

SPORTS AUTHORITY OF INDIA NATIONAL SWIMMING ACADEMY
Dr. Syama Prasad Mookerjee Swimming Pool Complex,
Mother Teresa Crescent Road,
New Delhi -110 001

Telephone No. 011-23094832

Fax No. 011-23094605

Website : <http://www.sportsauthorityofindia.nic.in>

& <http://eprocure.gov.in/eprocure/app>

Bid Reference No. SA/SPMSPC/92(27)/2014-15/01

Dated 22 / 12 / 2015

INVITATION FOR BIDS (IFB)

1. Sports Authority of India, National Swimming Academy, Dr. Syama Prasad Mookerjee Swimming Pool Complex, Mother Teresa Crescent Road, New Delhi -110001, for and on behalf of the Director General, Sports Authority of India, invites bids on two bid system for supply of following Wooden Furniture Items -

Sl. No.	Particulars	Specification	Qty.	Remarks
1.	Dining Table	Dimension 120 cm. L x 90 cm. W x 81 cm. H Top : 2 cm. Teak Wood Board Top. Frame : Frame of teak wood 7cm. x 3.3 cm. Legs : all the four legs of 6cm x 6 cm. made of teak wood duly polished.	10 Nos.	Light colour teak polish of good quality with fine finish.
2.	Chairs	Wooden chair made of teak wood. Seat : 42 cm. L x 42 cm. W x 42 cm. H. of teak wood seat of 1 cm. thick on 5.5 cm. x 2 cm. teak wood frame, 2.2 cm. x 2.2 cm support on horizontal sides. Legs : Front legs 4.5 cm. x 4.5 cm. teak wood, Rear legs 3.5 cm. x 3.5 cm., teak wood. Back : Back 57 cm. height with horizontal strips (rounded ends) design made of teakwood.	30 Nos.	

2. An amount of Bid Security of Rs. 2,000/- (Two thousand only) is to be furnished by the bidder in the form of Account Payee Bank Draft / Bankers Cheque / Bank Guarantee in favour of Secretary, Sports Authority of India issued by any Nationalized / Scheduled Bank valid for a period of 60 (sixty) days beyond the validity period of this bid.
3. Bidding documents are available at the website address mentioned above. Bidding documents can be downloaded by the bidders from the said website.

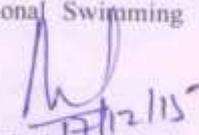
An amount of Rs. 500/- in the form of Bank Draft / Bankers Cheque in favour of Secretary, Sports Authority of India is required to be submitted alongwith the bids towards cost of tender document.

5. Contents of the bidding documents, specification of the goods required, quantity etc. and detailed terms and conditions applicable to this bid are available on the website address mentioned above and in the bidding documents also.

CRITICAL DATE SHEET

Uploading / Issue of Tender Documents	22.12.2015
Downloading of Bid Documents	30.12.2015
Cutoff date of Seeking Clarification	10.01.2016
Last Date & Time of Submission of Bids	21.01.2016 upto 1500 hours
Opening Date & Time of Technical Bids	21.01.2016 at 1700 hours
Opening Date & Time of Financial Bids	04.02.2016 at 1700 hours

6. Bidders are advised to follow instructions provided in the bid document. Bidder who has downloaded the tender form from the above website shall not tamper / modify the tender form including downloaded prize bid template in any manner. In case it is found that the same has been tampered / modified in any manner, tender will be completely rejected and EMD would be forfeited.
7. Intending Bidders are advised to visit the office at the address given above on any working day between 04.00 PM to 05.00 PM upto 11.01.2016 to inspect the sample. They are also advised to visit SAI website atleast 03 days prior to closing date of submission of tenders for any amendment.
8. Sports Authority of India reserves the right to accept or reject any bid or cancel all bids without assigning any reason(s).
9. Bids in sealed cover may be submitted through "Registered Post / Speed Post" addressed to Chief Operating Officer, Sports Authority of India National Swimming Academy, Dr. Syama Prasad Mookerjee Swimming Pool Complex, Mother Teresa Crescent Road, New Delhi -110001.
10. Sealed bids can also be dropped by stipulated date and time in the tender box placed in the office of the Chief Operating Officer, Sports Authority of India National Swimming Academy at the addressed given above.


(Manjushree S Roy)
Administrator, Dr. SPMSPC
& Chief Operating Officer, SAINSA
For and on behalf of
Director General, Sports Authority of India

SPORTS AUTHORITY OF INDIA NATIONAL SWIMMING ACADEMY
Dr. Syama Prasad Mookerjee Swimming Pool Complex,
Mother Teresa Crescent Road,
New Delhi -110 001

INSTRUCTIONS TO BIDDER (ITB)

1. The purchaser has issued these bidding documents for purchase of goods as mentioned in the “**Schedule of Requirement**”, which also indicates, interalia, specifications, the required delivery schedule, terms and place of delivery.
2. Before formulating the Bid and submitting the same to the purchaser, 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.

Bidding Documents :

3. Bidding document consist of the following :-

a. Invitation for Bid (IFB)	Annexure –I
b. Instructions to Bidders (ITB)	Annexure –II
c. Bid Submission form	Annexure –III
d. Schedule of Requirement (SOR)	Annexure –IV
&	
Technical Specifications	Annexure –V
e. Bank Guarantee Form for Performance Security	Annexure –VI
f. Earnest Money Deposit form	Annexure –VII
g. NEFT mandate Form	Annexure –VIII
h. Technical Bid Form	Annexure –IX
i. Financial Bid Document	Annexure –X
j. Contract Form	Annexure –XI
k. General conditions	Annexure –XII
4. The Limited Tender shall be submitted in 03 separately sealed envelopes addressed to the Chief Operating Officer, Sports Authority of India, National Swimming Academy, Dr. Syama Prasad Mookerjee Swimming Pool Complex, Mother Teresa Crescent Road, New Delhi -110001. The word “**Limited Tender Enquiry for supply of Teakwood Furniture Items**” should be super scribed on the top left corner of envelope bearing the name and address of the bidder. The sealed tender in the big envelope should contain the following sealed envelopes :
 - A. Should contain EMD details as per Annexure –X (**Envelope –A**).
 - B. Tender documents duly signed by bidder on each page having name of bidder and official rubber stamp of the firm / agency (Annexure – I, II, III, IV, V, VIII, IX & XII) should be submitted in **Envelope –B**.
 - C. Financial Bids –Rate quoted for goods as per Performance at Annexure –XI should be submitted in **Envelope –C**.
5. The rate / commercial / Technical offer of the firm will remain valid for one year from the date of acceptance of placing supply order or the contract as the case may be.

6. The tender in sealed envelope may be submitted through Registered Post / Speed Post or Dropped in the tender box placed in the office of Chief Operating Officer, Sports Authority of India, National Swimming Academy, Dr. Syama Prasad Mookerjee Swimming Pool Complex, Mother Teresa Crescent Road, New Delhi -110001 in accordance with the date and time stipulated for submission of the tender in the “Invitation for Bids (IFB)” –**Annexure –I**.
7. Envelope ‘C’ (i.e. Financial Bid) of only those tendered will be opened, whose Technical bids are accepted and technical specification are recommended by the Technical Bids committee. Date and time for opening of Envelope ‘C’ (Financial Bid) will be evaluation communicated (to those whose Technical Bids are found eligible and sample are recommended by the technical committee).
8. The bidder should sign each page of the limited Tender Documents as evidence of accepting the terms & conditions mentioned therein.
9. Late / Vague / Conditional / Incomplete / not conforming to the laid down procedure, bids in any respect will be rejected.
10. If even after approval information / documents submitted by the bidder are found misleading / incorrect etc. SAI reserves the right to reject the bid (items for the current / future rate contract or may impose penalties as deemed fit. Non compliance of any of the terms & conditions of the tender will also warrant above penalties).
11. The suppliers / bidder are required to submit catalogue having technical specifications of items offered alongwith the tender documents.
12. The technical bid of the bidders will be opened first and the financial bid will be opened only of those bidders whose technical bid and technical specification shall be accepted by the competent authority.
13. **Rates quoted should be inclusive of taxes and freight charges except Vat.**
14. EMD of the unsuccessful bidders will be refunded after finalization of the Tender.
15. Interest free performance security deposit equivalent to 05% of the total estimated value of the supply order will be deposited by the successful bidder before issue of supply order. Security Money will be refunded after expiry of warranty period without any interest on it.
16. Supply to be made within 30 days from the date of Supply Order.
17. Subject to the provision of Force majeure, if the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(s) incorporated in the contract, the purchaser shall, without prejudice to other rights and remedies available to the purchaser under the contract, deduct from the contract price / security deposit, as liquidated damages, a sum equivalent to 0.5% per week of delay or part thereof on delayed supply of goods and / or services until actual delivery or performance subject to a maximum of 05% of the contract price.
18. The Teakwood Furniture Items supplied, if found not as per specification of tendered documents and approved, are liable to be rejected.

19. The Chief Operating Officer, Sports Authority of India, National Swimming Academy, Dr. Syama Prasad Mookerjee Swimming Pool Complex, Mother Teresa Crescent Road, New Delhi - 110001 will be legally competent to cancel the supply order and also to take any other action against the supplier including imposing of any penalty on the supplier during pendency and till the final execution of the contract of the supply.
20. In case any dispute with regard to this tender, the decision of the Chief Operating Officer, Sports Authority of India, National Swimming Academy will be final and binding.
21. In case of litigation, the courts at Delhi only will have jurisdiction for deciding case according to Indian law in force.
22. It may be noted that this is just an enquiry and does not amount to any commitment on the part of Sports Authority of India to order any products offered. The decision of Sports Authority of India in this regard would be final and be entirely, at its discretion.
23. Chief Operating Officer, Sports Authority of India, National Swimming Academy, Dr. Syama Prasad Mookerjee Swimming Pool Complex, Mother Teresa Crescent Road, New Delhi -110001 reserves the right to reject tender without assigning any reasons. (if the item / equipment is found defective in material, quality or any other defect of manufacturing, then the supplier has to replaced the defected items of his risk and cost.
24. The supplier is required to apply to the purchaser for extension of delivery period and obtain the same before dispatch. In case the supplier dispatches the furniture items obtaining an extension, it would be doing so at its own risk and no claim for payment for such supply and / or any other expense related to such supply shall responsibility of the supplier.
25. 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 supplier, terminate the contract in whole or in part, if the supplier fails to deliver any or all of the goods or fails to perform any other contractual obligation(s) within the time period specified in the contract, or within any extension thereof granted by the purchaser.
26. The supplier warrants comprehensively that the goods supplied under the contract are new unused. The supplier further warrants that the goods supplied under the contract shall have no defect arising from design, materials or workmanship or from any act omission of the supplier that may develop under normal use of the supplied goods under the conditions prevailing in India.
27. This warranty shall remain valid for at least 02 year after the goods have been delivered, commissioned and installed at the final destination and accepted by the Purchaser in terms of the contract i.e. two year from the date supply to the consignee.

28. The supplier shall, promptly repair or replace the defective goods or parts thereof, free of cost, at the ultimate destination. The supplier shall take over the replaced parts / goods after providing their replacements and no claim, whatsoever, shall lie on the purchaser for such replaced parts / goods thereafter.
29. If the supplier, having been notified, fails to rectify / replace the defect(s) promptly, the purchaser may proceed to take such remedial action(s) as deemed fit by the purchaser, at the risk and expense of the supplier and without prejudice to other contractual rights and remedies, which the purchaser may have against the supplier.
30. The details of documents required for eligibility is given in Annexure –IX.
31. Limited Tender received without the above documents will summarily be rejected.
32. Payment will be released after satisfactory supply for which supply order is issued.
33. In the event the said mutual discussion / conciliation fail, the aggrieved party shall initiate Arbitration proceedings for resolution of differences / disputes etc. mentioned above by appointing a sole Arbitrator, who shall be the Director General of SAI in which event the said proceeding shall be conducted in accordance with the provisions of the arbitration and conciliation Act -1996.
34. The venue of such arbitration proceeding shall be at Delhi or as decided by Director General of SAI and the courts in Delhi alone will have Jurisdiction in respect of all proceedings connected therewith.
35. VAT, as applicable, will be paid extra and should not be included in the rate quoted alongwith the financial bid.

I have read and understood all the terms & conditions of this Limited Tender Enquiry and hereby undertake to abide by same.

Authorized Signatory
(Name in Block Letters)
Seal of the Tenderer

**SPORTS AUTHORITY OF INDIA NATIONAL SWIMMING ACADEMY
Dr. Syama Prasad Mookerjee Swimming Pool Complex,
Mother Teresa Crescent Road,
New Delhi -110 001**

BID SUBMISSION FORM :

To
The Chief Operating Officer,
Sports Authority of India,
National Swimming Academy,
Dr. Syama Prasad Mookerjee Swimming Pool Complex,
Mother Teresa Crescent Road,
New Delhi -110001

Sub:- Submission of Bids

Ref :- Limited Tender Enquiry No. SAI/SPMSPC/92(27)/2014-15/01 Dated 15.12.2015

We, the undersigned have examined the above mentioned Bidding Documents and understood fully. We, now offer to supply and deliver wooden table and chairs in conformity with the specifications, quantity and quality as specified in the bid documents for the same as shown in the price bid attached herewith and made part of this bid.

We further conform that, if our bid is accepted, we shall provide you with the performance security of the required amount in an acceptable form in terms of general conditions of this bid document for due performance.

We agree to keep our bid valid for acceptance for 60 days or for subsequently extended period, if any, agreed to by us. We also, accordingly, confirm to abide by this bid upto the aforesaid period and this bid may be accepted any time before the expiry of aforesaid period. We further confirm that until supplies are 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 this Contract / Supply”.

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 are competent to execute the supplies as per your Schedule of Requirement and we do not stand deregistered / boned / black listed by any Govt. Authorities.

We confirm that we fully agree to the terms and conditions specified in the bidding document under reference, including amendment, if any.

(Signature of the Bidder with date, Name & Designation
duly authorized to signed bid for and on behalf of
M/s _____)

Note :- This form should be typed and submitted on official letter head of the bidder / supplier.

SPORTS AUTHORITY OF INDIA NATIONAL SWIMMING ACADEMY
Dr. Syama Prasad Mookerjee Swimming Pool Complex,
Mother Teresa Crescent Road,
New Delhi -110 001

SCHEDULE OF REQUIREMENTS

Sl. No.	Particulars	Specification	Qty.	Remarks
1.	Dining Table	120 cm. L x 90 cm. W x 81 cm. H 2 cm. Teak Wood Board on Top of the frame of teak wood 7cm. x 3.3 cm. all the four legs of 6cm x 6 cm. made of teak wood duly polished.	10 Nos.	Light colour teak polish of good quality with fine finish.
2.	Chairs	Wooden chair made of teak wood sheet 42 cm. L x 42 cm. W x 42 cm. H, teak wood sheet of 1 cm. thick on 5.5 cm. x 2 cm. teak wood frame, 2.2 cm. x 2.2 cm. support on horizontal sides, four legs 4.5 cm. x 4.5 cm. teak wood, rear legs 3.5 cm. x 3.5 cm., teak wood back 57 cm. height with horizontal strips (rounded ends) design.	30 Nos.	

1. The items should conform to FDA / CE quality standards wherever applicable.
2. Goods are required within 15 days from the date of issue of the supply order / work order. However, the bidder may quote their earliest delivery period from the date of issue of the supply order / work order.
3. The supplier is requested to deliver goods within the delivery period and the date of delivery at consignee site will be considered as actual date of delivery.

Consignee Details :

Chief Operating Officer,
Sports Authority of India,
National Swimming Academy,
Dr. Syama Prasad Mookerjee Swimming Pool Complex,
Mother Teresa Crescent Road,
New Delhi -110001

Telephone No. 011-23094832
Fax No. 011-23094605
Email ID : spmspc.sai@gmail.com

Authorized Signatory
(Name in Block Letters)
Seal of the Tenderer

SPORTS AUTHORITY OF INDIA NATIONAL SWIMMING ACADEMY
Dr. Syama Prasad Mookerjee Swimming Pool Complex,
Mother Teresa Crescent Road,
New Delhi -110 001

TECHNICAL SPECIFICATIONS

The items required in the Schedule of Requirement should be of the following Technical Specifications :-

Sl. No.	Particulars	Specification
1.	Dining Table	<p>Dimension 120 cm. L x 90 cm. W x 81 cm. H</p> <p>Top : 2 cm. Teak Wood Board Top. Frame : Frame of teak wood 7cm. x 3.3 cm. Legs : all the four legs of 6cm x 6 cm. made of teak wood duly polished. Light colour teak polish of good quality with fine finish.</p>
2.	Chairs	<p>Wooden chair made of teak wood. Seat : 42 cm. L x 42 cm. W x 42 cm. H, of teak wood seat of 1 cm. thick on 5.5 cm. x 2 cm. teak wood frame, 2.2 cm. x 2.2 cm. support on horizontal sides. Legs : Front legs 4.5 cm. x 4.5 cm. teak wood, Rear legs 3.5 cm. x 3.5 cm., teak wood. Back : Back 57 cm. height with horizontal strips (rounded ends) design made of teakwood. Light colour teak polish of good quality with fine finish.</p>

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

SPORTS AUTHORITY OF INDIA NATIONAL SWIMMING ACADEMY
Dr. Syama Prasad Mookerjee Swimming Pool Complex,
Mother Teresa Crescent Road,
New Delhi -110 001

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

To

The Chief Operating Officer,
 Sports Authority of India,
 National Swimming Academy,
 Dr. Syama Prasad Mookerjee Swimming Pool Complex,
 Mother Teresa Crescent Road,
 New Delhi -110001

[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 Supply order No. and Date]

Bank's Branch or Office : [Insert complete name and guarantor]
 Beneficiary : Sports Authority of India

Performance Guarantee No. : [insert Performance Guarantee Number]

We have been informed that [insert complete name of supplier] (hereinafter called "the supplier") has been awarded supply order no. _____ dated _____ by you, for the supply of teak wood furniture items (hereinafter called the supply order).

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

At the request of the supplier, 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 supplier to be in default under the contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

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

This guarantee is subject to the uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of sub-article 20(a) is hereby excluded.

[Signature of authorized representatives of the bank and the supplier]

Note :- Performance Guarantee can also be furnished in the form of Bank Draft / Bankers Cheque of appropriate amount (5% of the value of supply order) in favour of " Secretary, Sports Authority of India" issued by any Nationalized / Scheduled Bank in lieu of the above Bank Guarantee.

Authorized Signatory
 (Name in Block Letters)
 Seal of the Tenderer

**CONTRACT AGREEMENT / CONTRACT FORM FOR SUPPLY OR TEAK WOOD FURNITURE
ITEMS**

To

**SPORTS AUTHORITY OF INDIA NATIONAL SWIMMING ACADEMY
Dr. Syama Prasad Mookerjee Swimming Pool Complex,
Mother Teresa Crescent Road,
New Delhi -110 001**

Contract No. _____

Dated _____

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

1. Name & address of the Supplier _____
2. Purchaser's bidding Document No. _____ dated _____ and subsequent Amendment No. _____ dated _____ (if any), issued by the purchaser.
3. Supplier's Bid No. _____ dated _____ and subsequent communication (s) No. _____ dated _____ (if any), exchanged between the supplier 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 paragraph 2 and 3 above, shall also be deemed to form and be read and construed as integral part of this contract :-

- i. General Conditions of Contract;
- ii. Schedule of Requirements;
- iii. Technical Specifications;
- iv. Bid Form furnished by the supplier;
- v. Price schedule (s) furnished by the supplier in its Bid;
- vi. Purchaser's notification of award

5. Some terms, conditions, stipulations etc. out of the above referred documents, are reproduced below for ready reference.

- (i) Brief particulars of the goods and services which shall be supplied / provided by the supplier are as under :

(ii)

Sl. No.	Particulars	Specification	Qty. to be supplied	Unit price	Total price	Terms of delivery
1.	Dining Table	120 cm. L x 90 cm. W x 81 cm. H 2 cm. Teak Wood Board on Top of the frame of teak wood 7cm. x 3.3 cm. all the four legs of 6cm x 6 cm. made of teak wood duly polished. Light colour teak polish of good quality with fine finish.	10 Nos.			
2.	Chairs	Wooden chair made of teak wood sheet 42 cm. L x 42 cm. W x 42 cm. H, teak wood sheet of 1 cm. thick on 5.5 cm. x 2 cm. teak wood frame, 2.2 cm. x 2.2 cm. support on horizontal sides, four legs 4.5 cm. x 4.5 cm. teak wood, rear legs 3.5 cm. x 3.5 cm., teak wood back 57 cm. height with horizontal strips (rounded ends) design. Light colour teak polish of good quality with fine finish.	30 Nos.			

Any other additional services (if applicable) and cost thereof : _____
Total value (in figures) _____ (In words) _____

- (iii) Delivery schedule :
- (iv) Details of Performance Security :
- (v) Consignee :
- (vi) Warranty Period :
- (vii) Payment terms :

(Manjushree S Roy)
Administrator, Dr. SPMSPC
& Chief Operating Officer, SAINSA
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 _____

**SPORTS AUTHORITY OF INDIA NATIONAL SWIMMING ACADEMY
Dr. Syama Prasad Mookerjee Swimming Pool Complex,
Mother Teresa Crescent Road,
New Delhi -110 001**

**FORMAT FOR RTGS / NEFT PAYMENT DETAILS FOR LIMITED TERDER ENQUIRY OF LETTER
HEAD OF THE FIRM**

To
The Chief Operating Officer
Sports Authority of India
National Swimming Academy
Dr. SPM Swimming Pool Complex,
Mother Teresa Crescent Road,
New Delhi -110001

Sub:- RTGS / NEFT Payments

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

RTGS / NEFT Details Form

1.	Supplier's Name as per Account	
2.	Supplier's Account No.	
3.	Type of Bank	
4.	Bank Name	
5.	Branch Address	
6.	Branch Telephone / Fax No.	
7.	Bank Code No.	
8.	IFSC Code	
9.	NEFT Code	

Authorized Signatory

(Name in Block Letters)

Seal of the Tenderer

Enclosed : A copy of Crossed Cancelled Cheque

SPORTS AUTHORITY OF INDIA NATIONAL SWIMMING ACADEMY
Dr. Syama Prasad Mookerjee Swimming Pool Complex,
Mother Teresa Crescent Road,
New Delhi -110 001

**LIMITED TENDER ENQUIRY FOR SUPPLY OF Teak Wood Furniture Items Dining
Tables and Chairs AT Sports Authority of India, National Swimming Academy, Dr. Syama
Prasad Mookerjee Swimming Pool Complex, Mother Teresa Crescent Road, New Delhi -
110001**

TECHNICAL BID FORM

The following details/documents/certificates issued by the concerned Authorities in respect of the bidder are required to be submitted:

1. Name of the Firm
 2. Full Postal Address with Tel. No., Fax No.
& E-mail Id
 3. Director/Proprietors, Chief Executive of
the firm
 4. Attach copy of Registration of Firm
 5. Attach copy of PAN Number of
Firm/Proprietor
 6. Attach copy of Service Tax No./VAT No.
 7. Attached copies of ITR last three
preceding years (i.e 2012-13, 2013-14 and
2014-15) balance sheet of 2011-12 should be attached)
 8. Attested Copies of Balance Sheet duly
**Certified/Audited by CA Showing
minimum annual turnover of Rs.10 lac
in each year in last 03 consecutive
years (i.e 2012-13, 2013-14 and
2014-15).** In case balance sheet of 2014-
15 is not finalized or readily available the
 9. Attach RTGS/NEFT details
with enclose crossed
- cancelled cheque

Authorized Signatory
Name & Address of the firm with seal

**SPORTS AUTHORITY OF INDIA NATIONAL SWIMMING ACADEMY
Dr. Syama Prasad Mookerjee Swimming Pool Complex,
Mother Teresa Crescent Road,
New Delhi -110 001**

FORMAT FOR SUBMISSION OF THE EARNEST MONEY DEPOSIT

To
The Chief Operating Officer
Sports Authority of India
National Swimming Academy
Dr. SPM Swimming Pool Complex,
Mother Teresa Crescent Road,
New Delhi -110001

Sub:- Earnest Money Deposit limited Tender Enquiry for supply of Teakwood Furniture Items at Dr. Syama Prasad Mookerjee Swimming Pool Complex, Mother Teresa Crescent Road, New Delhi -110001.

(TO BE SUBMITTED IN ENVELOPE “A”)

In response to tender floated on website www.sportsauthorityofindia.nic.in I have downloaded the tender document. I am sending herewith Demand Draft No..... dated Of..... Rs..... /- (Rupees..... only) drawn on Bank in favour of Secretary, Sports Authority of India, payable at Delhi on account of Earnest Money.

Authorized Signatory
(Name in Block Letters)
Seal of the Tenderer

SPORTS AUTHORITY OF INDIA NATIONAL SWIMMING ACADEMY
Dr. Syama Prasad Mookerjee Swimming Pool Complex,
Mother Teresa Crescent Road,
New Delhi -110 001

FINANCIAL BID / PRICE SCHEDULE FORM

Bid Reference No. SAI/SPMSPC/92(27)/2014-15/01

Sl. No.	Particulars	Specification	Qty.	Rate In Rs. (Inclusive of all taxes except VAT)	
				In figures	In words
1.	Dining Table	120 cm. L x 90 cm. W x 81 cm. H	10 Nos.		
		2 cm. Teak Wood Board on Top of the frame of teak wood 7cm. x 3.3 cm. all the four legs of 6cm x 6 cm. made of teak wood duly polished.			
2.	Chairs	Wooden chair made of teak wood sheet 42 cm. L x 42 cm. W x 42 cm. H, teak wood sheet of 1 cm. thick on 5.5 cm. x 2 cm. teak wood frame, 2.2 cm. x 2.2 cm. support on horizontal sides, four legs 4.5 cm. x 4.5 cm. teak wood, rear legs 3.5 cm. x 3.5 cm., teak wood back 57 cm. height with horizontal strips (rounded ends) design.	30 Nos.		

Please quote the cost in figures and words (inclusive of all applicable levies, duties and taxes, but exclusive of only Service Tax/ VAT). All levies and taxes like excise duty, packing, forwarding, freight, Octrio, Insurance charges, etc. other than Services Tax / VAT are assumed to be mandatorily included in the total cost.

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.

Note :- If individual price of all the items is not given item wise, then the tender will not be considered and liable to be rejected.

As the basis of bidding is unit rate, it will be assumed that in absence of any other information, rate quoted is for per unit. Calculation of Total Cost shall be carried out / verified by the purchaser.

Evaluation of L1 bidder would be item-wise total cost i.e. based on column (v).

Authorized Signatory
(Name in Block Letters)
Seal of the Tenderer
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SPORTS AUTHORITY OF INDIA NATIONAL SWIMMING ACADEMY
Dr. Syama Prasad Mookerjee Swimming Pool Complex,
Mother Teresa Crescent Road,
New Delhi -110 001

**PREPARATION OF BIDS AND GENERAL CONDITIONS OF THE CONTRACT /
SUPPLY**

Documents comprising the Bid :

The **Two Bid System**, i.e. “Technical Bid” and “Price Bid” prepared by the Bidder shall comprise the following :

A. Technical Bid :

The Bidder shall submit the following documents alongwith the submission of bid documents :-

- a) Bid Security and cost of bid documents. Bid document cost is non-refundable. Bid Security is to be furnished in accordance with clause _____ of ITB and bid submission as perform at Section _____.
- b) An undertaking indicating that the person (s) signing the bid has the authority to sign the bid and that the bid is binding upon the bidder during the full period of its validity.
- c) Bidder /Agent who quotes for items manufactured by the other manufacturer shall furnish scanned copy of Manufacturer’s Authorization Form as per Section)_____.
- d) Certificate of Incorporation / Registration Certificate of the Firm / Company / Agency.
- e) Documents mentioned in the qualification criteria as per Section _____.
- f) stipulated in Section _____.
- g) PAN Card, National Electronic Fund Transfer (NEFT Form) as per Section _____ for payment in Indian Rupees. Certificate of Chartered Accountant showing annual turnover for the last three financial years (_____).
- h) Copies of Balance sheet
- i) Income tax return filed for the last three financial years (_____).
- j) Sales Tax Registration Certificate.
- k) Valid TIN (Tax Payer Identification Number).
- l) Registration Certificate
- m) Bidder shall execute necessary instruments and documents required by SAI/ Purchaser in relation to the amendments as may be issued by Purchaser from time to time. All costs (including Taxes, Stamp duties and registration charges (if any) shall be borne by the Bidder.
- n) General Information of the Bidder.
- o) Clause by clause compliance demonstrating substantive responsiveness by signing and stamping on all the pages of the original bid document by authorized person (s).
- p) Copy of Technical Specifications of quoted goods alongwith relevant documents.

Note -1 : The binding companies / firms/ agencies are required to attest (self attestation) the copies of documents, alongwith eligibility and qualifications failing which their bid shall be 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), in addition to 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 :

- 1 Price Scheduled (s) as per Forms filled up with all the details including make, Model etc. of the goods offered.
- 1.1 It is the responsibility of Bidder to go through the Bidding Document to ensure furnishing of all required documents in addition to above, if any.
- 1.2 All pages of the Bid should be page numbered and indexed.
- 1.3 The authorized signatory of the Bidder must sign the Bid duly stamped at appropriate places and initial all the remaining pages of the Bid.
- 1.4 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.
- 1.5 All payments in Indian Rupees will be made through National Electronic Fund Transfer (NEFT) / RTGS system. Bidders are required to fill and attach the NEFT mandate form attached alongwith their offers, if not already executed in SAI. Notification of Award will not be issued without NEFT Mandate Form.

2. Bid Prices :

- 2.1 The Bidder shall indicate on the Price Schedule all the specified components of prices shown therein. All the columns shown in the price schedule should be filled up as required. If any column does not apply to a Bidder, same should be clarified as “NA” (means Not Applicable) by the Bidder.
- 2.2 The quoted prices for goods offered shall be quoted in the Price Schedule.
- 2.3 Additional information and instruction on Duties and Taxes :
 - 2.3.1 If the Bidder desires to ask for Excise Duty, Sales Tax / CST / VAT/ CENVAT, Custom Duty, Service Tax, works Contract Tax etc. to be paid extra, the same must be specifically stated. In the absence of any such stipulation the price will be taken inclusive of such duties and taxes and no claim for the same will be entertained later. Only statutory variations on finished product taking place after Bid submission shall be allowed to the extent of actual quantum paid by the supplier.
 - 2.3.2 Octroi Duty and Local Duties & Taxes :

Normally, goods to be supplied to Government Departments against Government Contract are exempted from levy of town duty, Octroi duty, terminal tax and other levies of local bodies. However, on some occasions, the local bodies (like town body, municipal body etc.) as per their regulations allow such exemptions only on production of certificate to this effect from the concerned Government Department. Keeping this in view, the supplier shall ensure that the stores to be supplied by the supplier against the contract placed by the Purchaser are exempted from levy of any such duty or tax and, wherever necessary, obtain the exemption certificate from the purchaser.

However, if a local body still insists upon payment of such local duties and taxes, the same should be paid by the supplier to the local body to avoid delay in supplies and possible demurrage charges and obtain a receipt for the same. The supplier should

forward the receipt obtained for such payment to the purchaser to enable the purchaser reimburse the supplier and take other necessary action in the matter.

2.3.3 Customs Duty :-

Whole of the duty of custom and whole of the additional duty of teakwood furniture items requisite are exempted as per custom notification No. 146/94-Customs dated 13.07.1994 and as amended by Notification No. 146/94-Customs dated 13.07.1994 as amended by Notification No. 101/94-Customs dated 26.05.1995; No. 132/95-Customs dated 28.08.1995 No. 48/96-Custom dated 23.07.1996, No. 24/2002 dated 01.03.2002 and No. 88/2002-Customs dated 28.08.2002 and No. 5/2010-Customs dated 19.01.2010. Any subsequent amendment may also be considered. Accordingly, Custom Duty Exemption Certificate (CDEC) applicable on CIF on goods to be imported will be provided by Sports Authority of India.

3. Unless otherwise specifically indicated in this bidding Document, the terms FCA, FOB, CIF, CIP, DDP etc. shall be governed by the current edition of International Commercial Terms (INCOTERMS), published by the International Chamber of Commerce, Paris.

3.1 The need for indication of all such price components by the Bidders, as required in this clause (viz., ITB clause 8) is for the purpose of comparison of the Bids by the Purchaser and will no way restrict the purchaser's right to award the contract on the selected Bidder on any of the same terms offered.

4. **Firm Price :**

4.1 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.

4.2 However, as regards taxes and duties, if any, chargeable on the goods and payable, the conditions stipulated in ITB Clause 8 will apply.

5. **Alternative Bids – “Not Applicable”**

6. **Documents Establishing Bidder's Eligibility and Qualifications**

6.1 Pursuant to ITB clause, the Bidder shall furnish as part of its Bid, relevant details and documents establishing its qualifications to perform the contract if its Bid is accepted.

7. **Bid Security**

7.1 The Bidder shall furnish alongwith its Bid, Bid Security for each category of teakwood items quoted, for an amount as shown in the IFB. The Bid Security is required to protect the Purchaser against the risk of the Bidder unwarranted conduct. Non submission of bid security will be considered as major deviation and Bid without bid security will not be considered.

7.2 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 alongwith required documents like valid Registration Certificate etc.

7.3 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

7.4 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 "Secretary, Sports Authority of India", payable at "New Delhi". In case of Bank Guarantee, the same is to be provided from any Nationalized / Schedule / Bank in India (acceptable to purchaser) as per the Bid Documents.

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

7.5 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 ITB is 60 days, the Bid Security shall be valid for 105 days from Technical Bid Opening date.

7.6 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.

7.7 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 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.

7.8 In the case of Bank Guarantee furnished from Banks outside India (i.e. foreign Banks), it should be authenticated and countersigned by any Nationalized Bank in India by way of back-to-back counter guarantee.

8. **Bid Validity :**

8.1 The Bid shall remain valid for acceptance for a period of 60 days (Sixty days) after the date of Bid opening prescribed in the Bidding Documents. Any Bid valid for a shorter period shall be treated as unresponsive and rejected.

8.2 In exceptional cases, the bidder may be requested by the Purchaser to extend the validity or their Bids up to a specified period. The Bidders, who agree to extend the Bid validity, are to extend the same without any changes or modification of their original Bid and they are also 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.

8.3 In case the day up to which the Bids are to remain valid falls on or subsequently declared a holiday or closed day for the purchaser, the Bid validity shall automatically be extended up to the next working day.

9. Signing of Bid

- 9.1 The Bidders shall submit their Bids as per the instruction contained in ITB clause -6.
- 9.2 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.
- 9.3 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 furnished alongwith the Bid.
- 9.4 Bidding Document 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.

SUBMISSION OF BID

10. Submission of Bid :

Online bids have been invited and bidder should submit their bid as per instructions given for online submission under Section II –B.

BID OPENING

11. Opening of Bids :

- 11.1 The Purchaser will open the Bids at the specified date and time and at the specified place as indicated in the IFB.
- 11.2 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.
- 11.3 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 acknowledgement letter of Bid submission.
- 11.4 Two-bid system as mentioned in Para -6 and 14 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. These Bids shall be scrutinized and evaluated by the Purchaser 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 goods offered, Delivery 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 and Commercially 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 of the goods offered etc., as deemed fit by Bid opening official (s) will be read out.

SCRUTINY AND EVALUATION OF BIDS

12. Scrutiny of Bids :

- 12.1 The Purchaser 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.

12.2 Prior to the evaluation of Price Bids, the Purchaser will determine the substantial responsiveness of each Bid to the Bidding Document. For purposes of these clauses, a substantially responsive Bid is one, which conforms to all the terms and conditions of the Bidding Documents including Technical Specifications without material deviations. However, minor deviation and / or minor irregularity and / or minor non-conformity in the Bid, the purchaser may waive the same.

12.3 If, a Bid is not substantially responsive, it will be rejected by the Purchaser.

13. Qualification Criteria :

13.1 Bids of the bidders, which do not meet the required Qualification Criteria prescribed in Annexure –IX, will be treated as non-responsive and will not be considered further. Minimum turnover of Rs. 10.00 lacs (Rupees Ten Lacs) in last 03 consecutive years is the basic criteria for qualification besides all requisite information in the Technical Bid form at Annexure – IX.

13.2 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.

13.3 The Purchaser 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 Government of India alongwith other relevant documents so as to establish their claim for such preferences.

AWARD OF CONTRACT

14. 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 Bidding process and reject all Bids at any time prior to award of contract, without incurring any liability, whatsoever, to the affected bidder of Bidders.

15. Variation of Quantities at the Time of Award / Currency of Contract :

At the time of awarding the contract or during the currency of the Contract, the Purchaser reserves the right to increase or decrease by up to twenty-five (25) percent, the quantity of goods and services mentioned in the schedule (s) in the "Schedule of Requirement" (rounded off to next whole number) without any change in the unit and other terms & conditions quoted by the bidder. Such variation in quantity will not in any manner effect the price of the unit.

16. Notification of Award :

16.1 Before expiry of the Bid validity period, the Purchaser 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 goods & services, which have been selected by the purchaser, has been accepted, description, quantity of goods & services, and delivery period, corresponding prices accepted. The successful Bidder must furnish to the purchaser the required performance security within twenty eight

days from the date of dispatch of this notification, failing which the bid security will be forfeited and the award will be cancelled.

16.2 The notification of Award shall constitute the conclusion of the Contract.

17. Issue of Contract :

17.1 Promptly after Notification of award, the Purchaser will mail the same, duly completed and signed, in duplicate, to the successful Bidder by Registered / Speed Post.

17.2 The successful Bidder shall return the original copy of the award letter /contract, duly signed and dated, to the purchaser by Registered / Speed Post within twenty eight days from the date of issue of the contract.

17.3 The purchaser reserves the right to issue the Notification of Award Purchaser wise and schedule wise.

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

Failure of the successful Bidder in providing Performance Security and / or returning contract copy duly signed shall make the Bidder liable for forfeited against it and other administrative actions as deemed fit by the purchaser.

19. 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 been engaged or is engaged in corrupt or fraudulent or collusion or coercive practices in competing for the contract question ;
- (b) Will declare a firm ineligible or blacklist, either indefinitely or for a state period of time, to be awarded a contract by the purchaser if it at any time determines that the firm has been engaged or is 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, fraud, 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, fraudulent, concealment & suppression of material facts shall be initiated.

Authorized Signatory
(Name in Block Letters)
Seal of the Tenderer