

**ALL INDIA TENNIS ASSOCIATION (AITA)**

**DLTA COMPLEX, AFRICA AVENUE, SAFDURJUNG ENCLAVE, 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 the website, the tenderer will have to submit a demand draft of the tender cost along with EMD).

The last date to download the Tender Forms is 15/05/2025 up to 11:00 AM. The intended firms/ bidders may place the duly completed tender document up to 11:00 AM on or before 15/05/2025. No tender shall be accepted after the scheduled close of the timing.

The duly completed tender shall be opened on 15/05/2025 at 12:00 Noon in the office of All India Tennis Association (AITA) at DLTA Complex, Africa Avenue, New Delhi-110029.

**TENDER FOR THE SUPPLY OF STRINGING MACHINE**

All India Tennis Association invites tenders from reputed manufacturers / sole distributors / authorised dealers of tennis Stringing Machines of International standard for tournaments as enclosed at

- 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 the same trade with  
names of institutions dealt with  
(photocopies of orders in excess of  
Rs 15 Lakh, dealt in the 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.  
2021-22,2022-23 and 2023-24  
(Copies to be enclosed) .....

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

### **GENERAL TERMS AND CONDITIONS**

1. The “Supply of Tennis Stringing Machines” should be subscribed on the top left corner of the envelope bearing the name and address of the tenderer. The sealed tenders should accompany the following:-
  - A. EMD of Rs. 20,000/- (Rupees Twenty Thousand Only) to be submitted through a Demand Draft in favour of the All India Tennis Association. **(Envelope A)**
  - B. Tender documents duly signed by Tenderer as per Performa at **Annexure –I ( Envelope –B)**.
  - C. Rate quoted for each item/brand as per the Performa at **Annexure-II ( Envelope –C)**
2. The rate/commercial/Technical offer of the firm will remain valid till the date of acceptance of the tender.
3. The tender shall be submitted in three separately sealed envelopes addressed to the **SECRETARY GENERAL, ALL INDIA TENNIS ASSOCIATION, NEW DELHI** and all three envelopes should be enclosed in a single envelope.

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

**Envelope B:** This envelope shall contain the documents as mentioned in clauses 22 and 24 of the tender documents and information pertaining to the Tennis Stringing Machine, along with the tender documents duly signed on each page by the tenderer or his authorized signatory. (A copy of the audited profit & loss account and balance sheet for the last three years should be submitted, showing the annual turnover of 20 lakh towards the sale of Tennis Stringing Machines (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 superscribed “**TENDER FOR TENNIS STRINGING MACHINES**” as the case may be. The sealed envelope should be deposited in the Tender box placed in the office of the Secretary-General, AITA, New Delhi, up to 11:00 AM on 15/05/2025.
5. Envelopes ‘A’ & ‘B’ submitted by the Tenderers will be opened on the same day, i.e. 15/05/2025 at 12:00 Noon.
6. Envelope ‘C’ (i.e. Financial Bid) Date and Time for opening of Envelope ‘C’ will be decided later on and communicated to those whose technical bid is accepted.

7. The tenderers 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. Tennis Stringing Machines shall be supplied as per the schedule (**Annexure III**) for a specified quantity within the 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.
12. The Tender documents are neither transferable nor the cost of the tender documents refundable under any circumstances.
13. The issuing of tender documents shall not constitute that the tenderers are automatically qualified.
14. If even after approval, information/ facts submitted by a tenderer are found misleading/incorrect/false etc., **AITA** reserves the right to disapprove tennis Stringing Machines for the current/future rate contract or may impose penalties as it deems fit. Noncompliance with any of the terms of tender and future instructions by the **Secretary-General, AITA**, will also warrant the above penalties.
15. The tenderer is to submit an undertaking as per the specification (**Annexure IV**) of this tender, and any discrepancy found later on, the whole amount will be recoverable from the Security Money deposited.
16. Tenderers are required to quote for one of its best and International brands (as per ITF specification /certification).
17. All tenderers will mention technical details and specifications as enclosed in (**Annexure IV**).
18. The tenderer will give an affidavit ( **Annexure-V**) **certifying** that the quality of goods quoted in the tender is correct and the concerned party is liable to pay damages out of the Security in case of any defect. **Secretary General, AITA** may impose a penalty as deemed fit and will have the right to make a recovery from Security or to make a deduction from the bill.
19. The EMD of all /unsuccessful tenderers will be returned within thirty days after the finalization of the tender. The EMD of the successful tenderer will be returned after the deposit of the Security Money at the rate of 5% of the total value of the supply order within a week, for which no interest will be paid by **AITA**.
20. In case of doubt in the quality of material, the expenditure on testing of material will be borne by the tenderer.
21. The detail of the documents required for eligibility is given in **Annexure I**.

22. Tenders received without the above documents will summarily be rejected.
23. In case of delay in supply by the stipulated date, the Secretary-General, AITA, New Delhi reserves the right to impose penalty as deemed fit.
24. GST as applicable will be paid extra and no other charges /Levi shall be paid.
25. Payment will be released after satisfactory supply and receipt of goods, supplied as per the supply order.
26. The manufacturer/supplier should be able to give a 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 the notice of the manufacturer/supplier.
27. The contract can be terminated or cancelled summarily by **AITA** in whole or in part at any time without any notice and without assigning any reason, In case supply is not received within the stipulated time, and **Secretary General, AITA** feels that it cannot be used any further for the event/camp/group for which it was requisitioned.
28. **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 the 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 a refund for returned/ rejected goods, will become payable to **AITA**.
29. 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 whatsoever touching upon the terms and conditions of the agreement/contract whether in the 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**.
30. In the event the said mutual discussions/conciliation fail, the aggrieved party shall initiate Arbitration proceedings for the 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.
31. The venue of such arbitration proceedings shall be at DLTA Complex or as decided by **AITA**, and the courts in Delhi alone will have Jurisdiction in respect of all proceedings connected there.
32. The successful Tenderer is required to make an agreement within one week from the date of the award of this supply of **Tennis Stringing Machines**. The rates of successful tenderers will be for one-time purchases only, and no increase in any account will be considered.
33. Contract will be awarded to the lowest tenderer, Out of the tenderers, technically successful / at par.

34. Declaration as per GFR Clause 144 (xi) added vide Doe order dated 23.07.2020, on the letterhead of the company

“I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. (Where applicable, evidence of valid registration by the Competent Authority shall be attached.)

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

**Authorized Signatory Name &**

**Address of the firm with Seal**

AITA, NEW DELHI

ANNEXURE-I

**FORMAT FOR SUBMISSION OF THE TENDER OF LETTERHEAD OF THE FIRM**

To,

The Secretary-General  
All India Tennis Association  
DLTA Complex, Africa  
Avenue, N.D-110029

**Sub: SUPPLY OF STRINGING MACHINES T O A I T A**

In response to the Tender Notice published in the ..... on .....,  
I purchased Tender Form No ..... from your office. I downloaded the tender from the website  
[www.aitatennis.com](http://www.aitatennis.com) and have deposited the cost of the tender along with EMD.

I am sending herewith my tender documents as under:

**a) TECHNICAL BID:** The tender documents are duly signed on each page, and all other documents are submitted along with the tender.

**b) FINANCIAL BID:** The financial bid for the supply.

**\*\* The following details and supporting documents are available for evaluating eligibility, etc.**

1. PAN number ( copy enclosed )
2. GST Registration (copy enclosed)
3. Details of clients to whom the Stringing Machine International standard was supplied, and a copy of the award letters.
4. Affidavit Judicial Stamp Paper, as required at S. No. 18 of the Terms & Conditions enclosed in **Annexure –II.**

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

This is to certify that I/We have studied the terms & conditions and understood all clauses 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**

## FINANCIAL BID DOCUMENT

( To be submitted)

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 Stringing Machines 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 OF THE TENDERER**



AITA, NEW DELHI AITA, NEW DELHI  
ANNEXURE -III

**SPECIFICATIONS AND ALLIED TECHNICAL DETAILS OF STRINGING MACHINES OF INTERNATIONAL STANDARDS**

<b>Sr. No.</b>	<b>Name of Brand</b>
1.	FALCON
2.	COBALT

**AITA, NEW DELHI**

**ANNEXURE-IV**

**FORMAT OF AFFIDAVIT FOR SUBMISSION OF THE TENDER ON JUDICIAL STAMP**

**PAPER OF RS. 100/-**

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

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