

Cost : Rs 1000/-

TENDER NO _____

SPORTS AUTHORITY OF INDIA
TRAINING CENTRE, PONDICHERRY

TENDER NOTICE

For

Outsourcing of

Manpower (MTS) for One Cook, Two Bearers

One Safai Karmachari (Cleaning work),

Assistant Coach, Data Entry Operator, Security,

Warden and Groundsmen

DATE OF ISSUE OF TENDER : 09.04.2018 TO 02.05.2018

Last date for the submission of the sealed tenders: 2nd May 2018 at 01.00 p.m

Opening of the sealed tenders (Technical bid) : 2nd May 2018 at 03.30 p.m

Website : <http://lnpe.gov.in>

The Centre Incharge, SAI, Training Centre, Puducherry reserves the right to accept or reject any or all tenders without assigning any reasons.

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Note: This tender book, duly filled in and signed on all pages should be delivered at:

SPORTS AUTHORITY OF INDIA

Training Centre,

Indira Gandhi Sports Complex,

Uppalam, Puducherry – 605 001.

SPORTS AUTHORITY OF INDIA,
Indira Gandhi Sports Complex, Uppalam,
Puducherry – 605 001

ELIGIBILITY CRITERIA

1. The Firm/Company should be duly registered as per statutory rules of Government of India / Government of Puducherry and a copy of the registration certificate to be enclosed.
2. Firm/Company should have experience of at least 3 years in the field of Maintenance/ Housekeeping / supplying MTS skillful and unskillful works. Necessary certificate to this effect should be enclosed for the last 3 years.
3. Firm should furnish their PAN/TAN number
4. The firm should have Bank account in the name of the Firm, along with bank statement at least for 2 years.
5. The Firm/Company should have registration for PF and ESI and any other Taxes as applicable. Necessary documents from the relevant departments shall be enclosed.
6. The Firm/Co. should have Good and Service Tax registration (GST) and copy of Good and Service Tax registration (GST) should be enclosed
7. List of clients served and work order copies to be enclosed.

SPORTS AUTHORITY OF INDIA

IMPORTANT NOTES TO BIDDERS

1. The intending bidders should note the eligibility criteria and who fulfill the eligibility criteria only shall submit their tenders.
2. The Bidder shall carefully study all the conditions mentioned hereunder before submitting the bids.
3. Each bid shall be accompanied by Earnest Money Deposit amounting to Rs 30,000 /- (Rupees thirty thousand only) in the form of Demand Draft/Pay order drawn in favour of the Centre Incharge, SAI, Training Centre, Pondicherry.
4. The Earnest Money of unsuccessful Tenderers will be returned after the orders are placed on the successful Tenderer. The Earnest Money Deposit will not bear any interest. The successful Tenderer shall pay Rs. 75,000/- (Rupees Seventy five thousand only) as security deposit to SAI before concluding the agreement and the Security Deposit shall be valid till completion of the contract period. The security Deposit will be returned in accordance with clause No. 18 of General conditions.
5. The contract period shall be 12 months from the date of issue of work order but can be extended for further period if services are found satisfactory.
6. The tenders should be submitted in two covers super scribing as (A) "TECHNICAL BID FOR Outsourcing MTS labours, Skillful and Unskillful" (B) 'FINANCIAL BID FOR Outsourcing MTS labours, Skillful and Unskillful' separately.
7. The cover super scribed as (A) 'TECHNICAL BID' shall contain all the documents and necessary certificates pertaining to eligibility criteria and DD for EMD of Rs 30,000 /- (Rupees thirty thousand only). DD should be drawn in the name of "The Centre Incharge, Sports Authority of India, Training Centre, Pondicherry".
8. (B) FINANCIAL BID cover should contain nothing but rates quoted in the prescribed proforma.

9. Tenders submitted in any manner other than (7) (8) & (10) shall be treated as invalid.
10. Tenders submitted without DD for EMD of Rs. 30,000 /-(Rupees thirty thousand only) shall be treated as invalid.
11. The successful Tenderer shall execute the agreement in the prescribed form. Failure to execute the agreement/carryout the work will entail forfeiture of the contract
12. The SAI reserves the right to accept or reject any tender without assigning any reason, at any stage.
13. Tender documents complete in all respects shall be deposited in the tender box placed at SAI office before the date end time specified.
14. The Technical bid of the Tenderers will be opened on **2nd May 2018** at 3.30 PM, in the presence of available tenderers or their authorized representatives who may choose to be present at the time of opening. After scrutiny of eligibility criteria, date of opening of Financial bid of eligible tenderers will be informed to the short-listed tenderers.
15. The decision of the Centre Incharge, SAI shall be final. Conclusive and binding on all the tenderers concerned upon relating to all matters/conditions/ instructions/ clauses and their interpretations.
16. All disputes/settlement arising out of this contract, if any shall come under the Jurisdiction of Court located at Puducherry.

TENDER NOTIFICATION

1. Sports Authority of India, Training Centre, Puducherry invites sealed Tender under two bid system from reputed Firms/Companies having minimum annual turnover of Rs. 10.00 lakhs in Housekeeping with experience of doing Multi task work in reputed organizations to carry out work at SAI Centre, Puducherry.
2. Tender form with detailed information can be obtained from Sports Authority of India, Training Centre, Indira Gandhi Sports Complex, Puducherry on any working day from the date of publication of Notification, from the o/o the Centre Incharge, SAI, Puducherry between 9.30 a.m. and 1.30 p.m. on payment of cash/DD of Rs. 1,000/- (Rupees One thousand only) drawn in favour of the Centre Incharge, Sports Authority of India, Uppalam, Puducherry which is non refundable.
3. Last date for the submission of the sealed tenders : **2nd May 2018** at 01.00 p.m

Opening of the sealed tenders (Technical bids) : **2nd May 2018** at 03.30 p.m

4. Tenders(Technical Bid) will be opened on **2nd May 2018** at 3.30 p.m. in the presence of available tenderer or their authorized representatives. Date and time for opening of the Financial bid will be decided by the Centre Incharge.
5. The successful tenderers shall give an undertaking that he would abide by the latest provisions of Employees Provident Fund and miscellaneous Provision Act and Minimum Wages Act of Central Govt, CLRA.
6. SAI reserves the right to verify any information/document furnished by the Tenderer should the circumstances so warrant in overall interest of SAI.

SPORTS AUTHORITY OF INDIA

DECLARATION

Declaration to be given by the Tenderer at the time of submission of Tender:

Name of Work : Multi task labour, skillful and Unskillful work, at Sports Authority of India, Indira Gandhi Sports Complex, Uppalam, Pondicherry – 605 001

I/We have studied the Tender documents, read the nature of work to be carried out carefully and diligently and I/We have submitted the Tender document having studied understood and accepted the full implications of the tender documents.

The work in the contract will be executed confirming to the requirements contained In the Tender document in a professional manner.

Signature of the tenderee

GENERAL CONDITIONS

1. The Tenderer shall inspect the SAI Training Centre, Puducherry and obtain all the Information required on all matters such as nature of work to be carried out, floor areas, toilets location, working conditions, obstructions and hindrance that may arise etc., before submission of tender documents. **Ignorance of nature of works to be carried out, working conditions etc., will not be entertained at a later date.**
2. A high Standard of workmanship is expected out of this agreement and therefore the Tenderer shall adhere to the instructions from the Centre Incharge from time to time and **deploy required number of skilled personnel** for carrying out the work.
3. The work shall be carried out with due diligence and all the work executed shall be in a workman like manner. In the event of any dispute arising, the decision of the Centre Incharge shall be final, binding and conclusive.
4. The Centre In charge reserves the right to order for repeating the relevant work, if in his opinion, the cleaning operation is not in accordance with the requirement contained In the tender documents/instructions issued from time to time.
5. The rates quoted shall be firm and valid for the entire duration of contract Period i.e., for a period of 12 months from the date of issue of work order if required which can be further extendable for one more year based on their service satisfaction. This contract will be in force for a period of twelve Months, but may be terminated by ONE MONTH notice by SAI. **No escalation in rates on any account in any form will be entertained during the above contract period.**
6. During the period of work, the Tenderer shall carry out the works in harmony with the officials of SAI in the best overall interest of the work.
7. The Tender shall be submitted in two separate sealed envelopes (“A’ & “B”) super scribing as “TECHNICAL BID” AND “FINANCIAL BID” respectively and the name of the work after duly filled in all the particulars called for.
8. The Schedule of the Tender shall be submitted In TWO COVERS, one marked as "TECHNICAL BID" and other as "FINANCIAL BID". The Tender shall indicate the rate monthly both in figures and words, for skillful and Unskillful MTS labours with inclusive of all taxes/ insurance etc.
9. NO ADVANCE SHALL BE PAID FOR CARRYING OUT THE HOUSE KEEPING OPERATIONS

10. PAYMENT TERMS:

The Payment will be made on the basis of the bills submitted by the Contractor to SAI at the end of each month, for engaging MTS based on the requirement during the month, based on the rates accepted by SAI and as per the agreement to be signed between the Contractor whose Tender is accepted and SAI. Deduction towards Income Tax will be made at the prevailing rates under Income Tax Act and relevant notifications from the bills. The bills submitted will be scrutinized by the Junior Accountant and certificate for the work carried out will be endorsed on the bills and passed for payment. Copy of the attendance register of MTL personnels should be enclosed with the monthly bill.

11. The Security Deposit will be released after 30 DAYS from the date of satisfactory completion of the contract period or one month after the final bill is paid whichever is later by adjusting any dues of SAI.

12. UNSATISFACTORY PERFORMANCE

If the services rendered by the contractor are not up to the standard, the same will be brought to the notice of the contractor with a view to provide him an opportunity to improve the same in a stipulated period. If no improvement in the work rendered during the stipulated period is observed, a penalty equivalent up to 15% (FIFTEEN PERCENT) of the value of the monthly payment will be levied on the contractor and will be deducted from the monthly bill. Notwithstanding anything contained in the Contract agreement attached hereto, the services of the Contractor can be terminated by SAI by giving one month notice to the contractor without assigning any reason whatsoever.

13. **Work place log book to be maintained by the contractor and it has to be certified by SAI officials every day.**

Sports Authority of India,
Indira Gandhi Sports Complex,
Uppalam, Puducherry – 605 001.

TERMS AND CONDITIONS OF HOUSE KEEPING

The House Keeping agency shall provide MTL manpower for cleaning and other connected works of SAI centre.

SCHEDULE OF WORK

A. DAILY OPERATIONS

- i) **For Data Entry Operator** : Having Computer Knowledge & typing work, maintaining Office records and Store keeping, Messenger & Bank, Post Office related work, Other Works assigned by the Office
- ii) **For Security Guard** : Doing Security duty in the front side main Gate on routine basis, Maintaining public / visitors register, Maintaining inmate's movement register (Separate register for boys & girls), Maintaining water electrical motor pumps in the campus, Other works assigned by the Centre Incharge.
- iii) **For Groundsman**: To attend duties at play fields of Hockey/ Volleyball / Kabaddi / Weightlifting/Handball/ Table tennis/ Kho kho and Taekwondo assigned by the Centre Incharge and the Concerned coaches, Marking & watering of play fields, Maintaining of Playfield, Removing of unwanted grass in the play fields, Other duties assigned by the Centre Incharge
- iv) **For Cook & Bearers** : To attend to various hostel works pertain to preparation of food items and other works assigned by the SAI authorities from time to time.
- v) **For Cleaning/Sweepers (Male &Female)** : Hostel premises twice daily including Toilets / Bathrooms and once daily in the inmates room / office rooms/ Coaches rooms.
- vi) **For Warden**: To watch and ward, look after the welfare of the inmates round the clock, Maintaining Movement register of the inmates and discipline and Visiting Mess and Dining hall to check hygienic, Visiting their school and Colleges, issuing of linen items.
- vii) **For Assistant Coach** :

Diploma in Coaching from SAI, NSNIS, Patiala with Coaching Experience in the game of Taekwondo, Weightlifting and Table tennis.

They should conduct Coaching / Training in the morning 3 hours and Evening 3 hours and two hours at office.

- a. The House keeping agency shall deploy required number of **Skillful and Unskillful MTL labours** on regular full time basis to discharge the specified activities. The personnel so deployed shall be under the direct control and supervision of the agency. SAI will not have anything to do with the employees of the agency.
- b. The Agency shall not engage any person who is below 18 years of age
- c. The Personnel deployed by the House keeping shall maintain a high standard of discipline.
- d. The House Keeping agency shall be responsible for assigning duties to personnel deployed, payment of wages, ESI, Provident Fund, Bonus, Group Linked Insurance scheme etc., as per relevant laws of the land and the compensation payable under the Central Workmen's Compensation Act or any other benefits to the staff employed by the agency. SAI shall not be responsible for nonpayment to any of the amounts to the staff of the House Keeping Agency on account of Statutory Acts applicable and in the event of failure to comply with these provisions, the same will be recovered from the Bills due to the the agency. SAI shall not be responsible for nonpayment to any of the amounts to the staff of the House Keeping Agency on account of Statutory Acts applicable and in the event of failure to comply with these provisions, the same will be recovered from the Bills due to the House Keeping Agency.
- e. The Agency shall comply with all applicable laws, ordinance, rules and regulations In respect of this contract and the employment of the workers by the agency and the Agency shall pay at its own cost all the charges In connection therewith.
- f. The house keeping Agency shall be governed by the provisions of the Contract Labour (Regulation and Abolition) Act 1970 and shall obtain the Contract labour license from the Central Labour Commissioner's Office within 15 days from the date of issue of work order, if already not obtained.
- g. The House Keeping Agency shall renew the Contract Labour license from time to time and inform the officer designated accordingly. In the event of the Agency not securing the Contract Labour License within 15 days from the date of issue of work order or in the event of the Agency not renewing the license, it shall be open to SAI to terminate this agreement forthwith, without being required to give any advance notice of such termination.
- h. The House Keeping Agency shall take necessary **insurance cover** as its own cost for any accidents and towards any other amount that would become payable by House Keeping Agency under the Workmen's Compensation Act or any other statute that would be applicable.
- i. The House Keeping agency shall ensure that its personnel are in uniform with badges while on work. Its staff shall carry with them the identity cards given by the Agency

for identification at SAI office premises. Attendance register of labour deployed for the work shall be maintained by the House Keeping Agency separately. Also satisfactory completion of works shall be entered daily in a register maintained for the said purpose. If any person engaged by the House Keeping Agency Is found unsuitable or undesirable by SAI, he / She should be immediately replaced.

- j. The staff of House Keeping Agency shall be liable for security search during the course of work and at the time of leaving the premises.
- k. The House Keeping Agency shall **indemnify** SAI against any losses, damages or claims to the property of the SAI or third party arising out of negligence, carelessness, misconduct of any of the personnel of the Agency deployed in the premises of SAI.
- l. In the event of any money becoming due to SAI from the House Keeping Agency during the currency of this contract either due to shortfall of services or due the loss or damages caused as stated clause (13) above or for any other reason, SAI shall be entitled to recover such amounts from the security deposit lodged with the SAI and/or payments due to the agency.
- m. The House Keeping Agency shall provide safety appliances such as safety shoes, hand gloves, safety belts etc., to its staff as and when required and ensure the usage of the same by their staff. The SAI shall not be responsible for providing food and/or transport to the staff of the House Keeping Agency.
- n. SAI will not be responsible for any loss to the property or to persons of the Agency in the event of fire, catastrophe or civil commotion etc., if so occurs.
- o. Cleaning for fans and tube lights elevations (library slope) terrace, roads, Inside Room and all windows etc. will be part of service.
- p. The firms/agencies should visit the premises at least once a week to inspect the house keeping staff, cleaning etc.

CHECK LIST

The check list filled and signed must be furnished with the (A) TECHNICAL BID

1. Have you submitted the EMD & cost of Tender form (in case downloaded from web.site)
2. Have you enclosed the original official receipt for having paid the cost of Tender form.
3. Have you enclosed the copy of the PAN & Income Tax Return for the past 3 years and Certified / Audited Balance sheet by CA of last three financial years confirming turnover of minimum Rs. 10 lakhs per annum.
4. Have you attached copy of the certificate of ESI Registration and Provident Fund Account
5. Have you attached copy of the relevant documents (work orders) of two similar works of value not less than Rs. 10.00 lakhs per annum during last 3 years of reputed organizations, preferably Govt/quasi Govt. institutions / private companies.
6. Have you mentioned the rates in figure as well as in words in Financial Bid.
7. Have you signed corrections/overwriting
8. Have you signed and stamped all bid documents
9. Have you enclosed the copy of your authorization to sign the bid/document.
10. Have you agreed with all terms & conditions stipulated in the tender document.
11. Registration certificates of the company with Govt. Labour Commissioner
12. Have furnished Bank Account No. & name of the Bank (NEFT Details).
13. Have you submitted the list of Machines available with you for mechanical cleaning purpose.

Dated: _____

Signature_____

Name_____

Name of the Firm/ Tenderer _____

Seal of the firm

SPORTS AUTHORITY OF INDIA, TRAINING CENTRE,
INDIRA GANDHI SPORTS COMPLEX, UPPALAM
PUDUCHERRY

TECHNICAL BID FORM

1	Name of the Firm / Agency	
2	Full postal address with Telephone No. & Fax No.	
3	Name, address & Tel No. of the Director / Proprietors & Chief Executive of the firm	
4	Registration No. of Firm (copy of Certificate to be enclosed)	
5	Name of the Bank Account holder Bank name with branch address Account type : Savings /Current/Other Account Number IFSC Code	
6	Income tax return Certificate of the last three years i.e. FY 2014-15, 2015-16, 2016-17.	
7	PAN, TAN Numbers (copies to be enclosed)	
8	GST No. (copy to be enclosed)	
9	EPF Registration No. and PF Account Number (copy to be enclosed)	
10	ESI Registration No. (copy to be enclosed)	
11	Certified / Audited Balance sheet by CA of last three financial years confirming turnover of minimum Rs. 10 laksh per annum (2014-15, 2015-16, 2016-17.)	
12	Details of other clients to whom the security were provided by the agency along with copies of award letter	
13	Details of EMD Amount of EMD Cheque / DD no with date	

(SIGNATURE OF THE BIDDER)
With address and seal

SPORTS AUTHORITY OF INDIA, TRAINING CENTRE,
INDIRA GANDHI SPORTS COMPLEX, UPPALAM
PUDUCHERRY
FINANCIAL BID

(Rates as per Central Govt. Minimum Wages Act)

S.No.	Designation	Rates per head per day	Service Tax / Service charges if any & Other Charges	Total Rates per head per day (incl. all rates and taxes)
01-	Data Entry Operator			
02-	Security Guard			
03-	Groundsmen			
04-	MTS - (Cook)			
05-	MTS - (Bearer)			
06-	MTS - (Cleaning work)			
07-	Assistant Coach			

(Note: Total Rates to be written both in words and figures)

I/We accept all the terms & conditions stipulated in the **Tender** Document.

Dated _____ **Signature** _____

Place _____ Name of the Contractor/Agency _____

Details of the Bank Draft _____

Address _____

Seal

