

ALL INDIA TENNIS ASSOCIATION (AITA)

R.K.KHANNA TENNIS STADIUM, AFRICA AVENUE, SAFDURJUNG ENCALVE,

NEW DELHI-110029

TENDER FORM NO.....

TENDER FORM

Cost of Tender Rs. 5000/- (Rupees Five Thousand Only)by demand draft/cash (in case of downloading from website the tenderer will have to submit demand draft of tender cost along with EMD).

Last date of issue of Tender Forms is 14/04/2022 up to 12:30 PM. The intended firms/ bidders may place the duly completed tender document in the tender box up to 03:00 PM on or before 14/04/2022 No tender shall be accepted after the schedule close of the timing on the same day.

The duly completed tender placed in the Tender Box shall be opened on 14/04/2022 at 04:00 PM in the office of CFO, AITA at R.K. Khanna Tennis Stadium.

TENDER FOR THE SUPPLY OF TENNIS BALLS

All India Tennis Association invites sealed tender from reputed manufacturers / sole distributor / authorized dealers of tennis balls of International standard for tournaments as enclosed at **Annexure – I** to this tender form. The tennis balls quoted should be of the best quality and one dozen non- refundable sample as per description as sent / submitted along with the technical bid tender document. (Without the marking of the firm / brand or may be concealed it should not be visible)

1. Name of the Firm :

2. Full Postal Address with telephone no/
Cell No/email ID

2.1 Full postal address

.....

2.2 Telephone No.:

2.3 Mobile No:

2.4 Email ID

3. Whether manufacturer/dealer/trader
Importer (attach the relevant supporting
documents)

4. Experience in same trade with
names of institutions dealt
(photocopies of orders in excess of
Rs 25 Lakh, dealt in last 2 years).

5. PAN / TAN / GST NO. of
the firm.
(PHOTOCOPIES TO BE ENCLOSED)

6. Audited profit and loss account and
Balance sheet of the tenderer
for the last three years i.e.
2018-19 ,2019-20 and 2020-21
.....
(copies to be enclosed)

7. Certificates from banker for credit
Worthiness for the amount of tender
(original to be enclosed)

GENERAL TERMS AND CONDITIONS

1. The following "Supply of Tennis Balls" should be subscribed on the top left corner of envelope bearing the name and address of the tenderer. The sealed tenders should accompany the following:-

A. EMD of Rs. 60,000/- (Rupees Sixty Thousand Only) to be submitted through Demand Draft in favor of the All India Tennis Association. **(Envelope A)**

B. Samples (One Dozen Balls) should be submitted to AITA free and non returnable, having name of Tenderer/Brand as per Performa at **Appendix-A** and Tender documents duly signed by Tenderer as per Performa at **Annexure –II (Envelope –B)**.

C. Rate quoted for each item/brand as per Performa at **Annexure-III (Envelope-C)**

2. The rate/commercial/Technical offer of the firm will remain valid till date of acceptance of tender.

3. The tender shall be submitted in three separately sealed envelope addressed to the **SECRETARY GENERAL, ALL INDIA TENNIS ASSOCIATION, NEW DELHI** and all the three envelopes should be enclosed in single envelope.

Envelope A: The Demand Draft/Pay order of Earnest Money will be placed in sealed envelope –A.

Envelope B: This envelope shall contain the documents as mentioned in clause 24 and 26 of the tender documents and information pertaining to the Tennis Balls along with the tender documents duly signed on each page by the tenderer or his authorized signatory. (Copy of audited profit & loss account and balance sheet for the last three years should be submitted showing the annual turnover of 50 lakh towards sale of Tennis Balls (of International Standard)

Envelope C: Envelope C shall contain the Financial Bid Documents.

4. The envelope containing the quotations/Tenders should be sealed and be super scribed "**TENDER FOR TENNIS BALLS**" as the case may be. The sealed envelope should be deposited in the Tender box placed in the office of Secretary General, AITA, New Delhi up to 03:00 p.m. on 14/04/2022.

5. Envelope 'A' & 'B' submitted by the Tenderers will be opened on the same day i.e. 14/04/2022 at 04:00 p.m.

6. Envelope 'C' (i.e. Financial Bid) of only those tenderers will be opened, whose, samples are selected and qualifies technically. Date and Time for opening of Envelope 'C' will be decided later on and communicated to those whose technical bid is accepted.
7. The tenderes should sign each page of the tender.
8. Late/vague/conditional/incomplete/not conforming to the laid down procedure, bids in any respect will be rejected.
9. Offers sent by **email/telex/fax/telegram** will not be accepted.
10. In case of differences arising in the terms and conditions of the tender document with the firm (s) the decision of **AITA** shall prevail.
- 11.** After approval, the tenderer will retain the sample of each Tennis Balls free of cost to the **AITA , New Delhi.**
12. Tennis Balls shall be supplied as per the schedule (**Annexure "A"**) for specified quantity within stipulated time. In case of delay in supply/ non-supply /short supply/poor quality or any other complaint, **AITA** reserves the right to adjust extra liabilities from the Earnest Money/Security Money, disapprove a brand/all brands or may take any other action as deemed fit.
13. **AITA** will have right to buy Tennis Balls as per sample approved or may give its own standard.
14. The Tender documents are neither transferable nor the cost of tender documents is refundable under any circumstances.
15. The issuing of tender documents shall not constitute that the tenderers are automatically qualified.
16. If even after approval, information/ facts submitted by a tenderer are found misleading/incorrect/false etc, **AITA** reserves right to disapprove tennis Balls for the current/future rate contract or may impose penalties as it deemed fit. Non compliance of any of the terms of tender and future instructions by **Secretary General, AITA**, will also warrant above penalties.
17. The tenderer are to submit an undertaking to the effect that the samples submitted are as per specification (**Appendix-B**) of this tender, and any discrepancy found later on, the whole amount will be recoverable from the Security Money deposited.
18. Tenderes are required to quote for one of its best and International brand (as per ITF specification /certification).
- 19.** All tenderes will mention technical details and specifications as enclosed in **Appendix-B.**
20. The tenderer will give an affidavit (**Annexure-II B**) Certifying that the quality of goods quoted in the tender are correct and the concern party is liable to pay damage out of the Security in case of any

defect. **Secretary General, AITA** may impose penalty as deemed fit and will have right to make recovery from Security or to make deduction from the bill.

21. The EMD of all /un successful tenderer will be returned with in thirty days after the finalization of the tender. The EMD of successful tenderer will be returned after deposit the Security Money at the rate of 5% of the total value of supply order within a week for which no interest will be paid by **AITA**.

22. In case of doubt in quality of material the expenditure on testing of material will be born by the tenderer.

23. All tenderers are required to mention the Name of firm and Brand name on sample and these should be concealed at the time of submission and all the sample must be submitted in a sealed bag/box which will be opened and counted in front of the tenderes along with Technical bid.

24. The detail of documents required for eligibility is given in **Annexure-II**.

25. Tender received without the above documents and samples will summarily be rejected.

26. In case of delay in supply by the stipulated date, Secretary General, AITA, New Delhi reserves the right of imposing penalty as deemed fit.

27. GST as applicable will be paid extra and no other charges /Levi shall be paid.

28. Payment will be released after satisfactory supply and receipt of goods, supplied as per supply order.

29. The manufacturer/supplier should be able to give minimum guarantee of one year for material manufacturing defects, and undertake to replace defective products at no extra cost within a month of the defect being brought to notice of the manufacturer/supplier.

30. The contract can be terminated or cancelled summarily by **AITA** in whole or in part any time without any notice and without assigning any reason, if the supply made by the manufacturer/supplier is not found according to the sample approved or in case supply is not received within stipulated time, and **Secretary General, AITA** feels that it cannot be used any further for the event/camp/group for which it was requisitioned.

31. **Secretary General, AITA** reserves the right to reject any tender in whole or in part therefore without assigning any reason. If 5% or more of supply, is found to be defective in material size quality or any other defect of specification or manufacturing defect, then a penalty of 10% of the total price of the lot in addition to refund for returned/ rejected goods, will become payable to **AITA**.

32. In the event of any dispute or differences arising between the parties with regard to the terms and conditions of the agreement/contract and or with regard to the breach or interpretation thereof including all rights and liabilities there under on any matter what so ever touching upon the terms and conditions of the agreement/contract whether in course or on or after its termination the parties agreed to settle the same at the first instance by mutual discussion/conciliation which would be conducted by the **Secretary General, AITA, New Delhi**.

33. In the event the said mutual discussions/conciliation fail, the aggrieved party shall initiate Arbitration proceedings for resolution of differences/ \disputes etc., mentioned above by appointing a sole Arbitrator, who shall be the nominee of **Secretary General, AITA** in which event the AITA proceeding shall be conducted in accordance with the provisions of the arbitration and conciliation act. 1996.

34. The venue of such arbitration proceedings shall be at R.K. Khanna Tennis Stadium or as decided by **AITA** and the courts in Delhi alone will have Jurisdiction in respect of all proceedings connected there with.

35. The successful Tenderer is required to make an agreement within one week from the date of award of this supply of **Tennis Balls**. The rates of successful tenderers will for one time purchase only and no increase n any account will be considered.

36. Contract will be awarded to lowest, Out of the tenderers technically successful / at par.

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

Authorized Signatory Name &

Address of the firm with Seal

AITA, NEW DELHI

ANNEXURE-A

DELIVERY SCHEDULE OF TENNIS BALLS

SNO.	DATE	QUANTITY (DZ)
01.	May, 2022	1000
02.	June'2022	1000
03.	July'2022	1000
04.	Aug'2022	1000

AITA, NEW DELHI

ANNEXURE-II

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

To,

The Secretary General
All India Tennis Association
R.K. Khanna Tennis Stadium,
Africa Avenue, N.D-110029

Sub: SUPPLY OF TENNIS BALLS TO AITA

In response to the Tender Notice published in theOn, I had purchased Tender Form No from your office. I had downloaded tender from website www.aitatennis.com and have deposited cost of tender along with EMD.

I am sending herewith my tender documents as under:

a) TECHNICAL BID: The tender documents duly signed on each page and all other documents to be submitted along with the tender. (**Envelope "B"**).

b) FINANCIAL BID: The financial bid for the supply (**Envelope "C"**).

**** The following details and supporting documents accordingly are available in Envelope "B" for evaluating eligibility etc.**

1. PAN number (copy enclosed)
2. GST Registration (copy enclosed)
3. Detail of clients to whom the Tennis Balls International standard supplied and copy of award letters to be enclosed.
4. Affidavit judicial Stamp Paper, as required at S.No. 21 of Terms & Condition enclosed at **Annexure –II-B**.

That I/ We will be responsible for all the contractual obligations including uninterrupted supply, quality of **kit** items etc.

This is to certify that I/We have studied the terms & conditions and understood all clause of the tender in case of award of contract/supply order; I / We undertake to abide by all terms and conditions mentioned in the same.

Date.....

**AUTHORISED SIGNATORY
(NAME IN BLOCK LETTERS)
SEAL OF THE TENDERER**

Encl: as above

AITA, NEW DELHI

ANNEXURE-II-B

FORMAT OF AFFIDAFIT FOR SUBMISSION OF THE TENDER ON JUDICIAL STAMP

PAPER OF RS. 100/-

Certified that the quality of goods quoted in the tender are correct and as per specifications and allied technical details mentioned in **Appendix-B**. The concern party is liable to pay damage out of the Security in case of any defect. **Secretary General, AITA**, may impose penalty as deemed fit & will have right to make recovery from Security or to make deduction from bills.

Signature of Tenderer

With seal

AITA, NEW DELHI

ANNEXURE-III

FINANCIAL BID DOCUMENT

(To be submitted in Envelope "C")

Tender No

EMD BANK DRAFT NO.

GST No.....

Date.....Rs.....[Submitted in Envelop "A"] and date.....

Name of Item & Discipline

Rs.

Brand Unit Price (per dozen) inclusive of all charges, but excluding GST.

Add GST (-%)

Total Rate per dozen.

(We undertake that recently the Tennis Balls of the required brand/specification have not been supplied to any other Government/Semi Govt./Private Organization at a lower rate)

COMMERCIAL TERMS

We hereby undertake that no extra charges on any account will be claimed except as mentioned above.

We also hereby undertake to strictly abide by the commercial and other terms laid down in the tender.

(AUTHORISED SIGNATORY)

NAME IN BLOCK LETTERS

SEAL ON THE TENDERER

CHALLAN FOR SAMPLE SUBMISSION

RATE CONTRACT FOR TENNIS BALLS :.....
[TO BE SUBMITTED IN ENVELOPE "B"]

Challan No. & Date :.....

GST No and Date :.....

:.....

PAN NO. & DATE :.....

TENDER NO. :.....

EMD BANK DRAFT NO. AND DATE :.....

:.....

For Rs..... as enclosed in
Envelope "A"

Complete address in capital letters with landline no. :.....

Number and Mobile Number of the authorized :.....

Person . :.....

Sr. No.	Name of item Brand	Technical details	No of Samples

(AUTHORISED SIGNATORY)
NAME IN BLOCK LETTERS
SEAL OF THE TENDERER

SPECIFICATIONS AND ALLIED TECHNICAL DETIALS OF TENNIS BALLS OF INTERNATIONAL STANDARDS

Sr. No.	Name of Brand	Country of Manufacturer
1.	Wilson (US Open)	Thailand
2.	Head Tour	China
3.	Babolat Gold	Thailand