers deployed by contractor being on leave/absent, the contractor shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities, the contractor shall make provision for leave reserve; Failure on this account shall attract penalty double the wages payable to the contractor for such absent.
22. The successful bidder would have to deposit an amount of Rs.15000/- towards Performance Guarantee through Demand Draft/ Pay Order/FDR/Bank Guarantee from a commercial bank in favour of STC - Visakhapatnam payable at Visakhapatnam which would remain valid during the contract period and no interest shall be payable on the said amount. The said amount shall be refunded after two months from the date of completion of the work. The Bank Guarantee if furnished for this amount shall be valid up to sixty days from the date of completion of work.
23. The contractor shall arrange to maintain the daily attendance record of the contract workers deployed by him showing their arrival and departure time. This attendance record will be submitted every month to SAI along with the monthly bill. The attendance record shall be produced for verification on demand by the SAI at any other point of time.

24. It at any point of time, it comes to the notice the SAI that the contract workers deployed are different from the list provided (with attested photographs) SAI will be well within its right to impose penalty not exceeding five times the wages payable to the contractor for each such personnel identified.
25. The contractor workers deployed by the contractor shall have the required experience. In case of non-compliance/non-performance of the services according of the terms of the contract, SAI shall be at liberty to make suitable deduction (ranging from 2% to 10%) from the bill without prejudice to its right under other provisions of the contract.
26. The contractor shall be solely liable for all payment/dues of the workers employed and deployed by him with reliable evidence provided to the SAI. In the event, SAI makes any payment or incurs any liability; the contractor shall indemnify the SAI completely.
27. Income tax TDS as per rule shall be deducted from the bill of the contractor as per applicable laws.
28. As and when the SAI requires additional contract workers on temporary or emergency basis, the contractor will depute such personnel in accordance with pro-rata rates. For the same, a notice of two days will be given by the SAI.
29. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
30. In case The SAI suspects or finds any works is entrusted to any sub-contractor on piecemeal basis or on regular terms, the SAI reserve the right to terminate the contract without assigning any reasons.
31. Workers engaged on day-to-day works should not be utilized for carrying out the occasional work for which contractor has to engage extra hands.
32. The contractor will be held wholly responsible for any action taken by statutory bodies for violation/non-compilation of any such provision/rule.
33. The Contractor should maintain all the records and documents under various labour laws applicable to contract labours/personnel and also Shops & establishment Act/Rules applicable to his/her establishment and make them available at the SAI at all times. Indicative list of such records is given for example (a) register of workmen (b) Employment card (to be issued to workers) , (c) Muster Roll (d) Register for wages (e) wages slip (f) OT registers etc.
34. The wages shall be paid to workmen without any deduction except those under the payment of wages Act and Minimum wages as per Central Government Rules Act.
35. The contract should ensure that his workmen are granted Holidays/Leave with wages as per applicable Act/Rules.
36. The SAI reserves its rights to withhold bills, if the contractor fails to produce proof for having remitted the ESI/PF dues.
37. The contractor must get police verification of all his personnel employed at SAI and submit the report to this office along with voter IDs and other valid proof of residence.
38. If any of the workers of the contractor indulges in theft or any illegal/irregular activities, misconduct, the contractor will take appropriate action as per law and rules against its erring workers in consultation with this office and intimate the action taken to this office. If need be, an FIR should be lodged against the erring workers. Such workers, who indulge in such type of activities would not further employed in this office by the contractor in any case.
39. The contractor shall execute the assigned work as per the schedule and if the same have not been executed up to the expected level, warning notice shall be issued in this regard. If the situation continues still, penalty will be imposed as per scale tabulated below:

Penalties: The penalties will be imposed on violation of terms and conditions of agreement as per the list given below (to be specified by respective centre):

Sl. NO.	Description of irregularities	Penalty
1	Absent from duty	Deduction of wages during absent period
2	Without uniform	Rs. 200/- per day per head
3	Inferior quality of work on surprise inspection	Rs. 500/- per instance
4.	Intoxicant during duty hour	Rs. 500/- per instance or termination from the job.
5.	Non disposal of garbage	Rs. 1000/- per day
6.	Involment in any theft case	Termination from the job

40. Whenever there is a duplication of clause either in the terms and conditions or in the agreement, the clause which is beneficial to the SAI will be considered applicable at the time of any dispute/following any statutory rules.
41. Offers with service charges as zero value will be treated as unresponsive.
42. Disclaimer: The near relatives of employees of the Department are prohibited from participation in this tender. The near relatives for this purpose are defined as:
- Members of a Hindu Undivided Family.
 - Their Spouse.
 - The one is related to the other in the manner as father, mother, son (s) son's (wife (daughter-in-law), daughter (s) & daughter's husband (son-in-law), brother (s) & brother's wife, sister (s) and sister's husband (brother-in-law).
43. If dispute or difference of any kind shall arise between the Department and the Contractor in connection with or relating to the Contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
44. If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, either the Department or the contractor 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 SAI/ Department and contractor 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 Sports Authority of India. The award of the arbitrator will be final and binding on the parties to the Contract.
45. Venue of Arbitration: The venue of arbitration shall be the place from where the Contract has been issued.
46. The Court of Bangalore will have the exclusive jurisdiction to try the disputes.
47. The Contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between SAI/Department and the contractor and any non-compliance shall be deemed as breach of the Contract/Agreement.

(Name of signature of tender) With
stamp of the firm