

Bid Document

Bid Details	
Bid End Date/Time	07-11-2022 16:00:00
Bid Opening Date/Time	07-11-2022 16:30:00
Bid Offer Validity (From End Date)	180 (Days)
Ministry/State Name	Ministry Of Youth Affairs And Sports
Department Name	Department Of Sports
Organisation Name	Sports Authority Of India (sai)
Office Name	Central Region 462044
Item Category	Custom Bid for Services - Washing Dry Cleaning of Linen Items
Contract Period	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)	3 Lakh (s)
Years of Past Experience Required for same/similar service	3 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years Of Experience and Turnover	Yes
Startup Exemption for Years Of Experience and Turnover	Yes
Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	2 Days
Estimated Bid Value	700000
Evaluation Method	Total value wise evaluation
Financial Document Indicating Price Breakup Required	Yes

EMD Detail

Advisory Bank	State Bank of India
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EMD Percentage(%)	2.00
EMD Amount	14000

ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

Beneficiary:

Regional Director
Sports Authority of India
(Sai)

Splitting

Bid splitting not applied.

MSE Purchase Preference

MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service

provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

7. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

Additional Qualification/Data Required

Introduction about the project /services being proposed for procurement using custom bid functionality:[1665985683.pdf](#)

Scope of Work:[1665985689.pdf](#)

Payment Terms:[1665985693.pdf](#)

GEM Availability Report (GAR):[1665985717.pdf](#)

Quantifiable Specification / Standards of The Service/ BOQ:[1665985729.pdf](#)

Service Level Agreement (SLA):[1665985734.pdf](#)

Special Terms and Conditions (STC) of the Contract:[1665985738.pdf](#)

Buyers are requested to upload the format for price breakup of the lumpsum offering to be provided by the service provider (Please provide the format if financial upload required is selected as "Yes" while creating Bid):[1665985753.pdf](#)

Custom Bid For Services - Washing Dry Cleaning Of Linen Items (1)

Technical Specifications

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Washing Dry Cleaning of Linen Items
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
Addon(s)	

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement
1	SANJIB LAHKAR	462044,SPORTS AUTHORITY OF INDIA, UDHAV DAS MEHTA (BHAIJI), CENTRAL REGIONAL CENTRE, GRAM GORA, BISHEN KHERI, BHADBHADA ROAD BHOPAL	1	N/A

Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

2. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

3. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of Regional Director, Sports Authority of India payable at Bhopal.
Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

4. Forms of EMD and PBG

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C (Name of the Buyer). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

5. Forms of EMD and PBG

Bidders can also submit the EMD with Banker's Cheque in favour of Regional Director, Sports Authority of India payable at Bhopal.
Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

6. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

7. Past Project Experience

For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:

- a. Purchase Order copy along with Invoice(s) with self-certification by the bidder that supplies against the invoices have been executed.
- b. Execution certificate by client with order value.
- c. Any other document in support of order execution like Third Party Inspection release note, etc.

8. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of Regional Director, Sports Authority of India payable at Bhopal. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

9. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of Regional Director, Sports Authority of India A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity/restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and/or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. If any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

This Bid is governed by the [General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---

QUALIFICATION CRITERIA

] The bidder must satisfy the following eligibility criteria

Sl. No.	Criteria	Documentary Evidence
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.3 Lakh in last three financial years 2019-20, 2020-21 & 2021-22 (If, audited turnover for the year 2021-22 is not available than audited turnover for the year 2018-19 should be submitted).	Chartered Accountant Certificate that provides the information explicitly as per the criteria.
3.	Income Tax Return for the three Assessment years	The relevant Documents be enclosed.
4.	3 years experience of laundry work in State/Central Government/PSUs/Government Recognized Academies/National Federation/Stadia/Training Centre	The requisite work order (s) must be submitted
5.	The bidders should not have been debarred/blacklisted during the last 3 Years by and state/central government/PSUs/Government Recognized Academies/National Federation/Stadia/ Training Centre	Enclose blacklisting declaration in the format given in Section IV (G)
6.	The bidder should have a valid GST No. or should have registered under GST. If applicable	Enclose copy of GST registration certificate.
7.	PAN No.	The relevant Documents be enclosed.

EVALUATION CRITERIA

1. Authority reserves the right to accept or reject any or all bids without assigning any reasons.
2. Authority also reserves the right to reject any bid **(Including the lowest one)** which in its opinion is not responsive or violating any of the conditions/specifications or which is found to be adopting unethical business practices; without bearing any liability or any loss whatsoever it may cause to the bidder in the process.
3. Technical bids will be evaluated as per qualification criteria of the tender documents.
4. The successful bidder will be the one who emerges **overall L-1 out of responsive bids**. Basis of ranking will be the least cost, which would be total payout including all taxes, duties and levies. In case, the two or more firms offer the same **overall rates**, successful bidders will be the one whose turnover is higher than the other competitor (s).

Annexure-I

BID SUBMISSION FORM

To
The Regional Director I/c
Sports Authority of India
Central Regional Centre,
Gram Gora, Bhopal -462044

Ref. Your Bidding Document No. _____ dated _____

Sir,

We, the undersigned have gone through 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) to the purchasers named in the schedule in conformity with your above referred document at the rates as shown in the price schedule(s), attached herewith and made part of this Bid.

2. 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 for due performance of the Contract.
3. 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.
4. We further confirm that, upon conclusion of formal Contract on us, the supply orders placed on us by the designated Purchaser against the Contract shall constitute a binding contract between us and the Purchaser.
5. We undertake that we have not supplied the required items at a price lower than the price quoted for these items by us.
6. We fully agree to abide by all terms and conditions of General Conditions of Contract.
7. We further understand that you are not bound to accept the lowest or any Bid you may receive against your above-referred Bid Reference.
8. We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.
9. 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 authorized to sign Bid for and on behalf of Messrs _____

[Name & address of the manufacturers]

NEFT MANDATE FORM

From: M/s.

Date:

To
 The Regional Director
 Sports Authority of India
 Central Regional Centre,
 Gram Gora, Bhopal -462044

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 MANDATE 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 _____

DISCLOSURE OF CONFLICT OF INTEREST

It is hereby disclosed that we have not any conflict of interest with others bidders in terms of conditions of Tender Document. If this disclosure is found wrong later on, we are liable for punitive action as per terms of the agreement.

(Authorized Signatory)

Stamp

DISCLOSURE OF CODE OF INTEGRITY

It is hereby disclosed that we _____ shall not act in
contravention of the codes as under:-

1. Prohibition of:-
 - a) Making offer either directly or indirectly in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
 - b) Any omission, or misrepresentation that may mislead or attempt to mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
 - c) Any collusion, bid rigging or anti competitive behavior that may impair the transparency, fairness and the progress of the procurement process.
 - d) Improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
 - e) Any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract, which can affect the decision of the procuring entity directly or indirectly.
 - f) Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
 - g) Obstruction of any investigation or auditing of a procurement process.
 - h) Making false declaration or providing false information for participation in a tender process or to secure a contract.
2. It is also disclosed that no previous transgressions have been made in respect of the provisions of Sub Clause (i) of Rule 175 of GFR with any entity in any country during the last three year or of being debarred by any other procuring entity.

(Authorized Signatory)

Stamp

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. 100/- duly certified by Public Notary

SCOPE OF WORK

Bidder must assess the work/business before submission of his bids.

Site Visit: Bidders are advised to visit and acquaint themselves with the service where such services are required and its operational requirements. The cost of such visit shall be borne by the Bidder. It shall be deemed that the bidder has undertaken a visit to the **SAI CRC Bhopal** and is aware of its operational conditions prior to submission of bid documents

The service procedure should be equipped with modern, automatic laundry equipment to wash linen like bed-sheets, pillow covers, towels, Curtain, Blanket table cloth bed cover of varying sizes, car seat covers, etc, of various sizes.. The supervisor & the staff are required to have a thorough knowledge of all the steps of washing, ironing, folding, and distribution of linen.

1) Collection of linen:-

- a) The agency will collect dirty linen from hostels/office/guest house and exchange clean linen with dirty linen with the respective hostels/office/guest house.
- b) A receipt of dry linen will be given by the agency to the SAI CRC Bhopal staff. The record copy of the receipt will be signed by the staff & will be used for payment purpose.
- c) The timing of collection of Linen should be twice in week or depending on the quantum of Linen as per the need of the SAI CRC Bhopal.
- d) The provision of appropriate manpower, material supplies required for performing the tasks/processes of the Washing/dry-cleaning Services shall be borne by the Contractor and other necessary appliances required for competing the Job shall also be arranged by the Contractor.
- e) The soiled/washed linen shall be collected/delivered respectively, by the contractor at the prescribed time from all the concerned departments under proper acknowledgment in duplicate(one copy for the concerned department and the other copy for laundry records).
- f) Contractors Staff is required to maintain a proper log of all the linen incoming and outgoing on required basis separately for each Department etc, and is required to generate a monthly report. The contractor's staff should be able to identify linen of each hostels separately.

2) Detergent/washing material and equipment to be used:-

- a) The contractor will use its own washing machine and other laundry equipment for general wash.
- b) The linen items should be washed using only ISI marked soaps/detergents/washing material, all stains removed using good quality stain removers, wherever applicable optical brightening agents are applied, wherever applicable starch is applied, dried properly, pressed without any wrinkles, folded neatly before delivery of the same.
- c) At any stage in the washing/dry-cleaning process, the Contractor is liable for replacement of the damaged Linen with new one of same quality and quantity.
- d) Washing and Ironing should be clean & neat Un-cleaned linen will be sent back for re-washing without any additional charges.
- e) If the quality of the washed linen items are not found to be complying with the stipulations made above, the same shall be rewashed and will also be treated as a violation of terms and conditions and the cost equal to the extent of rewashing will not be paid.

3) **Quality of washing of linen and its ironing:**

The contractor shall ensure that the quality of washing of linen & its ironing is to be the entire satisfaction of the Officer In-charge from where the clothes are collected.

4) **Infected linen:-**

The infected linen will be collected separately and disinfected by submerging it in the disinfectant solution before washing.

5) **Loss/Damage to the linen:-**

Any loss/damage to the linen during working process will be indemnified by the contractor, who shall be liable to pay at the rate of existing book value of the lost/damaged items or penalty shall be charged as present value of Linen items in first instance and value of Linen+Rs.500/- on subsequent instances.

6) **Determination of quality of work/ service:-**

The decision of the Institute with regard to the determining the quality of work/ Services done by the contractor shall be final and acceptable to the contractor. The contractor shall therefore rectify the defect so pointed out without any extra payment. In case of failure the Competent Authority of SAI CRC Bhopal reserves the right to get the work/service so rejected, done from some other source at the risk and cost of the contractor. The expenditure so incurred shall be recovered from the pending bills of the contractor or any other outstanding dues or by all parts of the security/other deposits as he may think proper.

7) **Penalty:-**

The contractor shall be responsible for smooth functioning of laundry services and In the event of substandard wash or unsatisfactory service a penalty of Rs 500/- per event will be imposed and recovered from contractor's bills for unsatisfactory performance of work, and supplying of wet linen etc.

The Contractor shall have to return the washed Linen within three days from receipt of the Linen to the department failing which Rs.1000/- fine for first instance and Rs.2000/- on subsequent instances shall be levied as penalty. The decision of Competent Authority of SAI CRC Bhopal will be final in this regard.

8) **Identification:-**

The contractor shall supply complete information about the persons deployed by him regularly i. e. names, fathers name, age residential address, and permanent address, telephone/mobile no. etc. In case of any change in deployment, he shall also inform the office immediately. The contractor shall also issue identity cards to his employees for their identification and they shall be duly bound to display the identity cards at the time of duty.

9) **Supervisory control:-**

The persons so deployed by the contractor for washing of linen shall be under the overall control and supervision of the contractor and the contractor shall be liable for payment of their wages etc. and all other dues in time i.e. latest by 7th Of the following month, which the contractor is liable to pay under the various labour laws/ Regulations and other statutory provisions. The Competent Authority of SAI CRC Bhopal shall absolved of all such liabilities and the contractor shall bear such liabilities, at its own level. The contractor shall take all reasonable precautions to prevent any unlawful act or disorderly conduct of his employees so deployed and for the preservation of peace and protection of persons and property of the SAI CRC Bhopal.

10) The Contractor shall engage the Laundry Staff above the age of 18 years. For any complaint of misbehavior and misconduct of the employees, the responsibility shall be of the Contractor.

- 11) The contractor is solely responsible for any loss, damage, discoloration, bleeding of colours, fading of prints, wear and tear, etc., caused due to use of inappropriate washing steps /cycles / chemicals / detergents, etc., OR poor quality chemicals & detergents OR inappropriate handling, mixing of colored & white linen, etc., and the cost of the same will be recovered from the payment due to him in first instance and may also be adjusted against the security deposit.
- 12) Ensure there are no extraneous items among soiled laundry, linen and textiles prior to placing in collection bags.
- 13) Staff need to be aware of sharps when placing soiled laundry, linen and textiles in bags. The complete job of collecting of dirty linen from earmarked places to supply of washed linen to earmarked places of the hospitals / Hospitalities shall be carried out by the contractor.
- 14) Loading / unloading of soiled linen will be done by the Contractor.
- 15) Counting of linen must be done in the presence of respective staff of the SAI CRC Bhopal
- 16) In case of any emergency contractor will carry out the laundry service at SAI CRC Bhopal with required permission.
- 17) List of Linen Items for Washing & Dry Cleaning :

1	Items for Washing
1.01	Bed Cover (Single)
1.02	Bed Sheet (Single)
1.03	Bed Sheet (Double)
1.04	Pillow Cover
1.05	Bath Towel
1.06	Car Seat Cover
1.07	Door Curtain
1.08	Window Curtain
1.09	Mess Uniform (one Complete set)
1.1	Judo Dress (one complete Set)
1.11	Flag
1.12	Hand Towel
2	Items for Dry Cleaning
2.01	Carpets
2.02	Sofa Set (Tapasty) 5 Seater
2.03	Sofa Set (Tapasty) 3 Seater
2.04	Revolving Chair (Tapasty)
2.05	Blanket (Single)
2.06	Blanket (Double)

Note: The SAI reserves the right to direct the agency/contractor to provide the washing & dry cleaning service for any items on market rate as per the requirement, if applicable.

GENERAL CONDITIONS OF CONTRACT (GCC)

1. The contract will be initially for a **period of one year** commencing from the date mentioned in the Notification of Award, However, in normal circumstances the Agreement is terminable by giving 30 days notice in writing by either party to the agreement.
2. The successful bidder is required to deposit interest free Performance Security for an amount of **Rs.21,000/- (Rupees twenty one thousand only)** through Demand Draft/FDR from a commercial bank in favour of "**Regional Director, Sports Authority of India**" within 14 days of awarding of the contract, no interest shall be payable on the said amount. The said amount shall be refunded after two months from the date of completion of the contract, subject to deduction of any outstanding dues etc.
3. **Prices**
Prices (Service charge) to be charged by the contractor for service of items in terms of the contract shall not vary from the corresponding prices quoted by the supplier in its bid and incorporated in the contract.
4. **Taxes and Duties**
Supplier shall be entirely responsible for all taxes, duties, levies etc. incurred until delivery of the contracted items to the Purchaser. Only statutory variations on finished product if stipulated in contract shall be allowed to the extent of actual payment by the supplier.
5. **Terms and Mode of Payment**
Payment Terms Payment shall be made in Indian Rupees as specified in the contract in the following manner: Hundred percent (100%) payment of the contract price subject to recoveries/liquidated damages/shortages etc., if any, shall be paid on receipt of items in good condition.
The supplier shall not claim any interest on payments under the contract. 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.
6. The Contractor shall be the sole and principle employer of the staff and labour employed by them and shall be solely responsible for observing and complying with all employment regulations, labour laws including contract labour (Regulation & Abolition) Act) as applicable from time to time and other terms and conditions as laid down in this regard from time to time by the Govt. of India.
7. The contractor shall bear all expenses regarding uniforms, preparation of their Identity card, compensations, wages and allowances (DA), PF, ESI, Bonus and Gratuity as applicable relating to personnel engaged by him and abide by the provisions of various labour legislations including weekly off and working hours.
8. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
9. Income Tax, TDS as per rules shall be deducted from the bills of the contractor as per applicable laws.
10. The contractor will be held wholly responsible for any action taken by statutory bodies for violation/non-compilation of any such provision/rule.

11. The Contract shall be governed by and interpreted in accordance with the laws of India
12. In case of any dispute between the employees and successful bidder, SAI will have no responsibility and shall not be responsible for any compensation in any form to such employment to any of such employees during the currency of and/or after the expiry of this agreement.
13. The agency will submit the bill for the service to the office of SAI, CRC, Bhopal by the 2nd of every month for proceeding month after verification by the officer deputed by him for the same. The payment of the bill be made by 6th to 8th of each month as far as possible through e-transfer in favour of the agency if services are found satisfactory and all required documents are enclosed.
14. The successful tendered shall be responsible for fulfilling all the statutory provisions of all the labour laws of the Union as well as the State and to payable mandatory dues to Govt. like EPF, ESI, GST and TDS etc. will be deducted while passing bills.
15. Contractor shall submit workers EPF number and proof of payment of EPF, ESI etc as applicable every month for the previous month along with the monthly bill with respect to all employees deployed by him at SAI. The contractor shall specifically ensure compliance of various Labor Laws/Acts. Including but not limited to with the following and their enactments/ amendments/notifications.
 - a) The payment of wages Act, 1936
 - b) The Employee Provident Fund Act, 1952
 - c) The Factory Act , 1948
 - d) The Contract Labor (Regulation) Act, 1970
 - e) The Payment of Bonus Act, 1965
 - f) The Payment of Gratuity Act, 1972
 - g) The Employees State Insurance Act, 1948
 - h) The Employment of Children Act, 1938
 - i) The Motor Vehicle Act, 1988
 - j) The Minimum Wages Act, 1948
16. The Contractor shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by the contractor. The SAI CRC Bhopal shall have no liability in this regard.
17. The contract workers deployed by the contractor shall have the required experience. In case of non-compliance/non-performance of the services according to the terms of the contract, the SAI shall be at liberty to make suitable deductions (ranging from 2% to 10%) from the bill without prejudice to its right under other provisions of the contract.
18. Income Tax TDS as per rules shall be deducted from the bills of the contractor as per applicable laws.
19. In case of failure to comply with the above statutory Rules, Acts, the First Party shall have the right to impose the penalty or cancel the contract.
20. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
21. In case the SAI suspects or finds any work is entrusted to any sub-contractor on piecemeal basis or on regular terms, the SAI reserves the right to terminate the contract without assigning any reasons.

22. The SAI reserves its rights to withhold bills, if the contractor fails to produce proof for depositing GST.

23. **Penalties:** The penalties will be imposed on violation of terms and conditions of agreement as per the list given below:

In case it is found that work has not been done as per agreement by the contractor or otherwise found unsatisfactory there will be deduction of **5% on first occasion, 10% on second occasion and 15%** on the third occasion out of monthly payment, which will be without prejudice to the right of the SAI. SAI reserves the right to terminate the contract or imposition of penalty as deemed fit for unsatisfactory services.

Whenever there is a duplication of clause either in the terms and conditions or in the agreement, the clause which is beneficial to the SAI will be considered applicable at the time of any dispute/following any statutory rules.

24. **Resolution of disputes**

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.

25. **Arbitration:** In event of any dispute or difference between parties hereto, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator to be appointed by the Director General, Sports Authority of India, New Delhi. The provisions of Arbitration and Conciliation Act, 1996 (No. 26 of 1996) shall be applicable to the arbitration under this clause. The procedure and fee of the arbitrators shall be in accordance with the prevalent procedure and policies of SAI.

Venue of Arbitration: The venue of arbitration shall be the place from where the contract has been issued, i.e., Bhopal only.

The Courts of Bhopal will have the exclusive jurisdiction to try the disputes.

26. **Applicable Law**

The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force. Non-Assignment The Supplier shall not assign and/or transfer any of its rights and obligations under this Agreement without the written consent of the Purchaser Notices- Any notices shall be served on following Address: Purchaser- Supplier- Nothing in this Agreement will be deemed to neither constitute a partnership between the parties nor constitute either party as the agent of other party for any purpose whatsoever. Delay in exercising or non-exercise of any right is not a waiver of this right. Any amendment of this Agreement will not be binding on the Parties unless set out in writing, expressed to amend this Agreement and signed by the authorized representatives of each of the Parties.

BoQ Format**SPORTS AUTHORITY OF INDIA, CENTRAL REGIONAL CENTRE, BHOPAL**

Tender for Washing & Dry Cleaning of Linen Items

Sl. No.	Item Description	Quantity	Units	Service charge per unit Inclusive all charges (Except GST) In Figures To be entered by the Bidder in Rs. P
1	Items for Washing			
1.01	Bed Cover (Single)	1	Nos	
1.02	Bed Sheet (Single)	1	Nos	
1.03	Bed Sheet (Double)	1	Nos	
1.04	Pillow Cover	1	Nos	
1.05	Bath Towel	1	Nos	
1.06	Car Seat Cover	1	Nos	
1.07	Door Curtain	1	Nos	
1.08	Window Curtain	1	Nos	
1.09	Mess Uniform (one Complete set)	1	Nos	
1.1	Judo Dress (one complete Set)	1	Nos	
1.11	Flag	1	Nos	
1.12	Hand Towel	1	Nos	
2	Items for Dry Cleaning			
2.01	Carpets	1	Sqft	
2.02	Sofa Set (Tapasty) 5 Seater	1	Nos	
2.03	Sofa Set (Tapasty) 3 Seater	1	Nos	
2.04	Revolving Chair (Tapasty)	1	Nos	
2.05	Blanket (Single)	1	Nos	
2.06	Blanket (Double)	1	Nos	
Grand Total in Figures				
Grand Total in Words				

1. The Grand Total Price to be considered for Evaluation/to determine the L1 bidder (Excluding GST).
2. The GST and other statutory charges/taxes, if any, shall be paid by SAI as per applicable rates/rules of Government of India time to time.
3. However, rates should NOT be disclosed in the documents to be submitted at the time of TECHNICAL EVALUATION.