



**Shri Atal Bihari Vajpayee, National Centre of Excellence
Kandivali East, Mumbai – 400101, Maharashtra**

TENDER DOCUMENT FOR THE SUPPLY OF BAKERY & DAIRY ITEMS

Address : Regional Director, Sports Authority of India,
NCOE, Mumbai

Tel-No : 022 28876059

Email : saircmumbai@gmail.com

Website : www.sportsauthorityofindia.nic.in

SECTION I

SPORTS AUTHORITY OF INDIA

Telephone: 022- 28876059

Website -: //www.sportsauthorityofindia.nic.in/

Bid Reference No. SAI/NCOE /MUMBAI/MESS /2022-23

Dated: 21/04/2022

INVITATION FOR BID (IFB)

1. Sports Authority of India, NCOE, Mumbai invites sealed Bids for supply of Bakery & Dairy Items for use of SAI Training Centre, Mumbai. Estimated cost of the material would be **Rs. 35.00 lakhs** for Mumbai for one-year consumption of Bakery & Dairy Items from the date of award of tender.

Sr. No. 1	Brief Description of Mess contract (Bakery & Dairy Items) as mentioned in the list as per annexure 'A'.	Tender fee is Rs.500/-. EMD Rs.35,000/-
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2. Bidding Schedule:

- (i) Closing date and time for Receipt of Bid : 16/05/2022 at 5:00 PM
- (ii) Date and Time of Opening of Technical bid : 17/05/2022 at 11:00 AM
- (iii) Date and Time of Opening of Financial bid : 20/05/2022 at 3:00 PM
3. EMD should be submitted in the form of Demand Draft from nationalised bank in favour of “Regional Director **Sports Authority of India, NCOE, Mumbai**”, payable at “**Mumbai**”.
4. Bidder may also download the Bidding Document from the SAI website www.sportsauthorityofindia.nic.in and submit its Bid by utilizing the downloaded document, along with the required documents.
5. Bidders shall ensure that their Bids complete in all respect, are dropped in the Tender Box placed in the office of Regional Director, Sports Authority of India, NCOE, 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 Bids will be received /opened on the next working day at the appointed time.
7. The Bidding Document is not transferable.

M/s. _____

Sports Authority of India

**SPORTS AUTHORITY OF INDIA
NCOE, KANDIVALI (East), MUMBAI**

IMPORTANT DATES AND INFORMATION

Sr. No.	FAQ	ANSWER
1	Address and place of Submission of Tender	Regional Director, Sports Authority of India, NCOE, Kandivali East Mumbai 400101
2	Tender Document Delivery Mode	By hand or by post
3	Last Date and time of submission	16/05/2022 at 5:00 PM
4	Date of Opening Technical Bid	17/05/2022 at 11:00 AM
5	Date of Opening Financial Bids for technically qualified bidder	20/05/2022 at 3:00 PM
6	Venue of opening tender	Regional Director, Sports Authority of India, SAVB, NCOE, Kandivali East Mumbai - 400101
7	Duration of contract	Initially for a period of one year & extendable for another period of one year subject to satisfactory supply report.
8	Total Number of pages of Tender Document	18

SECTION – III QUALIFICATION CRITERIA

Bid Reference No.

Dated: _____

(a) The Bidder must be a Manufacturer or its authorized distributors/agents

Sl. No.	Criteria	Documentary Evidence Required
1.	The bidder must be a company/firm/sole proprietor registered in India.	Enclose copy of certificate of incorporation/registration issued by relevant authority in India.
2.	Bidder must have annual average turnover of Rs.15.00 lakh in last three financial years.	Statutory Auditor's Certificate that provides the information explicitly as per the criteria. Statutory Auditor's Certificate is mandatory. Providing Balance Sheet or Financial Statements is not sufficient for this requirement.
3.	The manufacturer/bidder should have successfully completed contracts of having supplied equipment of value totalling more than 15.00 Lakhs each year during the last 3 years.	
4.	Enclose blacklisting declaration in the format given in Section III (A)	
5.	The bidder should have a valid GST No. or should have registered under GST.	Enclose copy of GST registration certificate.
6	In case bidder is not a manufacturer of equipment then the bidder should be an authorized agent/distributor of the manufacturer and the business of supplying sports equipment for more than one year.	
7	Turnover exception will be for MSE	

SECTION III (A)
(J) AFFIDAVIT/UNDERTAKING

I/ We have read and understood the instructions and the terms and conditions contained in the document. I/We accordingly accept all terms and conditions of the tender enquiry document including the essential conditions specially incorporated in the tender enquiry like terms of terms of payment, liquidated damages clause, warranty clause, dispute resolution mechanism applicable law. I/ We confirm that we do not stand deregistered/debarred/banned/blacklisted by any Govt. Authorities. I/ We do hereby declare that the information furnished/ uploaded is correct to the best of my/our knowledge and belief. I/We hereby certify that the prices offered by us in this tender is not higher than the prices we had offered to any other Govt. of India Organisation (s)/PSU(s) during the last one year and shall provide the justification for reasonableness of our offered price whenever asked during evaluation of our submitted bid. I/ We also hereby certify that if at any time, information furnished by us is proved to be false or incorrect; I/ We are liable for any action as deemed fit by the purchaser in addition to forfeiture of the earnest money.

Date:

(Signature of the bidder)
NAME & ADDRESS OF THE BIDDER

NOTE: To be submitted on non-judicial stamp paper of Rs. 10/- duly certified by Public Notary

TECHNICAL BID SUBMISSION FORM

Dated; _____

Letters of Bid

(To be printed preferably on Bidder’s letterhead)

To

Ref: Invitation for Bid’ in respect to Open Tender Notice dated

We, the undersigned, declare that:

1. We have examined and have no reservation to the Bidding Documents.
2. We offer to executive in conformity with the Bidding Documents for Supply of Bakery & Dairy Items for the period of One year from the date of award of contract.
3. If our bid is accepted, we commit to submit a performance security of 5% - 10% in accordance with the Bidding Documents.
4. 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/apes of serious nature.
5. We also accept all the terms and condition of this bidding document and undertake to abide by them, including the condition that the Competent Authority is not bound to accept highest ranked bid/lowest bid or any other bid the Competent Authority may receive.

Yours sincerely,

Authorized Signatory

(Authorized person shall attach a copy of Authorization for signing on behalf of Bidding company)

Full Name and Designation

Date: _____

Place: _____

Stamp:

Section-V

**SPORTS AUTHORITY OF INDIA
NCOE, KANDIVALI (East), MUMBAI**

CONTACT DETAILS FORM**General Details of Bidder**

1. Name of the proprietor/partnership/company
2. Name of the designation of
Authorized signatory.....
3. Communication Address.....
.....
4. Phone no./Mobile no.
5. Fax
6. Email ID
7. REGN No.
8. PAN No. of the firm
9. GST No

Particular Details of the Bidders Representative

1. Name of the contact person
2. Designation
3. Phone No.
4. Mobile No.
5. Email 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 bidding upon me for the entire period of contract and period of extension, if any 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 Performance Security Deposit by me/us in case of breach of contract.
4. I hereby undertake to provide the services for supplying of Bakery & Dairy Items as per the provisions in the tender document/Contract agreement.

Signature of the Authorised Signatory

Designation:

(Office seal of the Bidder)

Date: _____

Place: _____

(F) NEFT MANDATE FORM

From: M/s. _____

Date: _____

To

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

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

Bank 's name	
Branch Address	
Branch Telephone / Mobile number	
Supplier's Account No.	
Type of Account	
IFS Code	
Telephone/ Mobile 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

Section-VII**FORMAT FOR SUBMISSION OF THE TENDER ON LETTER HEAD OF THE FIRM**

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

**Tender for the supply of Bakery & Dairy Items at SAI NCOE,
 Kandivali (East), Mumbai.**

In response to the tender published in the website of SAI on _____. I
 have downloaded the tender from website sportsauthorityofindia.nic.in

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. (Envelop 'A')

Financial Bid: the financial bid for the job of supplying Bakery & Dairy Items.

** The following details and supporting documents accordingly are available in Envelop 'B'

Sr.No.	Details	At page no.
1	PAN (Copy enclosed)	
2	Copy of GST Number	
3	Details of clients for Supply Bakery & Dairy Items services (Copy forward letters be enclosed).	
4	Copy of ITR for the last Three years.	
5	Certified Copy of annual turnover for the last Three years	
6	Copy of FSSAI License.	

That I/We will be responsible for all the contractual obligations including uninterrupted
 services, quality of the 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

APPLICATION LETTER (Specimen)

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

Subject: Tender for Supplying of Bakery & Dairy Items at Sports Authority of India,
 NCOE, Kandivali (East), Mumbai 400101.

Respected Sir/Madam,

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.	Registration of Company	
3.	Registered Postal Address	
4.	Telepho No. Mobile No.	
5.	Name and address of Directors, in case of Company	
6.	Name and address of Sole Proprietor / Partner in case of partnership firm	
7.	(a) Name of Bankers & Branch with full address (b) Type of Account & Number (c) Names(s) of person(s) operating the account (enclose banker's certificate)	
8.	PAN NO. & GST NO.	
9.	Registration under shops (Regulation/Abolition Act 1970)	
10.	Registration of Company	
11	Copy of FSSAI License	

AUTHORISED SIGNATORY

Name in Block Letters: _____

**SPORTS AUTHORITY OF INDIA
NCOE, KANDIVALI (East), MUMBAI**

TECHNICAL BID DOCUMENT

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

Sl. No.	Particulars	Page number
1	Name of the Tenderer/Firm, office address,	
2.	Address of the tender/firm	
3.	Telephone Number/Mobile Number	
4	Copy of GST Number	
5	Copy of PAN/ PAN Number	
6	Experience Certificate, if any from past Agencies Should be enclosed.	
7	Income Tax Return if any for the Past Three years	
8	All the bid documents need to be duly signed with seal.	
9	Statement of Average annual turnover of last Three year duly signed by CA.	
10	Self-declaration for not having been blacklisted by any Tender Inviting Authority.	
11	Balance sheet for the last Three years.	

(Name and Signature of Tender with stamp of the firm)

SECTION-VIII**SPORTS AUTHORITY OF INDIA
NCOE, MUMBAI****FINANCIAL BID DOCUMENT**

We hereby quote our rates for the supply of following items: -

Bakery & Dairy Items				
Sr. No.	Name of the Items	Quantity Required Per Annum	Brand	Unit Price Per Kg/Ltr/Pcs
1	Bread White 400gm	1000 Pkt	Britannia	
			Modern	
2	Bread Brown 400gm	3000 Pkt	Britannia	
			Modern	
3	Bread Multi Grain	100 Pkt	Britannia	
4	Pav Bun	100 Pcs	Modern	
			Britannia	
5	Burger bun	100 Pcs	Modern	
			Britannia	
6	Hot Dog Bun	100 Pcs	Modern	
			Britannia	
7	Garlic Bread	100 Pkt	Modern	
			Britannia	
8	Sandwich Bread	500 Pkt	Modern	
			Britannia	

9	Curd	100 Kg	Modern	
			Britannia	
10	Cheese slice	100 Kg	Amul	
			Britannia	
11	Cheese-Processed	100 Kg	Amul	
			Britannia	
12	Paneer Malai	2000 Kg	Fresh	
13	Frozen Green Peas	120 Kg	Safal	
14	Frozen Corn	120 Kg	Safal	
15	Milk (Toned)	54750 Ltr	Mother Dairy	
			Amul	
16	Milk (Full Cream)	100 Ltr	Mother Dairy	
			Amul	

[Signature with date, name and designation]

For and on behalf of Messrs. _____

[Name & address of the manufacturers]

SPORTS AUTHORITY OF INDIA
(A) CONTRACT AGREEMENT (On Rs.100 Stamp Paper)

CONTRACT FORM FOR SUPPLY OF BAKERY & DAIRY ITEMS

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 (t any), issued by the Centre. Dated
3. Service Provider Bid No Land subsequent communications) 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 eta., 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
 - a. General Conditions of Contract;
 - b. Schedule of Requirements
 - c. Technical Specification
 - d. Bid form furnished by the supplier
 - e. Price Schedule(s) furnished by the supplier in its Bid
 - f. SAI's Notification of Award
5. Same term, 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	Brief description of services	Total price No.	Terms of services

Any other additional services (f 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 term:

(Signature, name and address of the SAI's authority 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 Messer's _____
(Name & address of the service provider)
(Seal of the Service Provider)

Date _____
Place _____

SPORTS AUTHORITY OF INDIA,
NCOE, KANDIVALI (EAST), MUMBAI 400101

TERMS & CONDITIONS OF TENDER FOR SUPPLY OF BAKERY & DAIRY ITEMS

1. Only the actual stockiest, Authorized Distributors, Dealers, Wholesalers in each product as the case may be, are allowed to quote. The offers of middlemen and those who are not in the line will not be entertained.
2. The word “**Tender for Supply of** (Name of items) should be super-scripted on the top left corner of envelopes bearing the name and address of the tenderer. The sealed should accompany the following: -
 - (a) Documents mentioned at page No. 2 & 7 of Tender Form duly filled in and signed on all pages by Tenderer, should be submitted in **ENVELOPE -A**.
 - (b) Rates quoted for each item/brand as per Proforma at Annexure-I should be in **ENVELOPE-B marking as “FINANCIAL BID”**.
3. If the MRP is quoted in the Financial Tender Form, the tenderer should invariably indicate the percentage of discount allowed against each item on MRP. **SAI has the option to allot all items to such tenderer who has quoted the lowest rates for 80% or above items (including all major items) in that particular category.** Rates should be written in figures & words.
4. The tenderer must use the approved tender forms only and tenderer should quote for all the items mentioned in the List of items under each category.
5. Prices quoted by the Tenderer (Incl. tax) shall be valid for a period of one year from the date of our acceptance of your tender except in the case of items of MRP and no increase in price of other items whatsoever will be released.
6. The successful tenderer will have to execute an Agreement for the due performance of this contract on non-judicial stamp paper worth Rs.100/- within one week of the receipt of the allotment order and till then no payment will be released.
7. The quantities indicated are approximate requirement and are subject to increase/decrease without notice and the Tenderer will be bound to supply the increased/decreased requirement at the quoted rates.
8. Delivery will be the essence of the contract and if the materials are not delivered within the specified time/period or not conform to SAI’s requirement standard, SAI will reserve the right to reject the same and purchase the goods from other sources and the defaulting tenderer will, on demand, unconditionally arrange to reimburse the sum equivalent to the difference between the rate tendered by him and the rate of the item procured from source(s).
9. Your quotation shall include free delivery to our designated location(s) SAI CAMPUS/ SAI NCOE, Kandivali (E), Mumbai. The receipt of quantity supplied will be prepared in duplicate and one copy will be kept by SAI and the other to be brought in full and any shortage in weight shall be treated as non-supply and action will be taken in terms of the agreement.
10. The officer receiving the stores will have the right to reject the articles if not found fresh or substandard. In case of any adulteration in the food articles, the supplier will be held responsible under the clauses laid down in Prevention of Food Adulteration Act, 1955, as amended to date.

11. The SAI reserves the right to inspect the successful tenderers premises through its representatives and shall be final judge of the suitability of the premises and the manufacturing conditions.
12. The successful tenderer shall furnish a deposit of Minimum 5% of total value of purchase as SECURITY DEPOSIT through DD/ Pay order in favor of Regional Director SAI, RC, Mumbai. The deposit will be free of interest and is liable to be forfeited in whole or in part as may be determined by SAI at its sole discretion in the event of any lapse or unsatisfactory supply of goods, affecting the reputation of the authority and/to the regularity and efficiency of its service. Such Security amount will be returned after 60 days from the expiry of contract period.
13. The terms and conditions can be modified, changed or added to, at the time of finally concluding and signing the agreement.
14. The Regional Director SAI RC, Mumbai reserves the right to cancel the contract without giving any reason at any time.

ARBITRATION CLAUSE

15. In the event the said mutual discussions/conciliation fails, the aggrieved party shall initiate arbitration proceedings for resolution of differences/disputes etc. mentioned above by appointing a sole Arbitrator, who shall be the Director General of SAI. In such event the said proceeding shall be conducted in accordance with the provision of the Arbitration and Conciliation Act 1996.
16. The venue of such arbitration proceedings shall be at Mumbai only and the courts in Mumbai alone will be the jurisdiction in respect of all proceedings connected therewith.
17. The Regional Director, SAI, RC, Mumbai will be legally and lawfully competent to cancel the contract of supply and also to take any other action against the supplier including imposing of any penalty on the supplier during the pendency and till the final execution of the contract of supply in case the supplier is ever found to have committed any fraud against them or over-billing for any material so supplied to them or financial losses during the contract period or committed breach of agreement.

TECHNICAL BID - Envelope "A" (Separate Cover)

18. The word "TENDER FOR THE SUPPLY OF (Bakery & Dairy Items) should be super-scripted on the top left corner of envelope bearing the name and address of the tenderer.
The following document will be in the Technical Tender Envelope invariably:
 - a) Tender Form duly signed on all pages for having presumed read and accepted the terms and conditions.
 - b) Other Documents/Details as required

FINANCIAL BID – Envelope “B” (Separate Cover)

19. **I) Proforma for “Financial Bid” of the tender document after the rates duly quoted.**
Note: The financial Bid will be opened only if the tenderer fulfils all the Requirements as per Technical Bid.

The envelope containing the documents as mentioned in SL. No. 18&19 above should be sealed and be super-scripted technical Bid- “A” and Financial Bid-“B” as the case may be. The envelopes “A” & “B” shall be submitted in one single sealed envelope addresses to the Regional Director, Sports Authority of India, NCOE, Kandivali (East), Mumbai – 400101 on or before **16.05.2022 by 05:00 PM** by a Committee appointed by the competent authority on the fixed day in the presence of the tenderers or their authorized representatives.

20. Regional Director SAI,RC Mumbai reserves the Right to reject any or all tender without assigned any reason.
21. After submitting the bill/ bills, credit will be within One Month approximately.

The above terms and conditions are acceptable to me.

(Signature of the Tenderer with Stamp)

Name (in Block letters)

Address:

.....

SPORTS AUTHORITY OF INDIA
NCOE, MUMBAI

Annual Requirement of Bakery & Dairy items

Approximate annual quantity requirement for Bakery & Dairy Items for SAI SABV NCOE, Kandivali (East), Mumbai.

Bakery & Dairy Item			
Sr. No.	Name of the Items	Brand	Quantity Required Per Annum
1	Bread White 400gm	Britannia	1000 Pkt
		Modern	
2	Bread Brown 400gm	Britannia	3000 Pkt
		Modern	
3	Bread Multi Grain	Britannia	100 Pkt
4	Pav Bun	Modern	100 Pcs
		Britannia	
5	Burger bun	Modern	100 Pcs
		Britannia	
6	Hot Dog Bun	Modern	100 Pcs
		Britannia	
7	Garlic Bread	Modern	100 Pkt
		Britannia	
8	Sandwich Bread	Modern	500 Pkt
		Britannia	
9	Curd	Modern	100 Kg
		Britannia	
10	Cheese slice	Amul	100 Kg
		Britannia	
11	Cheese-Processed	Amul	100 Kg
		Britannia	
12	Paneer Malai	Fresh	2000 Kg
13	Frozen Green Peas	Safal	120 Kg
14	Frozen Corn	Safal	120 Kg
15	Milk (Toned)	Mother Dairy	54750 Ltr
		Amul	
16	Milk (Full Cream)	Mother Dairy	100 Ltr
		Amul	

