

COST Rs. 500/-

TENDER NO \_\_\_\_\_



**TRAINING CENTRE**

**AKRULI ROAD, KANDIVALI (EAST), MUMBAI 400 101**

**PHONE & FAX: NO. 022-28876059 / 022-28858395**

**Email: [saistckandivali@gmail.com](mailto:saistckandivali@gmail.com)**

Website: [WWW.Sports Authority of India.nic.in](http://WWW.Sports Authority of India.nic.in)

# TENDER

Standard Terms & Condition  
Of Tender Documents For

**HOUSEKEEPING WORK**

SPORTS AUTHORITY OF INDIA

# Standard Terms & Conditions of tender documents for Housekeeping

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# SPORTS AUTHORITY OF INDIA

Address:- Director SAI Regional Centre, Kandivali (E), Mumbai.

Phone No: - 022 - 28876059 Fax No: - 022 - 28858395

Email: - [sairegionalcentremumbai@gmail.co](mailto:sairegionalcentremumbai@gmail.co)

Website:- [www.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in)

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**SPORTS AUTHORITY OF INDIA**  
**Kandivali (E), Mumbai.**

(\_\_\_\_\_)

Telephone:- 022 - 28876059

Fax:- 022 - 28858395

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

## **Bidding Document**

**For**

**Kandivali (E), Mumbai (Maharashtra, Peddam & Ponda, Goa)**  
**Housekeeping (Name of the Center/STC/Stadium)**

**Bid Reference No.**\_\_\_\_\_

**Dated:** --/--/----

Date & Time for sale of Bidding Document : From 15/10/2015 to 04/11/2015  
Between 10.30 am to 04.00 pm.

Place of sale of Bidding Document : Accounts Division office of Director,  
Regional Centre, SAI, Kandivali (E),  
Mumbai.

Place of receipt of Bid : Director, Regional Centre, SAI,  
Kandivali (E), Mumbai.

Closing date and time for receipt of Bid 05/11/2015 on or before 03.00 pm.  
Commercial Bid :

## SECTION I

### SPORTS AUTHORITY OF INDIA

Telephone: - 022 - 28876059

Fax: - 022 - 28858395

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

Bid Reference No:Dated:

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## INVITATION FOR BID (IFB)

1. Sports Authority of India, for and on behalf of Director, Regional Centre, Sports Authority of India, invites sealed Bids for following work:

S.No.	Brief Description of work (eg. Housekeeping services at_____)	Qty. (If applicable)	Amount of Bid security in Rs.	Bidding Document Cost. (Rs.)
1	Housekeeping services at SAI, Regional Centre, Kandivali, Mumbai 400101, Maharashtra.		1. 2% EMD estimated cost put up to tender	
2	SAI, Goa			
			2. 10% Performance security of contract amount	

2. **Bidding Schedule:**

- (i). Date & Time for sale of Bidding Document : From 15/10/2015 to 04/11/2015  
Between 10.30am to 04.00 pm.
- (ii). Place of sale of Bidding Document : Accounts Division office of Director, Regional Centre, SAI, Kandivali (E), Mumbai.
- (iii). Place of receipt of Bid : Director, Regional Centre, SAI, Kandivali (E), Mumbai.
- (iv). Closing date and time for receipt of Bid : 05/11/2015 at on or before 03.00 pm.
- (v). Date and Time of Opening of Techno Commercial Bid : 05/11/2015 at 04.00 pm.

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

\_\_\_\_\_  
Sports Authority of India

M/s. \_\_\_\_\_

## IMPORTANT DATES AND INFORMATION

Sl. No.	FAQ	ANSWER
1	Cost of Tender Document	Rs. 500/- ( Inclusive of service tax)
2	EMD	2% of the estimated cost put to tender
3	Performance Security Deposit	10% of Contract amount. (Applicable for successful bidder only)
4	Address and place of Submission of Tender	Director, Sports Authority of India, Regional Centre, Kandivali(East), Mumbai 400101
5	Tender Document Delivery Mode	_____
6	Last date and time of submission	05/11/2015 on or before 03.00 pm.
7	Date of opening Technical Bid	05/11/2015 at 04.00 pm.
8	Date of opening Financial Bids for technically qualified bidder	_____
9	Venue of opening tender	Director, Sports Authority of India, Regional Centre, Kandivali(East), Mumbai 400101
10	Duration of contract	Initially for one year extendable for another period of one year subject to satisfactory services report
11	Validity of Tender	90 days from the date of opening of tender
12	Total Number of pages of Tender Document	32 pages

## APPLICATION LETTER (Specimen)

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

Subject: Tender for Housekeeping work at Sports Authority of India, Regional Centre,  
Kandivali(East),  
Mumbai 400101

Dear Sir,

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

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

Having acquired the requisite information related to the subject work after visit of the site and examining the form of contract, nature, quantum of work as effecting the tender invited by on behalf of the Sports Authority of India, I/We, the undersigned hereby offer for providing qualified workers as indicated in the Tender Document to Housekeeping work strictly in accordance with the terms and conditions as indicated by you in the said documents.

We also agree to submit the bill on monthly basis and accept the payment to the workers as per the Minimum Wages as per Central Government Rule/state government rule declared by the government from time to time. I/We also agree for the compliance of applicable Labour and other Laws in force and other Govt. orders. All workers engaged by me/us would be suitably compensated by me complying with Minimum Wages as per Central Government Rule act. All other payment like payments under Workmen Compensation Act etc. shall be borne and payable by me.

The SAI reserves the right to reject any or all the TENDERS or accept them in part or to reject the lowest quotations without assigning any reasons. The SAI further reserves the right to terminate the contract during its tenure at any time without assigning any reasons.

I/We further pay and have enclosed Earnest Money amounting to Rs. \_\_\_\_\_ and tender fee Rs. 500/- (Rupees Five Hundred only) in the form of Demand Draft/Pay Order drawn in favour of Sports Authority of India payable at Sports Authority of India, Regional Centre, Kandivali(East), Mumbai 400101 along with the Technical Bid which will remain with SAI upto final award of contract. However, no interest shall be payable on Earnest money. Earnest money of successful bidder shall be refunded only against the submission of Security Deposit / Performance Security.

Thanking you,

Yours faithfully,

(Name) Signature Signed as proprietor/partner/Director who holds power of Attorney on behalf of firm

Name of Firm

Address

**Copy of the Power of Attorney to be submitted which will be compared with the original in case the tender is awarded)**

## TECHNICAL BID SUBMISSION FORM

Dated--/--/----

### Letter of Bid (To be printed preferably on Bidder's letterhead)

To

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Ref: Invitation for Bid in respect of Tender Notice dated --/--/----

We, the undersigned, declare that:

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

Yours sincerely,

Authorised Signatory

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

Full Name and Designation

Date :

Place:

Stamp:

**CONTACT DETAILS FORM**

**General Details of Bidder**

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

**Particular Details of the Bidders Representative'**

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

**UNDERTAKING**

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

**Signature of the Authorised Signatory**

**Date:**  
**Place:**

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

**GENERAL CONDITIONS**

1. For the Bidding / Tender Document Purposes, (Name and Address of the organization) be referred to as 'Authority' and the Bidder / Successful Bidder shall be referred to as 'Contractor' and / or Bidder or interchangeably.

2. The sealed bidding documents should be delivered in the Accounts Section of this office on or before the stipulated date and time. The technical bid and the financial bid must be sealed in separate envelopes super-scribing "Technical Bid" and "Financial Bid" and both these two envelopes must be placed in a third envelope super-scribing "Tender for Housekeeping Contract Service". This third envelope should be sealed and delivered to the Account Section, SAI, Kandivali (E), Mumbai.

3. Tender document may be purchased from (Account Section, SAI, Kandivali (E), Mumbai) either by pay order or by Demand Draft for an amount of Rs.(500/-) (Five hundred only/-) in favour of "Director, SAI, Regional Centre, Mumbai.", payable at Kandivali (E).

**The tender document may also be downloaded from our web site [www.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in). The bidder who had downloaded the tender document should submit separate DD for the application fee of Rs. 500/- along with the tender document; else tender document for the bid will not be accepted.**

4. While all efforts have been taken to avoid errors in the drafting of the tender document, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.

5. Each page of the Tender documents must be stamped and signed by the person or authorized persons submitting the Tender in token of his/their having acquainted himself/themselves and accepted the entire tender documents including various conditions of contract. Any Bid with any of the Documents not so signed is liable to be rejected at the discretion of the SAI. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS BIDDING DOCUMENT.**

6. The bidder shall attach the copy of the authorization letter / power of Attorney as the proof of authorization for signing on behalf of the Bidder.

7. All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with EMD of requisite amount/format, or any other requirements, stipulated in the tender documents are **liable to be rejected.**

8. The parties to the Bid shall be the 'Bidders' (to whom the work has been awarded) and (Name of the organization).

9. For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notifies a change of address by a separate letter sent by registered post the (Name of the organization with address). The bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

(Signature)

(Stamp)

## Section-V

10. No request for transfer of any previous deposit of earnest money or Performance Security Deposit or adjustment against any pending bill held by the Authority in respect of any previous work will be entertained.

11. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or back out after quoting the rates, the EMD will be forfeited.

12. Validity of the Bids: The quoted bids shall have the validity for a period of 90 days from the date of opening of the tenders.

13. Opening of Tender: The tenderer either himself or may authorize any person to be present at the time of opening of the tender. The person attending the opening of the tender on behalf of the tenderer should bring with him a letter of authorization as proof.

14. Right of Acceptance: The SAI reserves all rights to reject any or all tenders without assigning any reason.

15. Communication of Acceptance – Successful bidder shall give acceptance within 10 days from the date of receipt of the work order, failing which, the work order issued stands cancelled and the EMD will be forfeited. Further, the successful bidder shall pay an amount of 10% of Contract amount towards Performance Security within time to be specified in letter of intent, 15 days in receipt of letter in the shape of Account Pay Demand Draft or Fixed Deposit Receipt drawn from any Schedule Bank in India or Bank Guarantee issue by Scheduled bank in India in prescribed from in Section of this document in favor of SAI.

16. Disclaimer: The near relatives of employees of the Sports Authority of India are prohibited from participation in this tender. The near relatives for this purpose are defined as:

(a) Members of a Hindu Undivided Family.

(b) Their Spouse.

(c) 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).

17. Corrigendum/Amendment to the tender will be affected if required.

18. The tenderer shall bear all cost associated with preparation and submission of tender form.

19. The bidder shall submit the tender form legibly in English and attach copies wherever required.

20. Bidders sending their bids through courier/ by Speed post/by Person should also ensure that their bids are received on the said address by the stipulated date and time. No time extension for courier/Speed Post/by Person shall be granted.

21. The Technical Bid will be opened on the said date and time at our office.

22. The agencies who qualify the Technical parameters shall be considered for opening of Financial Bid

## Section-V

23. The bidder or the authorized person of the bidder are allowed to take part in the financial and technical bid opening meeting and they are required to sign the attendance.
24. Absence of bidder or representative shall not impair legality of the opening procedure
25. After opening of Technical bid and verifying the cost of tender documents & EMD amount, the technical bids shall be evaluated later on to ensure that, the bidders meet the eligibility criteria as specified in the tender document.
26. The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the Authority may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the Authority shall not be considered. The Authority request for clarification and the response shall be in writing.
27. If a bidder does not provide clarifications on its bid by the date and time set by the Authority, their bid may be rejected.
28. The successful bidder shall enter into contract and the authorized signatory shall execute and sign the contract agreement in accordance with the article agreement and general conditions and provisions contained in the tender document before commencement of service within 30 days from the day of issue of offer letter.
29. Financial bid will be opened for the qualified technical bidders.
30. Offers with service charge as zero value will be treated as unresponsive.

Date:

Place:

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

**MINIMUM ELIGIBILITY CRITERIA**

1. The following shall be the minimum eligibility criteria for fulfilling the Technical evaluation. The Financial evaluation shall be carried out only in respect of those bidders whose bid meets the Technical criterion. **(A Proof in support of the following criterion by the Bidder shall be submitted).**
2. Bid Security (EMD): EMD for Rs \_\_\_\_\_ i.e. 2% of the estimated cost put to tender is to be submitted along with the tender document only in the form of Demand Draft/pay order drawn in favour of “(Director, Regional Centre, SAI, Kandivali (E))” Payable at SAI, Kandivali(East), Mumbai.
3. The Tenderer should be a firm (Proprietorship or Partnership)/Company(Pvt Limited or Public Limited), Societies/Trust registered under applicable statutes in India. **For proof, self attested/attested copy of Certificates of Incorporation / partnership deeds or any other Valid document issued by the respective registrar of firms/companies may be submitted. In case of Proprietorship firm, Self-declaration or self-certificate supported by PAN in the proprietor name would suffice.**
- 4. The Bidder should have a valid PAN issued by the Income Tax department (Self attested copy be enclosed.**
5. Bidder shall have valid Service Tax Registration.(Self attested copy be enclosed)
6. The tenderer must have achieved minimum average annual turnover of Rs 25 Lakh (not less than 100% of the estimated cost put to tender) during the last three preceding years Statement in support thereof & also audited balance sheet for the last three preceding years duly signed by registered Chartered Accountant be enclosed.
7. The agency shall be registered with Employees Provident Fund Organization and Employees State Insurance Corporation. Attested copies of relevant document in this regard should be attached in the tender document.
8. The tenderer should be registered under Contract Labor(Regulation & Abolition) Act, 1970.(Self attested copy of registration certificate be enclosed)
9. The tenderer should not be blacklisted either by the Tender Inviting Authority or by any State Government or by GOI.(Self declaration thereof be enclosed)
- 10 The tenderer should have minimum five years experience in providing Housekeeping services consecutively in the Government departments / Public sectors (Central or State) / Private limited company at the time of submitting the tender and should have successfully competed at least two works of the value of Rs. 25 Lakh each. In support of this, the tenderer should submit copy of such work orders along with satisfactory completion certificate
11. Income Tax Return of the company/firm /proprietor for the past three preceding years should be enclosed.
12. Service Tax Return of the Company/firm for the past three years (\_\_\_\_\_) should be enclosed.
13. EPF (monthly return) for the last two months should be attached.

14. The tenderer should have sufficient employees on its rolls specifically trained for Housekeeping work. Full list of the employees, viz name, age, employee code, designation, experience in the field of Housekeeping, PF, ESI deduction and details etc should be attached with the Technical bid. The tenderer should submit proof of ESI and EPF deduction & deposit to relevant authorities during last three financial years.

15. EVALUATION CRITERIA: (a) The committee constituted by the Tender Inviting Authority shall evaluate the Technical Bids with reference to technical requirements and various other commercial criteria given in the Tender Document(b) The technically qualified bids shall be further considered for opening and evaluation of financial bids.(c) The tenderer quoting the combined lowest bid amount of Manpower Wages, as per Minimum Wages as per Central Government Rule act total monthly cost of consumables and Service Charges/Management fee(to be indicated in Indian Rs) for the services defined in the Scope of work shall be considered for award of contract(d) In case of equal price bidding, such lowest agencies will be asked to submit sealed revised offer but the revised offer 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.

Date:

Place:

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

### TECHNICAL BID DOCUMENT

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

Sl. No.	Particulars	***
1	Name of the Tendered/Firm, Office Address, Telephone No., Fax No., Mobile No., E-mail  (Please attach registration certificate of Firm)	Copies shall be enclosed
2	EPF Registration No. Document of Monthly Return submitted for the last two months ( ) with self attested copy of registration certificate	Copies shall be enclosed
3	ESI Registration No., if applicable with self attested copy of registration certificate	Copies shall be enclosed
4	Present Employers certificate	Copies shall be enclosed
5	Experience Certificate from past employer Experience certificate should be enclosed for Five years.	Copies shall be enclosed
6	Income Tax Return for the Past three years with self attested copy of PAN Card	Copies shall be enclosed
7	Service Tax Return for the past three years with self attested copy of registration certificate	Copies shall be enclosed
8	DD/Pay Order in respect of cost of tender & EMD as stipulated in the tender documents in favour of "Director, Regional Centre, SAI" payable at Kandivali(E), Mumbai	
9	All the bid documents from section-III to X need to be duly signed with seal.	
10	Statement of Average annual turnover of last three years duly signed by CA	
11	Self attested copy of audited balance sheet for the last three years	
12	Self declaration for not having been blacklisted by any Tender Inviting Authority	

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

**Section-VIII**

Financial Bid for Housekeeping Services  
(To be printed on letterhead of Tenderer)

Manpower Charges:

S.No		Rate Per month per worker (30 Days)				Total	Total No.	Amount Per Month
		Amt. Per Worker	EPF	ESIC	Bonus (If any)			
1	Description of manpower and accessories required for them							
A	Experienced Housekeeping Staff (Minimum 8 <sup>th</sup> pass, unskilled MWA category) in Uniform with I-Card as per scope of work defined in Annexure –A (to be given by the center)					No. Housekeeping Manpower		
B	Supervisor in Skilled Category for monitoring and works supervision (to be given by the center)					No.		
	Total amount per month (in Rs.)							
	Requirement of manpower is detail in “Annexure II ” (to be given by center)							

II. Total monthly cost of consumables as per Annexure I (to be prepared by the center)  
Rs.....

### III. Management of Fee/Service Charges:

III Management Fee/Service Charges		Amount per month
A.	Management fee/Service Charges for providing and managing Housekeeping services as described in this tender document: (This should be in Rs. And fixed for the contract period) (Offers with service charges as zero value will be treated as unresponsive)	Amount in Rs.
	Applicable Service Tax (Shall be reimbursed on production of proof of deposit)	

Total Charges:

Total of I (A+B) + II+ III (A) per month without service tax	Amount in Rs.
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Note:

1. If the bidder quotes wages (of the required manpower) less than the Minimum Wages as per Central Government Rule, his/her bid shall be rejected.
2. The agency will have to provide two sets of uniform per year including Identity cards, safety item to all the workers.
3. Contractor shall provide & maintain machineries and its consumables at health facility (ies) as mentioned in technical bid. Contractor shall provide Housekeeping material of which payment shall be reimbursed as per terms of bid documents. The authority shall pay wages as quoted with variation if any as per Minimum Wages as per Central Government Rule notified by govt. from time to time.
4. The contractor will have to make payment after opening of individual bank account for the workers deployed at health facilities and also submit the copy of the monthly bank statements of the concerned workers to the designated nodal officer of health facility after transferring wages. Further, the proof of ESI/EPF deposit to the concerned authorities should also be submitted to designate Nodal Officer of health facility/payment authority and only after receipt/ verification, payment of the same shall be made by the authority.
5. Service tax/EPF shall be reimbursed against proof of payment actually made to respective govt. department.

I/We also declare that/ I/we will abide by all the terms and condition of NIT. I/We are also aware that the Tender Inviting authority reserves his right to cancel our Tender in part or full without assigning any reason, what so ever, and for the same, I/we will have no right to challenge the same in any court of law.

Signature of Authorized Person

Date: Full Name

Place: Company's Seal

## QUANTIFIED WORK FOR HOUSEKEEPING

The purpose of housekeeping is that the whole premises of Sports Authority of India must look neat and clean every time and the contractor has to undertake all such jobs/activities required to maintain the premises neat and clean whether such activities are elaborated hereunder or not.

Housekeeping/Housekeeping services should be provided round the clock 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 Housekeeping work in the morning should be completed half an hour before the start time of normal work.

*(Note this is illustrative only, detailed scope of work may be kept by the center as per requirement at site)*

### **General Information**

Area of the Building – 37 Acers

Office working hours – 9:30 am to 6 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 )**

1. Booming, Sweeping of floors
2. Dusting and Housekeeping of office furniture, Table top office equipments, tables, paper trays and other installations.
3. Toilets, Wash basins and Canteen area etc. should be cleaned twice a day and disinfected with necessary disinfectants.
4. If required, additional Housekeeping 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. Vacuum Housekeeping of all carpets and upholstered furniture
8. The dustbins shall be washed and garbage bags need to be placed in all garbage bins to avoid stains and clear them when it is full.
9. Spraying room fresheners in all the rooms on daily basis at regular intervals
10. Housekeeping 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 daytime.
11. It is the responsibility of the contractor's deployed housekeeping staff to clear the chocking of sinks, wash basins, floor traps, nahn traps, EWC, P Traps, Rain Water pipes, sewer 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 chocking, appropriate penalties shall be imposed on the contractor.
12. Housekeeping of all open areas between the building and boundary including sweeping of roads, lawns, paths, Housekeeping open drains, common areas of residential buildings, pump rooms, pump house, AC ;Plants, Electrical substation,

- hostel, main gate etc as directed by the designated nodal officer of the department.
13. The Garbage/wastage etc. to be generated out of laid down scope of work shall be carried/ disposed at the site designated/ allotted by area municipalities.
  14. 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.

**Work to be done once in two weeks:**

1. Linen/Towel washing
2. Dusting of files, Housekeeping of side racks and office furniture items
3. Partition glass should be cleaned with cleansing liquid.
4. Housekeeping, dusting electrical switch boards, light fixtures, fans, air conditioner vents, name plates, door mats,, firefighting equipment, computer systems,, phones, doors, windows, furniture, window glasses, grills, curtains etc

**Work to be done once a month:**

1. Dusting and Housekeeping of doors and window panes.
2. Vacuum Housekeeping of venetian blinds and carpets etc.
3. Cob-web removal, Dusting of ceilings fans, tube lights, fixtures, furniture items specifically steel almirahs.
4. Drinking water tank will be clean once in a month with technical expert and mentioned the date.

In addition to above, in case of emergency, Housekeeping should be done at call on unforeseen events like breakage, spillage and special occasions.

Date:  
Place:

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

**GENERAL CONDITION OF CONTRACT**

1. The purpose of housekeeping is that the whole premises of Sports Authority of India must look neat and clean every time and the contractor has to undertake all such jobs/activities required to maintain the office premises neat and clean whether such activities are elaborated hereunder or not.

2. All the Housekeeping personnel to be provided for undertaking the housekeeping services in premises shall be provided with required uniform and Housekeeping equipments and should maintain decent behavior.

3. **All the Housekeeping personnel provided for the housekeeping services shall be governed by state govt./ Govt. of India Wages Act**

4. All the Housekeeping personnel to be provided for housekeeping services are bound to work all the days except Government holidays and Sundays and they should reach the office premises well in advance at-least 1.30 hr to start Housekeeping work. The working hours of housekeeping is 8:00 am to 6:00 pm with lunch break of 12.30 pm to 1.30 pm.

5. The contractor shall strictly observe and adhere the following from their deployed housekeeping personnel:

- Are always smartly turned out and vigilant
- Are punctual and arrive at least 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 Regional Centre & Sub Centre's.
- 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 not read newspaper or magazine while on duty.
- Will immediately report to the Section Officer any untoward incident/ misconduct or misbehavior.
- Do not entertain visitors.
- Shall not smoke in the office premises.

6. It is the sole responsibility of the deployed housekeeping personnel to execute the assigned work perfectly and neatly. If any damages are caused to authority's assets while discharging the duty, suitable amount will be deducted from the contractor's monthly payment.

7. The contractor shall follow the instruction of Sports Authority of India from time to time in discharging the duty everyday

8. The Sports Authority of India shall have the rights to remove any deployed housekeeping personnel from the duty who is considered to be undesirable.

9. The contractor shall exercise adequate supervision to reasonably ensure proper performance of housekeeping work in accordance to the schedule of work.

10. The contractor shall issue identity card/identity documents of the employees who are deployed to execute the work.
11. All necessary reports and other information shall be supplied immediately by the contractor as and when required by the authority and at regular meeting will be held with Sports Authority of India.
12. The contractor shall not employ any person of age below 18 years and above the age of 60 Years and they should be sound in health in carrying out the duty and should not have infected diseases.
13. The contractor shall not subcontract the assigned work to any other agencies.
14. The Sports Authority of India shall comply with and fulfill the recommendations (if any), if deemed necessary by the Sports Authority of India, made in writing by the Contractor in connection with the performance of the services. The Authority shall notify the contractor of any dishonest, wrongful or negligent acts or omissions of the contractor's employees or agents in connection with the assigned services as soon as possible after the Authority becomes aware of them.
15. If required amendment to the contract shall be effected from time to time in accordance to Government notifications or otherwise.
16. The contractor shall raise the invoice/Bill before 05<sup>th</sup> of the succeeding month for the payment enclosing therewith attendance sheet of the labor employed for the work, proof of payment released to the labor in respect of preceding month, EPF contribution of the employees and also the agency's contribution remitted to PF Office and ESI contribution to ESI office.
17. The agency shall be absolutely, completely and exclusively responsible for the payment of salary, for the housekeeping staff employed at the health facilities (under the contract) on or before 10<sup>th</sup> of each succeeding month. If contractor is not able to raise and submit bills to the authority in prescribed schedule time with all requisite documents and he/she does not receive payment from the authority, still the contractor shall be liable to make payment to the housekeeping staff on or before 10<sup>th</sup> of each month to guard the interest of housekeeping staff.
18. All the payments to the contractor by the Sports Authority of India shall be made through NEFT/RTGS/DD only with applicable TDS in accordance with the Govt. of India guidelines from time to time.
- 20. All the Housekeeping items and consumables shall be provided by the contractor as per items listed in Annexure I for which he will be paid as per his rate to be offered in the financial bid.**
21. On expiry of the contract, such portion of the said Performance Security Deposit may be considered by the Sports Authority of India sufficient to recover any incorrect or excess payments made on the bills to the firm, shall be retained until the final bill is settled.
22. In case of any accident caused to the housekeeping personnel during the work period, it is the sole responsibility of the agency to meet any expenditure in this regard.
23. The contract shall be for a period of One Year from the date of awarding of contract service and further can be extended another period of one year subject to satisfactory of

service.

24. 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 center) :

S.No.	Description of irregularities	Penalty
1.	Initially Sweeping & mapping of all area	Rs. 250/-Per Day
2.	Must be coupled with positively failing which	
3.	Monetary penalty	
4.	Of any worker found missing/absent from duty	Rs. 100/- per day per person

Note: In case the agency fails to provide any of equipment tools, tackles & consumables continuously for a period of 15 (fifteen) days department has the right to purchase the non-available equipment/tools tackles or consumables on the market rates and deduct the cost of the same from the contractors bill in addition to the imposition of applicable penalties.

25. The contract may be terminated by either parties by giving Two month notice in writing.

26. The contract may be terminated by the Sports Authority of India by giving notice in writing to the Contractor, if in case of serious negligence or serious breach of any of the terms and conditions of the contract by the contractor, and the Authority is of the opinion that any further continuance of the contract is not in the interest of the Authority, then the Authority shall have the right to terminate the contract without assigning any reason thereof,

27 If dispute or difference of any kind shall arise between the SAI and the service provider in connection with or relating to the Contract, the parties shall make every effort to resolve the same amicably by mutual consultations.

28 If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, either the SAI or the service provider may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India. In the case of a dispute or difference arising between the SAI/ Agency and a Service Provider relating to any matter arising out of or connected with the Contract, such dispute or difference shall be referred to the sole arbitration, appointed to be the arbitrator by the Director General (Sports Authority of India). The award of the arbitrator will be final and binding on the parties to the Contract.

29. Venue of Arbitration: The venue of arbitration shall be the place from where the Contract has been issued.

30. The Court of Mumbai will have the exclusive jurisdiction to try the disputes.

**31** The Contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

Date:

Place:

**(Name and Signature of Tenderer  
With stamp of the firm)**

**(A) CONTRACT AGREEMENT (On Stamp Paper)**  
**CONTRACT FORM FOR HOUSEKEEPING**

**SPORTS AUTHORITY OF INDIA,**

Contract No \_\_\_\_\_ dated \_\_\_\_\_

**This is in continuation to this office's Notification of Award No \_\_\_\_\_ dated \_\_\_\_\_**

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

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

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

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

Total value (in figure) \_\_\_\_\_ (In words) \_\_\_\_\_

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

\_\_\_\_\_  
 (Signature, name and address  
 of the SAI's authorised official)

**For and on behalf of Director General, Sports Authority of India**  
 Received and accepted this contract

\_\_\_\_\_  
 [Signature with date, name and designation]

for and on behalf of Messrs \_\_\_\_\_

[Name & address of the service provider]

(Seal of the service provider)

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Housekeeping/27

**SECTION – VIII**

**(A) BANK GUARANTEE FORM FOR PERFORMANCE SECURITY**

To

**Sports Authority of India,**

\_\_\_\_\_  
\_\_\_\_\_

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

Date: [insert date (as day, month, and year) of Notification of Award]

and Contract No. \_\_\_\_\_

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

Beneficiary: Sports Authority of India,

**PERFORMANCE GUARANTEE No.:** [insert Performance Guarantee number]

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

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

At the request of the Service Provider, we hereby irrevocably undertake to pay 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.

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

**LIST OF WASHING MATERIALS**

1. Vim powder
2. Liquid Soap
3. Phenyl
4. Sanitary Cubes
5. Toilet paper
6. Naphthalene ball
7. Hydr Choleric Acid
8. Tissue paper
9. Odonoil balls/ sticks
10. Room Fresheners
11. Toilet soap
12. Cleanjo
13. Teepol
14. Platform brush
15. Wiper
16. Soft Brooms
17. Surf
18. Finit
19. Homocal liquid soap
20. Pochha
21. Hand duster
22. Plastic stick brooms
23. Jala brush
24. Chemical detergent
25. Garbage bags

**Annexure – II**

<b>MAN POWER TO BE REQUIRED</b>	<b>UNSKILLED</b>	<b>SKILLED</b>
(1) Director, Regional Centre, SAI, Kandivali (E), Mumbai, Maharashtra.	12 Approx	Subject to requirement
(2) Incharge STC Peddam } (3) Incharge STC Ponda } Goa	2 (± 1) 2 (± 1)	- -

**Certificate to be given by the Tenderer**

Certified that I/we have familiarized with site and have gone through the parawaise contents of the Tender Form and accept all the above terms & conditions mentioned in these tender documents.

Signature	:-----
Name & Designation	:-----
Name of the Firm	:-----
Full Address	:-----
	:-----
	:-----
	:-----
	:-----
	:-----
	:-----
Tel. No. With stamp	:-----

Date: \_\_\_\_\_

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

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

Earnest Money Deposit for the Tender for the job of providing cleaning work Etc. at SAI regional Centre Kandivali(E), Mumbai, Maharashtra & Goa.

(To be Submitted in Envelop 'A')

In response to the tender published in the \_\_\_\_\_ on \_\_\_\_\_  
I have purchased Tender Form No. \_\_\_\_\_ from your office.

I am sending herewith demand draft No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_ only) drawn on \_\_\_\_\_  
Bank in favour of Director, Sports Authority of India,  
Regional Centre Payable at Kandivali(East), Mumbai on account of EMD.

Or

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

(AUTHORISED SIGNATORY)

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

SEAL OF THE TENDERER

Date: \_\_\_\_\_

Encl: as above

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

To,  
The Director  
Regional Centre, Kandivali (East)  
Mumbai : 400101

Tender for the job of providing all cleaning work etc at SAI Regional Centre, Kandivali(E), Mumbai, Maharashtra & Goa.

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

I am sending herewith my tender document as under:-

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

Financial Bid: the financial bid for the job of providing Housekeeping

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

- a. PAN (Copy enclosed)
- b. Details of clients for providing housekeeping services (Copy of award letters be enclosed).
- c. Copy of audited balance sheet for the last three years should be submitted showing annual turnover of Rs. 1 Crore.

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

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

AUTHORISED SIGNATORY

Name in block letters:-----

Seal of the Tenderer

Date:\_\_\_\_\_

Encl; As above