

**SPORTS AUTHORITY OF INDIA
REGIONAL CENTRE
(GUWAHATI)**

TELEPHONE NOS :OFFICE –0361- 2638540, 2638541, 2638542
TELE FAX : (0361) 2739548,

Bidding Document

For

Supply of Computer set (with peripherals) for STCs/SAGs. f

Bid Reference No.61/SAI/RC-GHY/Computer/2015-16	Dated: 18/09/2015
Date & Time for sale of Bidding Document :	From 18/09/2015 (1000 hrs. to 1300 hrs.& 1400 hrs. to 1700 hrs.) to 08/10/2015 upto 1700 hrs.
Place of sale of Bidding Document :	Sports Authority of India, Regional Centre, Md. Shah Road, Palton Bazar, Guwahati-781008
Place of receipt of Bid :	Sports Authority of India, Regional Centre, Md. Shah Road, Palton Bazar, Guwahati-781008
Closing date and time for receipt of Bid :	08/10/2015 at 1500 hrs.
Date and Time of opening of Techno Commercial Bid :	09/10/015 at 1100 hrs.

INDEX

Section	Topic	Page No.
---------	-------	----------

PART-1 BIDDING PROCEDURE

Section I	– Invitation for Bid (IFB) -----	5-6
Section II	– Instructions to Bidders (ITB) -----	9-16
Section III	– Qualification Criteria & Performance Statement-----	17-18
Section IV	Bidding Forms:	
	• (A) Bid Submission Form-----	19
	– (B) Price Schedules -----	20-21
	– (C) Bank Guarantee Form for Bid Security-----	22
	– (D) Manufacturer’s Authorization Form -----	23
	• (E) National Electronic Fund Transfer (NEFT) Form-----	24

PART-2 –SUPPLY REQUIREMENTS

Section V	– Schedule of Requirements -----	24-28
Section VI	– Technical Specifications -----	30-31

PART-3 –CONTRACT

Section VII	– General Conditions of Contract (GCC) -----	31-39
Section VIII	– Contract Forms	
	(A) Contract Agreement -----	40-41
	(B) Bank Guarantee Form for Performance Security-----	42
	(C) Inspection & Acceptance Certificate (IAC) -----	43

PART-1
BIDDING DOCUMENTS
SECTION I

SPORTS AUTHORITY OF INDIA
REGIONAL CENTRE
(GUWAHATI).

TELEPHONE NOS : OFFICE –0361- 2638540, 2638541, 2638542
TELE FAX : (0361) 2739548,

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

Bid Reference No.61/SAI/RC-GHY/Computer/2015-16 **Dated: 18/09/2015**

INVITATION FOR BID (IFB)

1. Sports Authority of India, Regional Centre Guwahati invites sealed Bids for supply of following quantities of Computer Set with peripherals for STCs/SAGs .

S.No.	Brief Description of Computer sets and peripherals	Qty.	Amount of Bid security in Rs.	Bidding Document Cost. (Rs.)
1.	I3 processor, hard disk – 500 GB, RAM 4GB	7 sets	6650/-	100/-
2.	Printer with Scanner, Webcam, head phone with mike, UPS etc.			

2. Bidding Schedule:

(i).	Date & Time for sale of Bidding Document :	From 18/09/2015 (1000 hrs. to 1300 hrs.& 1400 hrs. to 1700 hrs.) to 08/10/2015 upto 1700 hrs.
(ii).	Place of sale of Bidding Document :	Sports Authority of India, Regional Centre, Md. Shah Road, Palton Bazar, Guwahati-781008
(iii).	Place of receipt of Bid :	Sports Authority of India, Regional Centre, Md. Shah Road, Palton Bazar, Guwahati-781008
(iv).	Closing date and time for receipt of Bid :	08/10/2015 at 1500 hrs.
(v).	Date and Time of Opening of Techno Commercial Bid	09/10/015 at 1100 hrs.

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/Cashier's

Cheque/Banker's Cheque, drawn in favor of " **Sports Authority of India, Regional Centre Guwahati** ", payable at " **Guwahati** ".

4. If requested, the Bidding Document can be mailed by Registered Post/Speed Post to the domestic Bidders, for which extra expenditure per set will be Rs .100/- towards postage charges. The Bidder is to add the applicable postage cost in the non-refundable cost mentioned in Para 3 above.
5. Bidder may also download the Bidding Document from the SAI website www.sportauthorityofindia.nic.in and submit its Bid by utilizing the downloaded document, along with the required non-refundable fee as mentioned in Para 3 above.
6. Bidders shall ensure that their Bids complete in all respect, are dropped in the Tender Box placed at the **Office of the Regional Centre Guwahati** 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.
7. 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.
8. The Bidding Document is not transferable.

Sd/-

(Dr. Subhash Basumatary),
Director
Sports Authority of India,
Regional Centre Guwahati.

M/s. _____

SECTION - II
INSTRUCTIONS TO BIDDERS (ITB)

CONTENTS

Sl.No.	Topic	Page No.
A	PREAMBLE	
1	Introduction	6
2	Language of Bid	7
B	BIDDING DOCUMENTS	
3	Contents of Bidding Documents	7
4	Amendments to Bidding Documents	7
5	Clarification of Bidding Documents	7
C	PREPARATION OF BIDS	
6	Documents Comprising the Bid	7
7	Bid Currencies	8
8	Bid Prices	8-9
9	Firm Price	9
10	Alternative Bids	9
11	Documents Establishing Bidder's Eligibility and Qualifications	9
12	Bid Security	10
13	Bid Validity	10-11
14	Signing and Sealing of Bid	11
D	SUBMISSION OF BIDS	
15	Submission of Bids	11
16	Late Bid	12
E	BID OPENING	
17	Opening of Bids	12

F	SCRUTINY AND EVALUATION OF BIDS	
18	Preliminary Scrutiny of Bids	12
19	Qualification Criteria	12
20	Evaluation of Total Requirement	12
21	Comparison of Bids and Award Criteria	13
G	AWARD OF CONTRACT	
22	Purchaser 's Right to Accept any Bid and to Reject any or All Bids	13
23	Variation of Quantities at the Time of Award /Currency of Contract.	13
24	Notification of Award	13
25	Issue of Contract	14
26	Non-receipt of Performance Security and Contract by the Purchaser	14
27	Corrupt or Fraudulent Practices	14

SECTION - II

INSTRUCTIONS TO BIDDERS (ITB)

A. PREAMBLE

1. Introduction

- 1.1 The Purchaser has issued these Bidding Documents for purchase of goods and related services as mentioned in Section – V – “Schedule of Requirements”, which also indicates, *interalia*, the required delivery schedule, terms and place of delivery.
- 1.2 This section (Section II - “Instruction to Bidders”) provides the relevant information as well as instructions to assist the prospective Bidders in preparation and submission of Bids. It also includes the mode and procedure to be adopted by the Purchaser for receipt and opening as well as scrutiny and evaluation of Bids and subsequent placement of contract.
- 1.3 Before formulating the Bid and submitting the same to the 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.

2. Language of Bid

The Bid submitted by the Bidder and all subsequent correspondence and documents relating to the Bid exchanged between the Bidder and the purchaser, shall be written in the English language.

B. BIDDING DOCUMENTS

3. Content of Bidding Documents

In addition to Section I – “Invitation for Bid” (IFB), the Bidding Documents include:

- Section II – Instructions to Bidders (ITB)
- Section III – Qualification Criteria & Performance Statement
- Section IV – Bidding Form
- Section V – Schedule of Requirements (SOR)
- Section VI – Technical Specifications
- Section VII – General Conditions of Contract (GCC)
- Section VIII – Contract Forms

4. Amendments to Bidding Documents

- 4.1 At any time prior to the deadline for submission of Bids, the purchaser may, for any reason deemed fit by it, modify the Bidding Documents by issuing suitable amendment(s) to it.
- 4.2 Such an amendment to the Bidding documents will be uploaded on SAI website: <http://sportsauthorityofindia.nic.in>
- 4.3 Prospective bidders are advised in their own interest to visit SAI website.

5. Clarification of Bidding Documents

- 5.1 A Bidder requiring any clarification or elucidation on any issue of the Bidding Documents may take up the same with the Purchaser in writing. The Purchaser will respond in writing to such request provided the same is received by the Purchaser not later than fifteen days prior to the prescribed original date of submission of Bid.

• C. PREPARATION OF BIDS

6. Documents Comprising the Bid

- 6.1 The **Two Bid System**, i.e. “Techno – Commercial Bid” and “Price Bid” prepared by the Bidder shall comprise the following:

A) **Techno – Commercial Bid (Un priced Bid):**

- i) Bid Security furnished in accordance with ITB clause 12.
- ii) Bid Submission Form as per Section IV (A).
- iii) Power of Attorney in favor of signatory of Bidding Documents
- iv) Bidder/Agent who quotes for goods manufactured by other manufacturer shall furnish Manufacturer’s Authorization Form as per Section IV (D).
- v) Power of Attorney in favor of signatory of Manufacturer’s Authorization Form

- vi) The technical specifications of quoted goods along-with relevant documents like technical data, literature, drawing etc.
- vii) The clause-by-clause commentary on the technical specifications in the Bid Document vis-a-vis of quoted goods, clearly stating compliance or any variance.
- viii) Performance Statement as per Form in Section III.
- ix) Certificate of Incorporation of Bidder.
- x) PAN Card (Photocopy).
- xi) National Electronic Fund transfer (NEFT) Form as per Section IV (E) for payment in Indian Rupee, if applicable.

B) Price Bid:

- i) Price Schedule(s) as per Forms I/II for goods in Section IV (B) filled up with all the details including Make, Model etc. of the goods offered.
- ii) 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.
- iii) All pages of the Bid should be page numbered and indexed.
- iv) The authorized signatory of the Bidder must sign the Bid duly stamped at appropriate places and initial all the remaining pages of the Bid.
- v) 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.
- vi) Bid sent by e-mail/fax/telex/cable/electronically shall be ignored.
- vii) All payments in Indian Rupee will be made through National Electronic Fund Transfer (NEFT)/RTGS System. Bidders are required to fill and attach the NEFT Mandate Form attached as per Section-IV (E) along-with their offers, if not already executed in SAI. Notification of Award will not be issued without NEFT Mandate Form.

7. Bid Currencies

- 7.1 The Bidder supplying indigenous goods or already imported goods shall quote only in Indian Rupees.

8. Bid Prices

- 8.1 The Bidder shall indicate on the Price Schedule provided under Section IV (B) 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.
- 8.2 The bidder shall be required to quote for all items along with quantity in the Schedule. The bidders should not quote equipments for more than one manufacturer.
- 8.3 The quoted prices for goods offered for domestic goods or goods of foreign origin located within India shall be quoted in the Price Schedule given under Section IV (B) (I). The quoted prices for goods to be imported from abroad, shall be quoted in the Price Schedule given under Section IV (B) (II).
- 8.4 While filling up the columns of the Price Schedule, the following aspects should be noted for compliance:

- 8.4.1 For domestic goods or goods of foreign origin located within India, the prices under column 5 in the corresponding Price Schedule in at section IV (B) (I) shall be entered separately in the following manner:

Column 5(c): Any Sales Tax or other taxes, which will be payable on the goods in India if the contract is awarded;

8.5 Additional information and instruction on Duties and Taxes:

- 8.5.1 If the Bidder desires to ask for VAT 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.

8.5.2 Octroi Duty and Local Duties & Taxes:

Normally, goods to be supplied to government departments against government contracts 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.

9. Firm Price

- 9.1 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.
- 9.2 However, as regards taxes and duties, if any, chargeable on the goods and payable, the conditions stipulated in ITB Clause 8 will apply.

10. Alternative Bids

- 10.1 Alternative Bids which are not meeting the Bid specifications, are not permitted and will be rejected.
- 10.2 The bidder shall be required to quote for all the items required. Bidders should not quote equipments from more than one manufacturer.

11 Documents Establishing Bidder's Eligibility and Qualifications

- 11.1 Pursuant to ITB clause 6, 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.
- 11.2 The documentary evidence needed to establish the Bidder's qualifications shall fulfill the following requirements:
- a) In case the Bidder offers to supply goods, which are manufactured by some other firm, the Bidder should be duly authorized by the goods manufacturer to quote for and supply the goods to the purchaser. The Bidder shall submit the manufacturer's

authorization letter to this effect as per the standard form provided under Section XIV in this document.

- b) The Bidder and manufacturer meet the qualification criteria incorporated in the Section III.

12. Bid Security

- 12.1 The Bidder shall furnish along with its Bid, Bid Security for amount as shown in the IFB in Section I. The Bid Security is required to protect the Purchaser against the risk of the Bidder's unwarranted conduct as amplified under sub-clause 12.7 below. Non submission of bid security will be considered as major deviation and bid will not be considered
- 12.2 In case as per Notification of Government of India if the Bidder falls in the category of exemption of Bid Security, it should furnish the relevant Notification along with required documents like valid Registration Certificate etc.
- 12.3 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
- 12.4 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 favor of the " Director, In-charge, Sports Authority of India", payable at "Guwahati ". In case of Bank Guarantee, the same is to be provided from any commercial bank in India or country of the Bidder as per the format specified under Section IV (C) of Bid Documents.
- 12.5 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 13 of ITB is 180 days, the Bid Security shall be valid for 225 days from Techno – Commercial Bid opening date.
- 12.6 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.
- 12.7 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.
- 12.8 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.

13. Bid Validity

- 13.1 The Bid shall remain valid for acceptance for a period of 180 days (One Hundred and Eighty days) after the date of Bid opening prescribed in the Bidding Document. Any Bid valid for a shorter period shall be treated as unresponsive and rejected.
- 13.2 In exceptional cases, the Bidders may be requested by the Purchaser to extend the validity of their Bids up to a specified period. The Bidders, who agree to extend the

Bid validity, are to extend the same without any change or modification of their original Bid and they are also to extend the validity period of the Bid Security accordingly. A Bidder, however, may not agree to extend its Bid validity without forfeiting its Bid Security.

- 13.3 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.

14. Signing and Sealing of Bid

- 14.1 The Bidders shall submit their Bids as per the instructions contained in ITB Clause 6.
- 14.2 Bid shall either be typed or written in indelible ink 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.
- 14.3 The Bid shall be duly signed at the appropriate places as indicated in the Bidding Documents and all other pages of the Bid. The Bid shall not contain any erasure or overwriting, except as necessary to correct any error made by the Bidder and, if there is any such correction; the person signing the Bid shall initial the same. The letter of authorization shall be by a written power of attorney, which shall also be furnished along with the Bid.
- 14.4 Bidding Document seeks quotation following **Two Bid System**, in two parts. First part will be known as '**Techno - Commercial Bid**', and the second part '**Price Bid**' as specified in clause 6 of ITB. Bidder shall seal Original and Duplicate copies of '**Techno - Commercial Bid**' and put them in a cover super scribing '**Techno - Commercial Bid**'. Bidder will seal Original and Duplicate copies of '**Price Bid**', and put them in a cover super scribed '**Price Bid**'. "**Bid reference number**" may be written on both these sealed covers. Both these sealed covers shall be put in a big cover super scribing and writing the "**Bid reference number**" and the address of the SAI on the envelopes. The sentence "**NOT TO BE OPENED before**" (The Bidder is to put the date & time of Bid opening) are to be written on these envelopes. The inner envelopes are then to be put in a bigger outer envelope, which will also be duly sealed, marked etc. as above. If the outer envelope is not sealed and marked properly as above, the SAI will not assume any responsibility for its misplacement, premature opening or late opening etc.

D. SUBMISSION OF BIDS

15. Submission of Bids

- 15.1 Unless otherwise specified, the Bidders are to deposit the Bids in the Tender Box kept for this purpose at a place as indicated in the IFB in Section-I.
- 15.2 The Bidders must ensure that they deposit their Bids not later than the closing time and date specified for submission of Bids. It is the responsibility of the Bidder to ensure that their Bids whether sent by post or by courier or by person, are dropped in the Tender Box by the specified clearing date and time. In the event of the specified date for submission of Bids falls on or is subsequently declared a holiday or closed day for the purchaser, the Bids will be received up to the appointed time on the next working day.

16. Late Bid

A Bid, which is received after the specified date and time for receipt of Bids will be treated as “Late” Bid and will be ignored.

E. BID OPENING

17. Opening of Bids

17.1 The Purchaser will open the Bids at the specified date and time and at the specified place as indicated in the IFB in Section-I.

17.2 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.

17.3 Two - Bid system as mentioned in Para 6 and 14 above will be as follows. The **Techno - Commercial Bids** are to be opened in the first instance, at the prescribed time and date as indicated in IFB. These Bids shall be scrutinized and evaluated by the Purchaser with reference to parameters prescribed in the Bidding Document. During the Techno - Commercial 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 Techno - 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 Techno – Commercial Bid. The prices, special discount if any of the goods offered etc., as deemed fit by Bid opening official(s) will be read out.

F. SCRUTINY AND EVALUATION OF BIDS

18. Preliminary Scrutiny of Bids

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

18.2 Prior to the detailed 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.

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

19. Qualification Criteria

Bids of the Bidders, who do not meet the required Qualification Criteria prescribed in Section III, will be treated as non - responsive and will not be considered further.

20. Evaluation for total requirement

The bidder is required to quote for all items from one manufacturer only. The bid will not be considered if the complete requirement for all items is not quoted from one manufacturer. The evaluation of the bid shall be made for all on L-1 basis (all inclusive).

21. Comparison of Bids and Award Criteria.

- 21.1 For comparison for ranking purpose for evaluation, the comparison of the responsive Bids shall be carried out on Delivery Duty Paid (DDP) Purchaser site basis (with CDEC as per clause 8.5.3) /Free Delivery at consignee site basis.
- 21.2 For domestic goods or goods of foreign origin located within India, the various prices as brought out in Para 8.4.1 and stipulated in Price Schedule in format B (I) in Section IV (B), for goods offered from abroad the various prices brought out in Para 8.4.2 and stipulated in Price Schedule format B (II) in Section IV(B).
- 21.3 The contract may be awarded to the lowest responsive Bidder who meets the laid down Qualification Criteria in the Bid documents and accepts all other conditions of Bid Document.
- 21.4 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 Govt. of India along-with other relevant documents so as to establish their claim for such preferences.

G. AWARD OF CONTRACT

22. 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 or Bidders.

23. 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) per cent, the quantity of goods and services mentioned in the schedule (s) in the "Schedule of Requirements" (rounded off to next whole number) without any change in the unit and other terms & conditions quoted by the Bidder.

24. Notification of Award

- 24.1 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 (to be confirmed by registered / speed post) that its Bid for goods & services, which have been selected by the purchaser, has been accepted, also briefly indicating there in the essential details like description, quantity of the 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. Relevant details about the Performance Security have been provided under GCC Clause 3 under Section VII.
- 24.2 The Notification of Award shall constitute the conclusion of the Contract.

25. Issue of Contract

- 25.1 Promptly after Notification of award, the Purchaser will mail the Contract Agreement as per Section VIII (A), duly completed and signed, in duplicate, to the successful Bidder by registered / speed post.
- 25.2 The successful Bidder shall return the original copy of the contract, duly signed and dated, to the Purchaser by registered/speed post within twenty eight days from the date of issue of the contract.
- 25.3 The Purchaser reserves the right to issue the Notification of Award Purchaser wise and schedule wise.

26. 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 in terms of ITB clauses 25 and 26 above shall make the Bidder liable for forfeiture of its bid security and, also, for further actions by the Purchaser against it as per the clause 17 of GCC – Termination of default in Section VII and also other administrative actions as per merits of the case.

27. 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: -

- a. will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent or collusion or coercive practices in competing for the contract in question;
- b. will declare a firm ineligible or blacklist, either indefinitely or for a stated period of time, to be awarded a contract by the Purchaser if it at any time determines that the firm has engaged in corrupt or fraudulent or collusion or coercive practices or gross/deliberate negligence in competing for, or in executing the contract.

SECTION - III
QUALIFICATION CRITERIA & PERFORMANCE STATEMENT

• **QUALIFICATION CRITERIA**

Bid Reference No.: 61/SAI/RC/GHY/Computer2015-16/IFB-

- The Bidder must be an Authorized Agent.

S.No.	Qualification Criteria	
(i)	The Bidder should supply computers with peripherals to other Central/State Govt. organizations etc. and should submit documentary evidence in this regard.	
(ii).	Annual Turn Over of Manufacturer (Average of last 3 years) (Enclose documentary evidence such as Balance Sheet certified by C.A.)	Rs 20.00 lacs (or equivalent in Foreign Currencies)
(iii).	Proven past performance of Bidder of having supplied, installed to sports stadia/ sports academies/ sports federations/ sports training centers in last 3 years.	The bidder should have completed contracts of supply, installation and commissioning of Computer with peripherals totaling more than Rs 20.00 during the last 3 years.
(iv).	Quality Assurance Certification for manufacturer: ISO 9000 or equivalent preferred.	
(v).	In case Bidder is not a manufacturer then the Bidder should be an exclusive authorized agent of the manufacturer and in business of supply, installation and commissioning of Equipments for more than three (03) years.	
(vi).	The product should conform to the specifications, as per the configuration given. The bidder should furnish documentary proof along with the bid.	

In support of above, the Bidder shall furnish required documents along-with Performance Statement as per Pro-forma in Section- III-B.

SECTION- III (B)
PROFORMA FOR PERFORMANCE STATEMENT

(For the period of last three years)

Bid Reference No. : _____

Date of Opening : _____

Name and address of the Bidder : _____

Name and address of the manufacturer : _____

Order placed by (full address of Purchaser)	Order number and date	Order placed on	Description and quantity of ordered goods and services	Value of order	Date of completion of Contract		Remarks indicating reasons for delay if any	Are the goods supplied functioning Satisfactorily?
					As per contract	Actual		
1	2	3	4	5	6	7	8	9

Signature and seal of the Bidder

Note:

- Purchaser reserves the right to ask the Bidder to furnish Order copies and satisfactory Consignee Certificate in respect of above.
- The Purchaser reserves the right to ask for a free demonstration of the quoted equipment at a pre determined place acceptable to the Purchaser for technical acceptability as per the Bid specifications, before the opening of the Price Bid.

SECTION - IV
(A) BID SUBMISSION FORM

Date _____

To,

The Director,
Sports Authority of India
Regional Centre Guwahati,
New Field Sports Complex,
Md. Shah Road,
Palton Bazar,
Guwahati -781008.

Ref: Your Bidding Document No. _____ dated _____

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

We further confirm that, if our Bid is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC Clause-3, in Section - VII for due performance of the contract.

We agree to keep our Bid valid for acceptance for 180 days or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this Bid up to the aforesaid period and this Bid may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this Bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

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

We agree to clause Fall Clause at S. No. 21 of General Conditions of Contract as per Section-VII.

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

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

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

[Signature with date, name and designation]

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

[Name & address of the manufacturers]

SECTION – IV

(B) PRICE SCHEDULE

I) PRICE SCHEDULE FOR DOMESTIC GOODS OR GOODS OF FOREIGN ORIGIN LOCATED IN INDIA

1 Schedule	2 Brief Description of Goods	3 Quantity (Nos)	4 Country of Origin	5 Price per unit (Rs.)					6 Total Price on Free Delivery at Consignee's site.** (Rs.) 3 x 5(f)	
				Ex - factory/ Ex - warehouse /Ex-showroom /Off - the shelf	Excise Duty (if any) [%age & value]	Sales Tax/CS T VAT/ CENVA T (if any) [%age & value]	Packing and Forwarding charges	Inland Transportation, Insurance loading/unloading and Incidental costs till Purchaser's site		Price Per unit on Free delivery at Consignee's site**
				(a)	(b)	(c)	(d)	(e)	(f) =a+b+c+d+e	

Total Bid price in Rupees:

In _____ words:

The above prices quoted are for supply, installation, commissioning and onsite training for operation of equipment with warranty period of _____ years from the date of acceptance of the equipment by Purchaser after final inspection
Delivery Period: _____ (Insert delivery period) from the date of signing of the Contract.

- For supply of Equipment:-
- For Installation & Commissioning of Equipment:-

Signature of Bidder _____
Name

& Designation _____

Place: _____

Business Address _____

Date: _____

Seal of the Bidder _____

Note: - (1) If there is a discrepancy between the unit price and total price the unit PRICE shall prevail.

SECTION - IV

• (C) BANK GUARANTEE FORM FOR BID SECURITY

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

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

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

This guarantee will remain in force for a period of forty-five days after the period of Bid validity of 180 days i.e. for 225 days (180 days + 45 days) from the date of Bid Opening and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)

Name and designation of the officer

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

SECTION -IV

(D) MANUFACTURER'S AUTHORISATION FORM

To

The Director,
Sports Authority of India
Regional Centre Guwahati,
New Field Sports Complex,
Md. Shah Road,
Palton Bazar,
Guwahati -781008.

Dear Sirs,

Ref. Your Bidding Reference No _____, dated _____

We, _____ who are proven and reputable manufacturers of _____ (*name and description of the goods offered in the Bid*) having factories at _____, hereby authorize Messrs _____ (*name and address of the agent*) to submit a Bid, process the same further and enter into a contract with you against your requirement as contained in the above referred Bidding Documents for the above goods manufactured by us.

We further confirm that no supplier or firm or individual other than Messrs. _____ (*name and address of the above agent*) is authorised to submit a Bid, process the same further and enter into a contract with you against your requirement as contained in the above referred Bidding Documents for the above goods manufactured by us.

We also hereby extend our full warranty of Two years from acceptance of goods by Consignee as per Clause-11 of General Conditions of Contract against this Bidding Document.

Yours faithfully,

[Signature with date, name and designation]

for and on behalf of Messrs _____

[Name & address of the manufacturers]

Note : 1. This letter of authorization should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.

2. Original letter may be enclosed.

**SECTION - IV
(E) NEFT MANDATE FORM**

From: M/s. _____

Date: _____

To

The Director,
Sports Authority of India
Regional Centre Guwahati,
New Field Sports Complex,
Md. Shah Road,
Palton Bazar,
Guwahati -781008.

Sub: NEFT PAYMENTS

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

NATIONAL ELECTRONIC FUNDS TRANSFER MANDATAE FORM

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

[Signature with date, name and designation]

For and on behalf of Messrs _____

[Name & address of the manufacturers]

Confirmed by Bank

Enclosed a copy of Crossed Cheque

PART-2
SUPPLY REQUIREMENTS
SECTION - V

SCHEDULE OF REQUIREMENTS

Part I:

S.No	Configuration of Computer Set with peripherals	Quantity (Nos.)
1.	I3 processor, hard disk -500 GB, RAM 4 GB	7 sets
2	Printer with scanner, webcam, head phone with mike, UPS etc.	

Part II: Required Delivery Schedule:

a) For domestic goods or goods of foreign origin located in India.

Store to be delivered and installed at consignee site within 1 month . Date of delivery is essence of the contract. The Bidders may quote their earliest delivery period from the date of signing of Contract. The Supplier is requested to deliver goods within the contract Delivery Period and the date of delivery at consignee's site will be considered as the date of delivery. If desired the Bidders may also quote separately time required for installation, commissioning & final handing over of the equipment to the Consignee from the date of handing over of the site by the Consignee.

SECTION-VI
TECHNICAL SPECIFICATIONS
Section-VI

Technical Specifications

S.No	Brief Description of Goods	Technical Specification/brand
1.	I3 processor, hard disk -500 GB, RAM 4 GB	HP/DELL/ACER
2	Printer with scanner, webcam, head phone with mike, UPS etc.	HP

**PART-3
CONTRACT
SECTION - VII**

GENERAL CONDITIONS OF CONTRACT (GCC)

TABLE OF CLAUSES

S.No.	Topic	Page No.
1	Application	24
2	Country of Origin	24
3	Performance Security	24
4	Technical Specifications and Standards	24
5	Terms of Delivery	24
6	Warranty	24-25
7	Prices	25
8	Terms and mode of Payment	25
9	Delay in the supplier's performance	26
10	Liquidated Damages	26
11	Termination for default	26
12	Termination for insolvency	27
13	Force Majeure	27
14	Termination for convenience	27
15	Fall Clause	28
16	Withholding and lien in respect of sums claimed	28
17	Resolution of disputes	28
18	Applicable Law	28

SECTION - VII
GENERAL CONDITIONS OF CONTRACT (GCC)

1. Application

- 1.1 The General Conditions of Contract incorporated in this section shall be applicable for this purchase to the extent the same is not superseded by Schedule of Requirements under Section V and Technical Specification under Section VI of this document.

2. Country of Origin

The word “origin” incorporated in this clause means the place from where the goods are manufactured, produced or processed.

3. Performance Security

- 3.1 Within twenty eight (28) days from date of the issue of Notification of Award by the purchaser, the supplier, shall furnish performance security to the Purchaser for an amount equal to ten percent (10%) of the total value of the contract, valid up to sixty days after warranty period two (02) years from the date of acceptance of the goods by the consignee).
- 3.2 The Performance security shall be denominated in Indian Rupees or in the currency of the contract in any one of the forms namely Account Payee Demand Draft or Fixed Deposit Receipt drawn from any Scheduled bank in India or Bank Guarantee issued by a Scheduled bank in India, in the prescribed form as provided in Section VIII (B) of this document in favor of the purchaser.
- 3.3 In the event of any amendment issued to the contract, regarding extension of Delivery Period, the supplier shall, within twenty-one (21) days of issue of the amendment, furnish the corresponding amendment to the Performance Security (as necessary), rendering the same valid in all respects in terms of the contract, as amended.
- 3.4 The Purchaser will release the Performance Security without any interest to the supplier on completion of the supplier’s all contractual obligations including the warranty obligations.

4. Technical Specifications and Standards

- 4.1 The Goods & Services to be provided by the supplier under this contract shall conform to the technical specifications mentioned in ‘Technical Specification’ under Sections VI of this document.

5. Terms of Delivery

- 5.1 Goods shall be delivered by the supplier in accordance with the terms of delivery specified in the contract.

6. Warranty

- 6.1 The supplier warrants comprehensively that the goods supplied under the contract is new, unused and incorporate all recent/latest improvements in design and materials unless prescribed otherwise by the Purchaser in the contract. 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 or omission of the supplier that may develop under normal use of the supplied goods under the conditions prevailing in India.

- 6.2 This warranty shall remain valid for two (02) years 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 years from the date installation and final handing over of the equipment to the consignee.
- 6.3 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.
- 6.4 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.
- 6.5 Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the goods so that the same are supplied to the Purchaser promptly on receipt of order from the purchaser.
- 6.6 An UPTIME warranty of 95% during the warranty should be provided. Down time above 5% per year will extend the warranty period by double the down time period.
- 6.7 **Software up gradation:** All future software changes and up gradation as per ISSF standards shall be provided free of cost during the guarantee/warranty.

7. Prices

- 7.1 Prices to be charged by the supplier for supply of goods in terms of the contract shall not vary from the corresponding prices quoted by the supplier in its Bid and incorporated in the contract.
- 7.2 Vat Taxes should be shown extra.

8. Terms and Mode of Payment

8.1 Payment Terms

Payment shall be made subject to recoveries, if any, by way of liquidated damages or any other charges as per terms & conditions of contract in the following manner:

A) **Payment for Domestic Goods or Goods of Foreign Origin located in India.**

- **100% payment of the contract price along-with applicable taxes etc. shall be made upon submission of following documents:**
 - Supplier's invoice showing contract number, goods description, quantity, unit price and total amount;
 - Inspection & Acceptance Certificate, as per Section VIII (C) in original issued by the authorized representative of the consignee;
 - Packing list identifying contents of each package;
 - Guarantee / Warranty Certificate.

- 8.2 Where there is a statutory requirement for tax deduction at source, such deduction towards income tax and other taxes as applicable will be made from the bills payable to the Supplier at rates as notified from time to time.

9. Delay in the supplier's performance.

- 9.1 The supplier shall deliver the goods and perform the services under the contract within the time schedule specified by the Purchaser as incorporated in the contract.
- 9.2 Subject to the provision of Force Majeure under GCC clause 13, any unexcused delay by the supplier in maintaining its contractual obligations towards delivery of goods and performance of services shall render the supplier liable to any or all of the following sanctions:
- (i) Imposition of Liquidated Damages,
 - (ii) Forfeiture of its Performance Security and
 - (iii) Termination of the Contract for default.
- 9.3 If at any time during the currency of the contract, the supplier encounters conditions hindering timely delivery of the goods and performance of services, the supplier shall promptly inform the Purchaser in writing about the same and its likely duration and make a request to the Purchaser for extension of the delivery schedule accordingly. On receiving the supplier's communication, the Purchaser shall examine the situation as soon as possible and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damages for completion of supplier's contractual obligations by issuing an amendment to the contract.
- 9.4 When the period of delivery is extended due to unexcused delay by the supplier, the amendment letter extending the delivery period shall, inter alia contain the following conditions:
- (a) The Purchaser shall recover from the supplier, under the provisions of the clause 10 of the General Conditions of Contract, liquidated damages on the goods and services, which the Supplier has failed to deliver within the delivery period stipulated in the contract.
- 9.5 The supplier shall not dispatch the goods after expiry of the delivery period. 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 goods without 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 lie against the purchaser.

10. Liquidated damages

Subject to the provision of Force Majeure under GCC clause 19, 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, 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 10% of the contract price.

11. Termination for default

- 11.1 The purchaser, without prejudice to any other contractual rights and remedies available to it (the purchaser), may, by written notice of default sent to the 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 pursuant to GCC sub-clauses 15.3 and 15.4.
- 11.2 Unless otherwise instructed by the purchaser, the supplier shall continue to perform the contract to the extent not terminated.

12. Termination for insolvency

If the supplier becomes bankrupt or otherwise insolvent, the Purchaser reserves the right to terminate the contract at any time, by serving written notice to the supplier without any compensation, whatsoever, to the supplier, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and / or will accrue thereafter to the purchaser.

13. Force Majeure

13.1 Notwithstanding the provisions contained in GCC clauses 10, 11 and 12, the supplier shall not be liable for imposition of any such sanction so long the delay and/or failure of the supplier in fulfilling its obligations under the contract is the result of an event of Force Majeure.

13.2 For purposes of this clause, Force Majeure means an event beyond the control of the supplier and not involving the supplier's fault or negligence and which is not foreseeable and not brought about at the instance of , the party claiming to be affected by such event and which has caused the non – performance or delay in performance. Such events may include, but are not restricted to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees , lockouts excluding by its management, and freight embargoes.

13.3 If a Force Majeure situation arises, the supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof within twenty one days of occurrence of such event. Unless otherwise directed by the Purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

13.4 If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding sixty days, either party may at its option terminate the contract without any financial repercussion on either side.

13.5 In case due to a Force Majeure event the Purchaser is unable to fulfil its contractual commitment and responsibility, the Purchaser will notify the supplier accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

14. Termination for convenience

14.1 The Purchaser reserves the right to terminate the contract, in whole or in part for its (purchaser's) convenience, by serving written notice on the supplier at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of the purchaser. The notice shall also indicate interalia, the extent to which the supplier's performance under the contract is terminated, and the date with effect from which such termination will become effective.

14.2 The goods and services which are complete and ready in terms of the contract for delivery and performance within thirty days after the supplier's receipt of the notice of termination shall be accepted by the Purchaser following the contract terms, conditions and prices. For the remaining goods and services, the Purchaser may decide:

- a) To get any portion of the balance completed and delivered at the contract terms, conditions and prices; and / or
- b) To cancel the remaining portion of the goods and services and compensate the supplier by paying an agreed amount for the cost incurred by the supplier towards the remaining portion of the goods and services.

15. Fall Clause

- a) The Supplier undertakes that he has not supplied/is not supplying similar products/system or sub-systems to any department of Govt. of India i.e. Central Government/State Government, Statutory Undertakings of Central/State Governments/Local Bodies etc. and as well as to private purchaser, domestic or foreign at a price lower than that offered in the present bid.
- b) If it is found at any stage that similar product/systems or sub systems was supplied by the Supplier to any of the above Organizations as well as to private purchaser, domestic or foreign, at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the Supplier to the Purchaser, if the contract has already been concluded.

16. Withholding and lien in respect of sums claimed.

Whenever any claim or claims for payment of a sum of money arises out of or under the contract against the Contractor, the Purchaser shall be entitled to withhold and also have a lien to retain such sum or sums in whole or in part from the security, if any, deposited by the Contractor and for the purpose aforesaid, the Purchaser shall be entitled to withhold the said cash security deposit or the security, if any, furnished as the case may be and also have a lien over the same pending finalization or adjudication of any such claim. In the event of the security being insufficient to cover the claimed amount or amounts or if no security has been taken from the Contractor, the Purchaser shall be entitled to withhold and have lien to retain to the extent of the such claimed amount or amounts referred to supra, from any sum or sums found payable or which at anytime thereafter may become payable to the Contractor under the same contract or any other contract with the Purchaser or the Government, pending finalization or adjudication of any such claim and that The Contractor shall have no claim for interest or damages whatsoever on this account or on any other ground in respect of any sum of money withheld or retained under this clause and duly notified as such to the Contractor.

17. Resolution of disputes

- 17.1 If dispute or difference of any kind shall arise between the Purchaser and the supplier in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
- 17.2 If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, either the Purchaser or the supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India. In the case of a dispute or difference arising between the Purchaser/ Purchaser and a domestic Supplier 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.
- 17.3 Venue of Arbitration: The venue of arbitration shall be the place from where the contract has been issued, Guwahati (Assam).
- 17.4 The Courts of Guwahati, India will have the exclusive jurisdiction to try the disputes.

18. Applicable Law

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

SECTION – VIII

CONTRACT AGREEMENT

CONTRACT FORM FOR SUPPLY

**SPORTS AUTHORITY OF INDIA
REGIONAL CENTRE
(GUWAHATI).**

TELEPHONE NOS : OFFICE –0361- 2638540, 2638541, 2638542
TELE FAX : (0361) 2739548,

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 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) Manufacturers’ Authorization Form (if applicable for this Bid);
 - (vii) 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:**

Schedule No.	Brief description of goods	Accounting unit	Unit Price	Quantity to be supplied	Total price	Terms of delivery

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

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

(ii) **Delivery schedule:**

iii) **Details of Performance Security:**

(iv) **Consignee:**

(v) **Warranty Period:**

(vi) **Payment terms:**

**(Signature, name and address
of the purchaser's authorized official)
For and on behalf of Director
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 manufacturers]

(Seal of the supplier)

Date: _____

Place: _____

SECTION – VIII

• BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

To

[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, Regional Centre Guwahati.

PERFORMANCE GUARANTEE No.: [insert Performance Guarantee number]

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

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

At the request of the 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.

[Signatures of authorized representatives of the bank and the Supplier]

SECTION – VIII
INSPECTION & ACCEPTANCE CERTIFICATE

Certified that the following store(s) has/ have been received in full & good condition as per the contract specifications and terms & conditions of contract:

- Contract No. & Date
: _____
- Supplier's Name & Address
: _____
- Consignee
: _____
- Description of goods supplied
: _____
- Quantity Supplied & Received
: _____
- Date of Receipt by the Consignee
: _____
- Damages/Shortages/Recoveries
: _____
- 8) Remarks, if any
: _____
- 9) Ledger Entry Details
: _____

() () ()

Signatures of Inspection & Acceptance Committee Members

Counter signed by Head of the Centre

Date: _____

Place: _____

(Seal)