

**SPORTS AUTHORITY OF INDIA
SAI TRAINING CENTRE
LNCPE CAMPUS
THIRUVANANTHAPURAM
KERALA**

Telephone : 0471 2415401
Website : www.lncpe.gov.in
Bid Reference No : **01/Mess/2017** Dated: 16.10.2017

Bidding Document
For
Supply of Mess Items.

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PART-1

BIDDING PROCEDURE

SECTION-I

Telephone : 0471 2415401
Website : www.lncpe.gov.in
Bid Reference No : **01/Mess/2017** Dated: 16.10.2017

INVITATION FOR BIDS (IFB)

1. Sports Authority of India, for and on behalf of the Centre in Charge, SAI STC Thiruvananthapuram, invites Bids on two bid system for following supply of items:

Brief Description of Supply of items	Amount of Bid Security in Rs [EMD]	Bidding Document Cost. (Rs.)
Vegetables	30,000/-	500/-
Dry Fruits	25000/-	500/-
Fish	20000/-	500/-
Mutton	50000/-	500/-
Fruits	20000/-	500/-
Milk, Ice-cream, Butter, Ghee, Juice, Chocolate.	60000/-	500/-
Bread, Tea Cake	5000/-	500/-
Chapatti	10000/-	500/-

Payment:

The Tender Fee and Earnest Money can be deposited as demand draft drawn in favour of the ASSISTANT DIRECTOR SAI STC Thiruvananthapuram payable at Thiruvananthapuram along with Bid Submission. Date & Time as mentioned in Critical Date Sheet.

CRITICAL DATE SHEET

Uploading/Publication of Tender Documents	17.10.2017
Cut of Date of Seeking Clarification	06.11.2017
Pre bid meeting	7.11.2017 3.00pm
Last Date & Time of Submission of Bids	9.11.2017, 2.00pm
Opening Date & Time of Technical Bids	9.11.2017, 4.00pm
Opening Date & Time of Financial Bids	10.11.2017, 4.00pm

2. Bidder may also download the Bidding Documents from the web site www.lncpe.gov.in or www.sportsauthorityofindia.nic.in and submit before the critical dates mentioned along with the cost of form.
3. Tenderers/Bidders are advised to follow the instructions provided in the 'Instructions to the Bidder/Tenderer'
4. Tenderer who has downloaded the tender from the LNCPE web site www.lncpe.gov.in and SAI website www.sportauthorityofindia.nic.in shall not tamper/modify the tender form in any manner. In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with SAI.
5. Intending tenderers are advised to visit again LNCPE web site www.lncpe.gov.in and SAI website www.sportauthorityofindia.nic.in at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

ASSISTANT DIRECTOR
SAI STC, Thiruvananthapuram

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INSTRUCTIONS TO BIDDERS (ITB)
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SECTION – II
INSTRUCTIONS TO BIDDERS (ITB)

A. PREAMBLE

1. Introduction

This Bidding Document is for SUPPLY OF MESS ITEMS as mentioned in Section – V – “SCOPE OF WORK.”

This section (Section II - “Instruction to Bidders”) provides the relevant information as well as instructions to assist the prospective Bidders in preparation and submission of Bids. It also includes the mode and procedure to be adopted by the bid inviting authority for receipt and opening as well as scrutiny and evaluation of Bids and subsequent placement of contract.

Before formulating the Bid and submitting the same to the bid inviting authority, the Bidder should read and examine all the terms, conditions, instructions etc. contained in the Bidding Documents. Failure to provide and/or comply with the required information, instructions etc. incorporated in these Bidding Documents may result in rejection of its Bid.

2. Language of Bid

The Bid submitted by the Bidder and all subsequent correspondence and documents relating to the Bid exchanged between the Bidder and the purchaser, shall be written in the English language. However, the language of any printed literature furnished by the Bidder in connection with its Bid may be written in any other language provided the same is accompanied by a true English translation and, for purposes of interpretation of the Bid, the true English translation shall prevail.

B. BIDDING DOCUMENTS

3. Content of Bidding Documents

The Bidding Documents include:

- Section II – Instructions to Bidders (ITB)
- Section III – Qualification Criteria & Performance Statement
- Section IV – Bidding Form
- Section V – Scope of work
- Section VI – General Conditions of Contract (GCC)
- Section VII – Contract Forms

4. Amendments to Bidding Documents

4.1 At any time prior to the deadline for submission of Bids, the bid inviting authority may, for any reason deemed fit, modify the Bidding Documents by issuing suitable amendment(s) to it.

4.2 Such an amendment to the Bidding documents will be uploaded on SAI website and LNCPE Website

4.3 Prospective Bidders are advised in their own interest to visit above mentioned website for any amendment etc. before submitting their respective Bids.

5. Clarification of Bidding Documents.

A bidder requiring any clarification or elucidation on any issue of the Bidding Documents may take up the same with the bid inviting authority in writing. The bid inviting authority will respond in writing to such request provided the same is received by the Centre Incharge, SAI STC Trivandrum not later than fifteen days prior to the prescribed original date of submission of bid.

C. PREPARATION OF BIDS

6. Documents Comprising the Bid

6.1 The **Two Bid System**, i.e. "Technical Bid" and "Price Bid" prepared by the Bidder shall comprise the following.

A) Technical Bid:

The Bidder shall submit the copy of following documents along with the submission of bid documents-

i) Bid Security & Tender cost, Bid Security furnished in accordance with ITB clause 9 and Bid document cost furnished in the form of Demand Draft in favour Assistant Director SAI STC Trivandrum payable at Trivandrum.

ii) Bid Submission Form as per section IV (A) and letter of authorization in favour of signatory of Bidding Documents.

iii) Three years' experience in the field of supply of Mess items.

iv) Valid licence from local bodies for the sale of food raw materials.

v) Certificate of Chartered Accountant showing annual turnover for the last three financial years (2016-17,2015-16,2014-15).Copies of Balance Sheet, Profit and Loss Account statement etc need not be enclosed.

(vi) Registration with Service Tax;

(vii) TIN number, & PAN number

(viii) Income Tax Returns for the last three years;

(ix) Registration of the firm (Proprietorship or Partnership)/company (Pvt,Ltd. Or Public Limited), Societies/Trust registered under applicable statutes in India

alongwiththe respective Memorandum of Association/Article of Association/Trust Deed etc.

(x) National Electronic Fund transfer (NEFT) Form as per Section IV (E) for payment in Indian Rupee, if applicable.

(xi) Documents mentioned in Qualification Criteria as per Section III (A).

(xii) Power of Attorney in favour of signatory of Bidding Documents

(xiii) Licence/registration from Food/Health Department/FSSAI and other authorities if any.

(xiv) Successful bidder should also submit all the above documents in original without fail within seven days of dispatch of notification otherwise SAI/Purchaser may cancel the bid and the Bid security would stand forfeited.

Note-1:The bidding companies /firms /agencies are required to attest (self attestation) the copies of documents, along with the bid, signed on each page with seal, to establish the bidders' eligibility and qualifications failing which their bid shall be summarily rejected and will not be considered. The bidders are responsible for what they attest and claim; if, later on, it is found that whatever has been attested by the bidder is not true/ correct, the company/ firm / agency of the bidder will be black- listed for purpose of procurement of any item(s), in addition to attracting penal provisions of the agreement.

Note-2:The Technical bid shall not include any financial information. Such a bid shall be summarily rejected.

B) Price Bid:

6.2 Price Schedule as per Form I Section IV (B) filled up with all the details including service charges.

6.3 It is the responsibility of Bidder to go through the Bidding Document to ensure furnishing of all required documents in addition to above, if any.

6.4 All pages of the Bid should be page numbered and properly indexed.

6.5 The authorized signatory of the Bidder must sign the Bid and duly stamp the same with seal of the Company/Organization at appropriate places and initial all the remaining pages of the Bid.

6.6 A Bidder, who does not fulfill any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.

6.7 All payments in Indian Rupee will be made through National Electronic Fund Transfer (NEFT)/RTGS System. Bidders are required to fill and attach the NEFT Mandate Form attached as per Section-IV (E) along with their offers, if not already executed in SAI. Notification of Award will not be issued without NEFT Mandate Form

7. Bid Prices

7.1 The Bidder shall indicate on the Price Schedule provided under Section IV (B) all the specified components of prices shown therein. All the columns shown in the price schedule should be filled up as required. (SELECTION CRITERIA IS GIVEN IN SECTION III(C))

8. Firm Price

8.1 The prices quoted by the Bidder shall remain firm and fixed during the currency of the contract and not subject to variation on any account.

8.2 Sales-tax/VAT(except service tax), purchase tax, turnover tax or any other tax applicable in respect of this contract shall be payable by the bidder and SAI will not entertain any claim whatsoever in respect of the same.

9. Bid Security

9.1 The Bidder shall furnish Bid Security, for an amount as shown in the IFB in Section I. The Bid Security is required to protect SAI against the risk of the Bidder's unwarranted conduct as amplified under sub-clause 9.7 below. Non submission of bid security will be considered as major deviation and Bid without bid security will not be considered.

9.2 In case as per Notification of Government of India if the Bidder falls in the category of exemption of Bid Security, it should furnish the relevant Notification along with required documents like valid Registration Certificate etc. and other documents ensuring that such certification is still valid and subsisting.

9.3 The Bid Security shall be furnished in one of the following forms:

- (i). Account Payee Demand Draft
- (ii). Fixed Deposit Receipt
- (iii). Banker's cheque
- (iv). Bank Guarantee

9.4 The Demand Draft, Fixed Deposit Receipt or Banker's Cheque shall be drawn on any Commercial Bank in India or country of the Bidder, in favour of the "ASSISTANT DIRECTOR SAI STC Trivandrum", payable at "Trivandrum,". In case of Bank Guarantee, the same is to be provided from any nationalised/scheduled/bank in India (acceptable to SAI) as per the format specified under Section IV (C) of Bid

Documents. Bid security must be submitted to the Tender Inviting Authority before bid submission end date and time.

9.5 The Bid Security shall be valid for a period of forty-five (45) days beyond the validity period of the Bid. As validity period of Bid as per Clause of ITB is days, the Bid Security shall be valid for days from Technical Bid opening date.

9.6 Unsuccessful Bidders' Bid Security will be returned to them without any interest, after expiry of the Bid validity period, but not later than forty-five days after conclusion of the resultant contract. Successful Bidder's earnest money will be returned without any interest, after receipt of performance security from that Bidder.

9.7 Bid Security of a Bidder will be forfeited, if the Bidder withdraws or amends its Bid or impairs or derogates from the Bid in any respect within the period of validity of its Bid without prejudice to other rights of the SAI. The successful Bidder's Bid Security will be forfeited without prejudice to other rights of SAI if it fails to furnish the required performance security within the specified period.

10. Bid Validity

10.1 The Bid shall remain valid for acceptance for a period of 45 days after the date of Bid opening prescribed in the Bidding Document. Any Bid valid for a shorter period shall be treated as unresponsive and rejected.

10.2 In exceptional cases, the Bidders may be requested by the Tender Inviting Authority to extend the validity of their Bids up to a specified period. The Bidders, who agree to extend the Bid validity, are to extend the same without any change or modification of their original Bid and they are also to extend the validity period of the Bid Security accordingly.

10.3 In case the day up to which the Bids are to remain valid falls on or subsequently declared a holiday or closed day for SAI, the Bid validity shall automatically be extended up to the next working day.

11. Signing of Bid

11.1 The Bidders shall submit their Bids as per the instructions contained in ITB clause 6.

11.2 Bid shall be typed and the same shall be signed by the bidder or by a person(s) who has been duly authorized to bind the bidder to the contract.

11.3 The bid shall be duly signed at the appropriate place as indicated in the Bidding Documents and all other pages of the Bid. The Bid shall not contain any erasure or overwriting. The letter of authorization shall be by a written power of attorney, which shall also be furnished along with the Bid.

11.4 Bidding Document seeks quotation following Two Bid System, in two parts. First part will be known as 'Technical Bid', and the second part 'Price Bid' as specified in clause-6 of ITB.

D. SUBMISSION OF BIDS

12. The bidder should submit their bid strictly in accordance with the instructions given for on line submission under Section II-B.

E. BID OPENING

13. Opening of Bids

13.1 The Tender Inviting Authority will open the Bids at the specified date and time and at the specified place as indicated in the IFB in Section-I.

13.2 In case the specified date of Bid opening falls on or is subsequently declared a holiday or closed day for the purchaser, the Bids will be opened at the appointed time and place on the next working day.

13.3 Authorized representatives of the Bidders, who have submitted Bids on time may attend the Bid opening provided they bring with them letters of authority from the corresponding Bidders acknowledgement letter of bid submission.

13.4 Two - Bid system will be as follows. The Technical Bids are to be opened in the first instance, at the prescribed time and date as indicated in IFB Critical Date Sheet. These Bids shall be scrutinized and evaluated by the Tender Inviting Authority with reference to parameters prescribed in the Bidding Document. During the Technical Bid opening, the Bid opening official(s) will read the salient features of the Bids like brief description of the services offered, Completion period, Bid Security and any other special features of the Bids, as deemed fit by the Bid opening official(s). Thereafter, in the second stage, the Price Bids of only the Technically acceptable offers (as decided in the first stage) shall be opened for further scrutiny and evaluation on a date notified after the evaluation of the Technical Bid. The prices, special discount if any, offered etc., as deemed fit by Bid opening official(s) will be read out.

F. SCRUTINY AND EVALUATION OF BIDS

14. Scrutiny of Bids

14.1 The Tender Inviting Authority will examine the Bids to determine whether they are complete, whether the documents have been properly signed, stamped and whether the Technical Bids are generally in order.

14.2 Prior to the evaluation of Price Bids, the Tender Inviting Authority will determine the substantial responsiveness of each Bid with respect to the Bidding Document. For purposes of these clauses, a substantially responsive Bid is one, which conforms to and complies with all the terms and conditions of the bid document.

14.3 If a Bid is not substantially responsive, it will be out rightly rejected by SAI.

15. Qualification Criteria

Bids of the Bidders, which do not meet the required Qualification Criteria prescribed in Clause 6(A) & Section III, will be treated as non - responsive and will not be considered further.

16. Comparison of Bids and Award Criteria.

16.1 The contract may be awarded to the lowest responsive Bidder who meets the laid down Qualification Criteria and submits the required Bid documents and accept the other terms & conditions. (SELECTION CRITERIA IS GIVEN IN SECTION III(C))

16.2 SAI reserves the right to give the price preference/purchase preference as per the instruction in vogue while evaluating, comparing and ranking the responsive Bids. The Bidders claiming the same should enclose the concerned Notification of Govt. of India along with other relevant documents so as to establish their claim and entitle them for such preferences.

G. AWARD OF CONTRACT

17. SAI's Right to accept any Bid and to reject any or all Bids

SAI reserves the right to accept in part or in full any Bid, or reject any or more Bid(s) without assigning any reason or to cancel the Bidding process and reject all Bids at any time prior to award of contract, without incurring any liability, whatsoever to the affected Bidder or Bidders.

18. Notification of Award

18.1 Before expiry of the Bid validity period, SAI will notify the successful Bidder(s) in writing, by registered / speed post or by fax/ email/sms etc. (to be confirmed by registered / speed post) that its Bid for services, which have been selected by SAI, has been accepted, also briefly indicating there in the essential details like Scope of work & services, and completion period, corresponding prices accepted. The successful Bidder must furnish to SAI the required Performance Security within twenty one days from the date of despatch of this notification, failing which the bid security will be forfeited and the award will be cancelled. Relevant details about the Performance Security have been provided under GCC Clause 20 under Section VI.

18.2 The Notification of Award shall constitute the conclusion of the Contract.

19 Issue of Contract

19.1 Promptly after Notification of award, SAI will send the Contract Agreement as per Section VII (A), duly completed and signed, in duplicate, to the successful Bidder by registered / speed post.

19.2 The successful Bidder shall return the original copy of the contract, duly signed and sealed with date, to SAI by registered/speed post within twenty eight days from the date of issue of the contract.

20. Non-receipt of Performance Security and Contract by the Tender Inviting Authority

Failure of the successful Bidder in providing Performance Security and / or returning contract copy duly signed in terms of ITB clause 19 above shall make the Bidder liable for forfeiture of its bid security and also, for further actions by SAI against it as per the relevant clause of GCC – Termination of default in Section-VII and other administrative actions as deemed fit by the SAI.

21. Corrupt or Fraudulent Practices

It is required by all concerned namely the Bidders to observe the highest standard of ethics during the execution of such contracts. In pursuance of this policy, SAI: -

(a) will reject a proposal for award if it determines that the Bidder recommended for award has engaged or is engaged in corrupt or fraudulent or collusion or coercive practices in competing for the contract in question;

(b) will declare a firm ineligible or blacklist, either indefinitely or for a stated period of time, to be awarded a contract by SAI if it at any time determines that the firm is or has been engaged in corrupt or fraudulent or collusion or coercive practices in competing for, or gross/deliberate negligence in executing the contract.

(c) SAI reserves the right to not to conclude Contract and in case Contract has been issued, terminate the same, if found to be obtained by any misrepresentation, fraud, concealment and suppression of material facts by the Bidder. In addition, Bid Security/Performance Security (as the case may be) deposited by the Bidder shall be forfeited and legal as well as administrative action for such misrepresentation, fraud, concealment & suppression of material facts shall be initiated.

SECTION – III

(A) QUALIFICATION CRITERIA

Bid Reference No.

01.

SLNO.	Qualification Criteria																								
1.	The bidder shall have at least Three years experience in supply of mess items in reputed institutions like schools/colleges/offices/education institution/sports hostels. Any other establishments like hospitals, Companies, factories etc																								
2.	Average annual financial turn-over should be at least 100% of the estimated cost during the immediate last three consecutive financial years. The Estimated cost of each items are : <table border="1"><thead><tr><th>SLNO</th><th>ITEMS</th><th>ESTIMATED COST (Rs. In Lakhs)</th></tr></thead><tbody><tr><td>1.</td><td>VEGEITABLES/FRUITS</td><td>39.21</td></tr><tr><td>2.</td><td>DRY FRUITS</td><td>15.08</td></tr><tr><td>3.</td><td>FISH</td><td>14.90</td></tr><tr><td>4.</td><td>MUTTON</td><td>24.51</td></tr><tr><td>5.</td><td>MILK, ICE-CREAM, BUTTER, GHEE, JUICE, CHOCOLATE</td><td>28.33</td></tr><tr><td>6.</td><td>BREAD TEA CAKE</td><td>1.01</td></tr><tr><td>7.</td><td>CHAPATTI</td><td>5.80</td></tr></tbody></table>	SLNO	ITEMS	ESTIMATED COST (Rs. In Lakhs)	1.	VEGEITABLES/FRUITS	39.21	2.	DRY FRUITS	15.08	3.	FISH	14.90	4.	MUTTON	24.51	5.	MILK, ICE-CREAM, BUTTER, GHEE, JUICE, CHOCOLATE	28.33	6.	BREAD TEA CAKE	1.01	7.	CHAPATTI	5.80
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7.	CHAPATTI	5.80																							

02. In support of above, the Bidder shall furnish copy of the required documents, Performance Statement has to be as per proforma in Section-III 'B',.

03. Requirement of copy of the documents as listed at Para 6 of Section II(ITB) is also a part of the qualification criteria.

SECTION – III

(B) PERFORMANCE STATEMENT

(For the period of last three years)

Bid Reference No. : 01/Mess/2017 dt.16.10.2017
 Date of opening : 9/11/2017
 Name and address of the Bidder : _____
 Name and address of the : _____
 Department where worked

Order placed by (full address)	Order number and date	Order placed on	Description and Quantity of service	Value of Order	Date of Completion of Contract		Remarks indicating reasons for delay if any	Are the services provided satisfactorily?
					As per Contract	Actual		
1	2	3	4	5	6	7	8	9
1								
2								
3								

Signature and seal of the Bidder

Note:

SAI reserves the right to ask the bidder to furnish copies of orders and satisfactory completion certificate in respect of works detailed in above statement.

SECTION-III

(C) SELECTION 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 is 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 given in Section III (Qualification Criteria & Performance Statement) read with Para 6 of Section II (ITB) of the tender documents.
4. Technical bids of only those bidders who have submitted cost of tender documents & Bid Security as per terms of NIT will be opened.
5. The successful bidder will be the one who emerges H1 out of responsive bids. In case, the two or more firms offer the same rates, such firms shall be asked to submit sealed revised offer but the revised quoted rates should not be lower than their respective original rate quoted already at the time of submission of tender. The highest tender shall be decided on the basis of revised offer.

SECTION - IV
(A) BID SUBMISSION FORM

Date_____

To

The Assistant Director
Sports Authority of India
STC, LNCPE Campus, Karyavattom Trivandrum

Ref.: Your Bidding Document No. 01/Mess/2017 dated 16.10.2017

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

We further confirm that, if our Bid is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC clause 5, in Section - VI for due performance of the contract.

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

We also agree to submit the bill on monthly basis.

We agree to keep SAI indemnified of any claim/damages, if any that SAI may have to pay with respect to the service and the deployment of any of our workers for SAI's work.

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

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

We confirm that there is no case pending with the police or any other investigating agency (ies) against the proprietor/firm/partner or the company.

We confirm that no near relative of ours is an employee in SAI who is connected with the award and execution of the contract.

We confirm that we are competent to contract and we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

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

[Signature with date, name and designation]

Duly authorised to sign Bid for and on behalf of

SECTION-IV

(B) Price Schedule/Financial Bid

(To be utilized by the bidders for quoting their prices)

Bid Particulars for Tender No. 01/Mess/2017 Dt.16/10/2017

1. Name of Bidder :
2. Address of Bidder :
3. The rate shall be quoted in the prescribed format as per Annexure I to X. The bidder shall choose the Annexure required as per their choice for supply of items.

(Signature of bidder or his authorized signatory with seal)

Telephone No.....

Fax No.

E-mail.

Website:.....

SECTION –IV

(C) BANK GUARANTEE FORM FOR BID SECURITY

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

- 1) If the Bidder withdraws or amends, impairs or derogates from the Bid in any respect within the period of validity of this Bid.
- 2) If the Bidder having been notified of the acceptance of his Bid by the Sports Authority of India during the period of its validity:-
 - a. Fails or refuses to furnish the performance security for the due performance of the contract.

Or

- b. Fails or refuses to accept/execute the contract.

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

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

(Signature of the authorised officer of the Bank)

Name and designation of the officer

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

SECTION-IV

(D) Letter of Authorisation for attending bid
opening Meeting

Tender No.-----

**Subject : Authorisation for attending bid opening on ----- (date) in the
tender of -----**

Following persons are hereby authorised to attend the bid opening for the tender mentioned above on behalf of----- (bidder) in order of preference given below.

Order of Preference
Specimen

Name

Signature

1.

2.

Alternate Representative

Signatures of bidder

Or

Officer authorised to sign the bid documents on behalf of the bidder.

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, first preference will be allowed. Alternate representatives will be permitted when regular representative are not able to attend.

2. Permission for entry to the hall where bids are opened may be refused in case authorisation as prescribed above is not recovered.

SECTION – IV
(E) NEFT MANDATE FORM

From: M/s. _____ Date: _____

To

Sports Authority of India, STC LNCPE CAMPUS Karyavattom
Trivandrum Kerala

Sub: NEFT PAYMENTS

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

NATIONAL ELECTRONIC FUNDS .TRANSFER MANDATAE FORM

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

[Signature with date, name and designation]

For and on behalf of Messrs _____

[Name & address of the manufacturers]

Confirmed by Bank:

Enclose a copy of Crossed Cheque

SECTION –V
SCOPE OF WORK

Supply of food raw materials as per annexure I to VIII to SAI STC Mess in good quality and and prescribed quantity at the required time as directed by the Assistant Director/ authorised persons.

SECTION-VI

GENERAL CONDITIONS OF CONTRACT

1. The contract shall be for a period from _____ to _____
2. Contractor is required to deposit an amount as prescribed in section I, IFB(not less than 10% of the cost) towards Performance security deposit at the time of award of contract within stipulated time if his / her offer is accepted. In case of premature termination of the contract by either side, the Performance security deposit will be forfeited. The security deposit can be in the form of Account Payee Demand Draft or Fixed Deposit Receipt drawn from any Schedule Bank in India or Bank Guarantee issue by Scheduled bank in India in prescribed from in Section of this document in favour of SAI. The Performance Security should remain valid for sixty days beyond expiry date of the contract.
3. Disclaimer: The near relatives of employees of the authority are prohibited from participation in this tender. The near relatives for this purpose are defined as:
 - (a) Members of a Hindu Undivided Family.
 - (b) Their Spouse.
 - (c) The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).
4. If dispute or difference of any kind shall arise between the contractor & the SAI in connection with or relating to the Contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
5. If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, either the party may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India. In the case of a dispute or difference arising between the parties relating to any matter arising out of or connected with the Contract, such dispute or difference shall be referred to the sole arbitration, appointed by Director General (Sports Authority of India). The award of the arbitrator will be final and binding on the parties to the Contract.
6. Venue of Arbitration: The venue of arbitration shall be the place from where the Contract has been issued.
7. The Court of Trivandrum will have the exclusive jurisdiction to try the disputes.
8. The Contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.
9. The contractor shall not appoint any sub-contractor to carry out any obligation under this Contract.
10. The performance guarantee will be returned two months after the end of the contract period without interest if there are no pending issues against the contractor.

11. Three months notice is required from the contractor for the termination of the contract service if such a condition arises during the contract period.
12. In case of unsatisfactory performance / any dispute whatsoever / labour dispute emergency condition or any other reason as deemed fit by SAI, the contract can be cancelled at the sole discretion of SAI.
13. Not following In-charge's suggestions / instructions in above matters shall be considered as violation of terms and conditions of contract and shall invite penalty for the same as mentioned in Appendix I.
14. Contractor shall be solely responsible in case of incidence/s of food poisoning etc. and shall bear the complete expenditure arising out of this for medical treatment of the hostel inmates. In addition, penalty may be imposed on the contractor as decided by the SAI for such incidence/s.
15. Monthly payment to the contractor will be made by, only upon the bills being duly certified by concerned in one instalment after the submission of actual mess bill including copies of all statements, taxes paid for the period.
16. No extra payment will be made against VAT. Service tax, if applicable will be reimbursed on production of paid challans etc.
17. The contractor and his workers must behave politely with hostel inmates. The contractor and his team, under any circumstances should not involve in arguments with the boarders of the mess. In case of such situations/ under emergency, the Contractor should intimate immediately to the concerned also.
18. Smoking / drinking liquor etc. Is strictly prohibited in the Institute premises.
19. Storage / consumption of any alcoholic drink / liquor are strictly prohibited. The contractor shall not serve any of such substance / drink in mess / hostel. Smoking, consuming gutkha, tobacco etc. is also prohibited in mess premises.
20. Employment of child labour (as per norms) is totally prohibited. It is the responsibility of the Contractor to comply with all formalities of labour office including obtaining necessary labour license.
21. All expenses related to the functioning of the employees engaged by the Contractor shall be in the scope of the Contractor.
22. The Director reserves the right to reject any/all the tender without assigning any reason thereof.
23. The successful bidder should enter into an agreement both SAI/STC, LNCPE Campus, Trivandrum in stamp paper worth Rs.500/- in the prescribed format.
24. The period of supply will be from 13.11.2017 to 12.11.2018, which can be extended on mutual agreement.
25. All the items supplied should be fresh and in time as intended by the responsible officer.
26. The supply should be made in the presence of the authority or the authorised officers for these purposes.

27. If the supplier fails to supply the items in time, the required items will be purchased from the market and the loss if any, will be recovered from the supplier. In case of non-satisfactory supply the agreement will be terminated with due notice.
28. Bills should be submitted along with the supply.
29. No conditional tenders will be accepted.
30. Items should be supplied between 8.00AM to 11.00 Am and it will be rejected if supplied after 11.00Am.
31. Supply order should be collected 12hrs before the delivery.
32. Meat items Chicken, Fish Mutton should be supplied dressed with fully cleaned without fat and size will be as per menu required (shall be weighed without fat blood and water).
33. Meat items should be brought in cooled thermos containers.
34. Fish items should be supplied in different varieties for each day.

Appendix - I

PENALTY

Failure to supply food in terms of quality, quantity and as per the menu indicated in Appendix - I will attract penalty. For not adhering to contractual conditions, SAI shall be free to impose monetary fine as deemed fit on the contractor. Fines imposed shall be adjusted against payment due to the contractor.

a) Vegetables supplied should be fresh and of good quality. If vegetables kept for use is found to be rotten or of poor quality, then a fine of Rs.500/- for each occasion will be imposed.

b) Fine on any discrepancy (personal hygiene of workers, misbehavior by workers etc.) will lead to fine of Rs.500/- on contractor for every instance.

c) Using of brands not mentioned in the contract without prior permission and adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and decided by the mess committee with consent of the wardens.

d) Severity of hygiene failure shall be assessed and decided by the messcommittee and fined appropriately. Incase of gross failure/negligence a severe penalty will be imposed, which could be a hefty fine as cash and/or summary termination of the Contract.

e) If the supplier fails to supply the items in time, the required items will be purchased from the market and the loss if any, will be recovered from the supplier. In case of non-satisfactory supply the agreement will be terminated with due notice.

(The above are only indicative. Respective Center may add or delete any of the lapses on which penalty cant/cannot be imposed. Quantum of penalty may be decided by NIT approving authority).

SECTION-VII
Form of Contract Agreement

For supply of Mess Items

Between

Sports Authority of India (SAI)

And

[Name of Agency]

Dated

(A) CONTRACT AGREEMENT FORM

This agreement is made this day.....day of2017 BY AND BETWEEN the _____, Sports Authority of India acting through <<Insert Name and Designation>>, Sports Authority of India, a Society registered under Societies Registration Act, 1860 having its office at JawaharLal Nehru Stadium Complex, Gate No. 10 (East Gate), next to MTNL Building, Lodhi Road, New Delhi-110003 (herein after referred to as “SAI” which expression shall unless repugnant to the context or meaning thereof, includes its successor-office and assigns) of the ONE PART:

AND

(Name of Company) having its registered office at (Address of the Company), represented through <<Insert Name and Designation>>who is duly authorised to execute this Agreement) hereinafter referred to as ‘Supplier’ which expression shall unless repugnant to the context or meaning thereof, includes its successor- office and assigns) of the SECOND PART:

WHEREAS the firm shall and will executive the work details of which are given in clause I of Section I to this office

Bid reference No.....datedat the rate quoted by the firm vide their proposaldated..... and as per all the terms and conditions given in Invitation for Bid (IFB) dated.....and the Bid Document for providing security services which shall become part and parcel of this agreement.

That the bidder would raise demand and the payment shall be done in accordance with the relevant Clause of this Contract

The Performance Security would be en-cashed by “SAI” in case the firm fails to deliver services to the extent as stipulated in the contract and/or breaches of any of the terms and conditions of this contract.

Signatory on Behalf of Sports Authority of India

Signature,
The Assistant Director
Sports authority of India
TRIVANDURM

For and on behalf of _____ Sports Authority of India

Received and accepted this contract

SECTION – VII

(B) BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

To

[The bank, as requested by the successful bidder, shall fill in this form in accordance with the instructions indicated]

Date: [insert date (as day, month, and year) of Notification of Award] And Contract No. _____

Bank's Branch or Office: [insert complete name of Guarantor]

Beneficiary: Sports Authority of India, _____

PERFORMANCE GUARANTEE No.: [insert Performance Guarantee number]

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

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

At the request of the firm, we hereby irrevocably undertake to pay you any sum(s) not exceeding [insert amount(s) in figures and words] upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the [insert number] day of [insert month] [insert year], and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

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

Sports Authority of India
 Training Centre, LNCPE Campus
 Karyavattom .P.O, Thiruvananthapuram – 695 581

PH :0471-2415401
 Email:saitctvm@yahoo.com

Tender Form for Vegetables(Annexure- I)

Last date of submission: 09.11.2017 2.00pm
 Opening date : 09.11.2017 4.00p.m

SI No	Item	Minimum size(in grm)/specification	Monthly requirement Qty (in kg)	Rate/kg
1	Beetroot	300	250	
2	Brinjal		150	
3	Cabbage		300	
4	Carrot		300	
5	Cauli Flower	Without leaf	300	
6	Curry Cucumber		250	
7	Curry Leaves		50	
8	Drum Stick		75	
9	Beans		150	
10	Ginger	Kara inchi	80	
11	Green Chilly		75	
12	Green Mango		150	
13	Ladies Finger		200	
14	Lemon	70 gm	200	
15	Long Beans		150	
16	Onion Savola		1500	
17	Potato	270 gm	500	
18	Salad Cucumber		300	
19	Snake Guard		60	
20	Spinach		200	
21	Tomato		750	
22	Yam		100	
23	Coconut (Big)	700 gm	700	
24	Ash guard		100	
25	Capsicum		25	
26	Mint		5	
27	Coriander Leaves		5	
28	Green Banana		150	
29	Small Onion		20	

SI No	Item	Minimum size(in gm)/specification	Monthly requirement Qty (in kg)	Rate/kg
30	Kovakai		250	
31	Bitter Guard		150	
32	Pal Chemb		500	
33	ThondanMulak		10	
34	Spring Onion		10	
35	Sellary		10	
36	Chow chow		50	
37	Tender coconut	BIG SIZE	5000	
38	Peechinga		200	
39	Churakka		200	
40	Long Bringal		100	
41	Banana Leaf		500	
42	Long Beans		200	
43	PachaEthakka		100	
44	Palak		50	
45	Raddish		50	
46	Red Cabbage		150	
47	RambaEla		50	
48	Ethan Vazhakombu		500	
49	PachaChakka		1000	
50	Vayal Kappa (Tapioca)		400	
51	Cheeni Kappa (madruaKizhangu)		250	
52	Kachhil		500	
53	Banana PachaPadatti		500	

SI No	Item	Minimum size(in grm)/specification	Monthly requirement Qty (in kg)	Rate/kg
54	Kappa kali Palam		500	
55	Button Mashroom		100	
56	Salad Leaf		100	
57	Methi Leaf		100	
58	Fresh green peas (Mutter)		100	

Rates inclusive of all Taxes and Transportation Charges

Signature of bidder or his authorised signatory with seal :

Name & Address :

Phone No :

EMD Details : DD/Cheque No.....Dated..... Amount.....

Sports Authority of India
Training Centre, LNCPE Campus
Karyavattom .P.O, Thiruvananthapuram – 695 581

PH :0471-2415401
Email:saitctvm@yahoo.com

Tender Form for Dryfruits (Annexure II)

Last date for submission : 09.11.2017 2.00p.m
Opening date : 09.11.2017 4.00p.m

Si No	Item	Brand	Average Quantity Required per Month \pm 20% (In Kgs)	Rate/kg	Remarks
1	Badam		200 kg		
2	Cashew Nut full		200 kg		
3	Dry Plums		25kg		
4	Pista		25kg		
5	Appricote	Bakers	200kg		
5	Dates of approved brand	Arabian Quality, Lion Premium	200 kg		

Rates inclusive of all Taxes and Transportation Charges

Signature of bidder or his authorised signatory with seal :

Name & Address :

Phone No :

EMD Details : DD/Cheque No.....Dated..... Amount.....

Sports Authority of India
Training Centre, LNCPE Campus
Karyavattom .P.O, Thiruvananthapuram – 695 581

PH :0471-2415401
Email:saitctvm@yahoo.com

Tender form for dressed and fresh Fish (Annexure III)

.Last date for submission : 09.11.2017 2.00p.m
Opening date : 09.11.2017 4.00p.m

SI No	Item	Monthly Requirement Qty (in kg)	Rate/kg	Remarks
1	Ayila	500		
2	Choorra	200		
3	Kozhiyala (big)	250		
4	Paara	200		
5	Vaala	125		
6	Seelavu	125		
7	Velappara	125		
8	Parava	200		
9	Vankada	200		
10	NeymeenChoorra	75		
11	Neymeen	100		
12	Vella Para	100		
13	Kannan Para	200		
14	KannanKozhiyala	100		
15	Thedu	100		
16	Avoli	100		
17	Aikkoora	200		
18	Prawns Big size	200		
19	Natholi big (kozhuva)	300		
20	Ney meenChala	300		
21	MaachanAvoli	250		
22	Kanava big	250		
23	Chaala	200		

Rates inclusive of all Taxes and Transportation Charges

Signature of bidder or his authorised signatory with seal :

Name & Address :

Phone No :

EMD Details : DD/Cheque No.....Dated..... Amount.....

Sports Authority of India
Training Centre, LNCPE Campus
Karyavattom .P.O, Thiruvananthapuram – 695 581

PH :0471-2415401
Email:saitctvm@yahoo.com

Tender form for Mutton (Dressed) (Annexure IV)

Last date for submission : 09.11.2017 2.00p.m
Opening date : 09.11.2017 4.00p.m

Sl. No.	Item	Average Quantity Required per Month \pm 20%	Rate per k.g	Remarks
1	Mutton	300 Kg		

Rates inclusive of all Taxes and Transportation Charges

Signature of bidder or his authorised signatory with seal :

Name & Address :

Phone No :

EMD Details : DD/Cheque No.....Dated..... Amount.....

Sports Authority of India
Training Centre, LNCPE Campus
Karyavattom .P.O, Thiruvananthapuram – 695 581

PH :0471-2415401
Email:saitctvm@yahoo.com

Tender Form for Fruits (Annexure V)

Last date for submission : 09.11.2017 2.00p.m
Opening date : 09.11.2017 4.00p.m

Sl.	Item	Specification	Average per month	Rate per kg	Remarks
1	Apple (Himachal/Kashmir/Austrlyian)	150 grm	100 kg		
2	Banana (Eathapazham)	250 grm	850 kg		
3	Banana (Rasakadali)		100 kg		
4	Banana (Robesta)		1000 kg		
5	Grapes Rose		100kg		
6	Grape Purple seedless		100kg		
7	Water Melon		500 kg		
8	Mango (Neelam/Kalichudan/Moovandam/Pr iyam)		500 kg		
9	Orange (Nagpur)		700 kg		
10	Mosambi		100 kg		
11	Water Melon (Kiran)		700 kg		
12	Pappaya		100 kg		
13	Pine Apple		100 kg		
14	Pomogranates (Mathalam)		75 kg		
15	Guvaa		75 Kg		
16	Kappa Pazham		100 Kg		
17	Sabarjalli		500kg		
18	Orange ordinary		500kg		
19	Orange citrus		500kg		
20	Butter fruit		500kg		
21	Kiwi pazham		500kg		
22	Sugarcane		100kg		
23	Mango kilichundan		100kg		
24	Mango Peraka		500kg		
25	Mango kottukunam		500kg		
26	Plums		500kg		
27	Palayamthodan Big size		500kg		
28	PoovanPazham		500kg		

Sl.	Item	Specification	Average per month	Rate per kg	Remarks
29	PadachiPazham		500kg		
30	Grape (Juice)		250kg		
31	Grape white		250kg		
32	Sweet Corn		150kg		
33	Suppota		50 Kg		

Rates inclusive of all Taxes and Transportation Charges

Signature of bidder or his authorised signatory with seal :

Name & Address :

Phone No :

EMD Details : DD/Cheque No.....Dated..... Amount.....

Sports Authority of India
Training Centre, LNCPE Campus
Karyavattom .P.O, Thiruvananthapuram – 695 581

PH :0471-2415401

Email:saitctvm@yahoo.com

Tender form for Milk, Ice-cream,Butter,Ghee, Juice & Chocolate (Annixture VI)

Last date for submission : 09.11.2017 2.00p.m

Opening date : 09.11.2017 4.00p.m

Sl. No.	Item	Brand	Average Quantity Required per Month \pm 20%	Rate	Remarks
1	Milk (Milma)	Milma (Blue Cover)	6000 Ltrs		Rate per Litre
2	Ice cream (Milma)		1000 Ltrs (4 Ltrs bulk)		Rate Per 4 Kg
3	Butter (Milma)	Milma/Amul	30 kg		Rate per Kg
4	Ghee (Milma)	RKG/Milma/A1/SKC	20 kg		Rate per Kg
5	Juice Tetra Pack 250 ml*	Tropicana, Real, Milma	10000 pacs		Rate per No
6	Juice Real/Tropicana 1000 ml*	Tropicana, Real, Milma	1000 pacs		
7	Juice Real/Tropicana 200 ml*	Tropicana, Real, Milma	3000 pacs		
8	Chocolate (Dark) 40 gm	Catburies	2000 Nos		
9	Butter milk (Amul)	Amul	500 nos		
10	Soya Milk		500nos		
11	Paneer (Milma)	Milma,Amul,bakers	50kg		

Rate shall be quoted for individual items

Rates inclusive of all Taxes and Transportation Charges

Signature of bidder or his authorised signatory with seal :

Name & Address :

Phone No :

EMD Details : DD/Cheque No.....Dated..... Amount.....

Sports Authority of India
Training Centre, LNCPE Campus
Karyavattom .P.O, Thiruvananthapuram – 695 581

PH 0471-2415401
Email:saitctvm@yahoo.com

Tender form for Bread , Tea Cake.(Annexure VII)

Lastdate for submission: 09.11.2017 2.00p.m
Opening date : 09.11.2017 4.00p.m

Sl. No.	Item	Average Quantity Required per Month \pm 20%	Rate per loaf/kg/Nos	Remarks
1	Bread (Elite/Asian/Modren) 1-piece per Loaf	1000 loaf		
2	Tea Cake(Amals) (50 gm piece)	40 kg		

Rates inclusive of all Taxes and Transportation Charges

Signature of bidder or his authorised signatory with seal :

Name & Address :

Phone No :

EMD Details : DD/Cheque No.....Dated..... Amount.....

Sports Authority of India
Training Centre, LNCPE Campus
Karyavattom .P.O, Thiruvananthapuram – 695 581

PH :0471-2415401
Email:saitctvm@yahoo.com

Tender form for Chappathi (Annexure VIII)

Last date for submission : 09.11.2017 2.00p.m
Opening date : 09.11.2017 4.00p.m

Sl. No.	Item	Specification	Average Quantity Required per Month \pm 20%	Rate per nos	Remarks
1	Chappathy (Madeup of wheat with Cm diameter)	Radius 18Cms Grm 150	40000 Nos		

Rates inclusive of all Taxes and Transportation Charges

Signature of bidder or his authorised signatory with seal :

Name & Address :

Phone No :

EMD Details : DD/Cheque No.....Dated..... Amount.....