

SPORTS AUTHORITY OF INDIA
SAG CENTRE NAMCHI, SOUTH SIKKIM.
Telephone/Fax: 03595-264476
Website: <http://www.sportsauthorityofindia.nic.in/>

Bidding Document For Mess Contract in respect of SAG Namchi.

Bid Reference No. SAI/SAG/Namchi/2015-16	Dated: 30/09/2015
Date & Time for sale of Bidding Document :	From 30th sept,2015 (10.00 hrs. to 13.00 hrs.& 14.00 hrs. to 18.00 hrs.) to 20th Oct, 2015 upto 13.00 hrs.
Place of sale of Bidding Document :	Sports Authority of India, SAG Centre Namchi, South Sikkim.
Place of receipt of Bid :	Sports Authority of India, SAG Centre Namchi, South Sikkim.
Closing date and time for receipt of Bid :	20/10/2015 at 1500 hrs.
Date and Time of opening of Techno Commercial Bid :	21/10/2015 at 1100 hrs.

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SECTION - I
SPORTS AUTHORITY OF INDIA
Special Area Games, Namchi.

Telephone/Fax: 03595-264476
Website: <http://sportsauthorityofindia.nic.in/>

Bid Reference No: SAI/SAG/Namchi/2015-16

Dated: 30/09/2015

INVITATION FOR BID (IFB)

1. Sports Authority of India, for and on behalf of Sports Authority of India, SAG Namchi invites sealed Bids for following work:

S.No.	Brief Description of work	Qty.	Amount of Bid security in Rs.	Bidding Document Cost. (Rs.)
	Supply of Food to SAI trainees Bed Tea, Breakfast, Lunch, Evening tea with snacks, Dinner.	58 @ 200/- per for 10 months.	150,000/-	500/-

2. **Bidding Schedule:**

(i).	Date & Time for sale of Bidding Document :	From 30th sept,2015 (10.00 hrs. to 13.00 hrs.& 14.00 hrs. to 18.00 hrs.) to 20th Oct, 2015 upto 13.00 hrs.
(ii).	Place of sale of Bidding Document :	Sports Authority of India, SAG Centre Namchi, South Sikkim.
(iii).	Place of receipt of Bid :	Sports Authority of India, SAG Centre Namchi, South Sikkim.
(iv).	Closing date and time for receipt of Bid	20/10/2015 at 1500 hrs.
(v).	Date and Time of Opening of Techno Commercial Bid	21/10/2015 at 1100 hrs.

3. Bidding Document may be purchased on payment of non-refundable cost as tabulated above in the form of account payee Demand Draft/Pay Order/Cashier's Cheque/Banker's Cheque, drawn in favor of "SAI, Special Area Games", payable at "Namchi".

4. If requested, the Bidding Document can be mailed by Registered Post/Speed Post to the domestic Bidders, for which extra expenditure per set will be Rs 100/-(Rupees one hundred only) towards postage charges. The Bidder is to add the applicable postage cost in the non-refundable cost mentioned in Para 3 above.

5. Bidder may also download the Bidding Document from the SAI website www.sportsauthorityofindia.nic.in & CPPP of Govt. of India i.e. www.eprocure.gov.in and submit its Bid by utilizing the downloaded document, along with the required non-refundable fee as mentioned in Para 3 above.

6. Bidders shall ensure that their Bids complete in all respect, are dropped in the Tender Box placed at office of the SAI, SAG Centre ,Namchi on or before the closing date and time as indicated in the Para-2 above, failing which the Bids will be treated as late and rejected.

7. In the event of any of the above mentioned dates being declared as a holiday / closed day for the Purchaser, the Bids will be received/opened on the next working day at the appointed time.

8. The Bidding Document is not transferable.

**Incharge,
SAI, SAG, Namchi.**

M/s. _____

SECTION - II

INSTRUCTIONS TO BIDDER (ITB)

A. PREAMBLE

1. Introduction

1.1 The Sports Authority of India ,SAG Centre, Namchi has issued these Bidding Documents for hiring Mess Catering Services as mentioned in Section - V - "Schedule of Requirements", which also indicates, interalia, the required contract period, terms and place of services.

1.2 This section (Section II - "Instruction to Bidder") provides the relevant information as well as instructions to assist the prospective Bidder in preparation and submission of Bid. It also includes the mode and procedure to be adopted by Tender Calling Authority for receipt and opening as well as scrutiny and evaluation of Bid and subsequent placement of contract.

1.3 Before formulating the Bid and submitting the same to the Tender Calling Authority, the Bidder should read and examine all the terms, conditions, instructions etc. Contained in the Bidding Document. 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 Tender Calling Authority, 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 an English translation and, for purposes of interpretation of the Bid, the English translation shall prevail.

B. BIDDING DOCUMENTS

3. Content of Bidding Document

3.1 In addition to Section I - "Invitation for Bid" (IFB), the Bidding Document include:

Section II - Instructions to Bidders (ITB)

Section III - Performance Statement

Section IV - Bidding Form

Section V - Schedule of Requirements (SOR)

Section VI - Technical Specifications

Section VII - General Conditions of Contract (GCC)

Section VIII - Contract Forms

4. Amendments to Bidding Document
At any time prior to the deadline for submission of Bid, the Tender Calling Authority, for any reason deemed fit; modify the Bidding Documents by issuing suitable amendment(s) to it.
5. Clarification of Bidding Document.
- 5.1 A Bidder requiring any clarification or elucidation on any issue of the Bidding Document may take up the same with the Tender Calling Authority in writing. Tender Calling Authority will respond in writing to such request provided the same is received by that authority not later than fifteen days prior to the prescribed original date of submission of Bid.

C. PREPARATION OF BIDS:

6.1 Document Comprising the Bid:

The open bid is being invited. It shall consist of both Technical & Financial Bid to be opened for evaluation of technically & commercially responsive offer. Bid shall comprise the following:

- i) Bid Security furnished in accordance with ITB clause 12.
- ii) Bid Submission Form as per Section IV (A).
- iii) Power of Attorney in favor of signatory of Bidding Documents
- iv) The technical specification of quoted services along with relevant documents.
- v) Clause by Clause commentary on Technical Specification in the Bid Document vis-a-vis of quoted services clearly stating compliance or any deviation.
- vi) Performance Statement as per Form in Section-III.
- vii) Certificate of Incorporation of Bidder.
- viii) National Electronic Fund transfer (NEFT) Form as per Section-IV (E) for payment in Indian Rupee, if applicable.
- ix) Price Schedule(s) as per Form in Section-IV(B)
- x) Bid Document duly signed on each page.

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.

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

The authorized signatory of the Bidder must sign the Bid duly stamped at appropriate places and initial all the remaining pages of the Bid.

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.

Bid sent by e-mail/fax/telex/cable/electronically shall be ignored.

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. If any column does not apply to a Bidder, same should be clarified as "NA" (means Not Applicable) by the Bidder.

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 However, as regards taxes and duties, if any, chargeable on the services and payable, the conditions stipulated in ITB Clause 8 will apply.

9. Documents Establishing Bidder's Eligibility and Qualifications
 - 9.1 Pursuant to ITB clause 6, the Bidder shall furnish, as part of its Bid, relevant details and documents establishing its qualifications to perform the contract if its Bid is accepted.
10. Bid Security
 - 10.1 The Bidder shall furnish along with its Bid, Bid Security for amount as shown in the IFB in Section I. The Bid Security is required to protect the Tender Calling Authority against the risk of the Bidder's unwarranted conduct as amplified under sub-clause 12.7 below.
 - 10.2 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.
 - 10.3 The Bid Security shall be furnished in one of the following forms:
 - i) Account Payee Demand Draft of a Scheduled Bank
 - ii) Fixed Deposit Receipt of a Scheduled Bank pledged in favour of Tender Inviting Authority
 - iii) Banker's cheque of a Scheduled Bank
 - iv) Deposit at Call Received of a Scheduled Bank guaranteed by the Reserve Bank of India
 - 10.4 The Demand Draft, Fixed Deposit Receipt or Banker's Cheque shall be drawn on any Scheduled Bank in India, in favor of the "SAI, Special Area Games ", payable at "Namchi ".
 - 10.5 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 13 of ITB is 90 days, the Bid Security shall be valid for 135 days from Techno - Commercial Bid opening date.
 - 10.6 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.
 - 10.7 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 Tender Calling Authority. The successful Bidder's Bid Security will be forfeited without prejudice to other rights of Tender Calling Authority if it fails to furnish the required performance security within the specified period.
 - 10.8 Bid not accompanied with Bid Security shall not be accepted and rejected.
11. Bid Validity .
 - 11.1 The Bid shall remain valid for acceptance for a period of 90 days (Ninety 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.
 - 11.2 In exceptional cases, the Bidders may be requested by the department 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. A Bidder, however, may not agree to extend its Bid validity without forfeiting its Bid Security.
 - 11.3 In case the day up to which the Bids are to remain valid falls on or subsequently declared a holiday or closed day for the Tender Calling Authority, the Bid validity shall automatically be extended up to the next working day.
14. Signing and Sealing of Bid

- 14.1 The Bidder shall submit their Bid as per the instructions contained in ITB Clause 6.
- 14.2 Bid shall either be typed or written in indelible ink 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.
- 14.3 The Bid shall be duly signed at the appropriate places as indicated in the Bidding Documents and all other pages of the Bid. The Bid shall not contain any erasure or overwriting, except as necessary to correct any error made by the Bidder and, if there is any such correction; the person signing the Bid shall initial the same. The letter of authorization shall be by a written power of attorney, which shall also be furnished along with the Bid.
- 14.4 Sealed Bid super scribed with Bid Ref. No. and Bid Opening Date shall be submitted to the office of the In-charge, SAI, SAG Centre, Namchi.

D. SUBMISSION OF BIDS

- 15. Submission of Bid
- 15.1 Unless otherwise specified, the Bidder is to deposit the Bids in the Tender Box kept for this purpose at a place as indicated in the IFB in Section-I.
- 15.2 The Bidder must ensure that he deposit his Bid not later than the closing time and date specified for submission of Bids. It is the responsibility of the Bidder to ensure that his Bid whether sent by post or by courier or by person, is dropped in the Tender Box by the specified clearing date and time. In the event of the specified date for submission of Bid falls on or is subsequently declared a holiday or closed day for the purchaser, the Bid will be received up to the appointed time on the next working day.
- 16. Late Bid: Late Bids will not be considered.

E. BID OPENING

- 17. Opening of Bids
- 17.1 The Tender inviting authority will open the Bid at the specified date and time and at the specified place as indicated in the IFB in Section-I.
- 17.2 In case the specified date of Bid opening falls on or is subsequently declared a holiday or closed day for the purchaser, the Bid will be opened at the appointed time and place on the next working day.
- 17.3 Authorized representatives of the Bidder, who has submitted Bid on time may attend the Bid opening provided they bring with them letters of authority from the corresponding Bidder.

F. SCRUTINY AND EVALUATION OF BIDS

- 18. Scrutiny of Bid
- 18.1 The Tender inviting authority will examine the Bid to determine whether the same is complete, whether the documents have been properly signed, stamped and whether the Bid is generally in order.
- 18.2 Prior to the evaluation of Price Bid, the Tender Inviting Authority will determine the substantial responsiveness of each Bid to the Bidding Document. For purposes of these clauses, a substantially responsive Bid is one, which conforms to all the terms and conditions of the Bidding Documents including Technical Specifications without material deviations. However minor deviation and /or minor irregularity and/or minor non-conformity in the Bid, the Tender Inviting Authority may waive the same.
- 18.3 If a Bid is not substantially responsive, it will be rejected by the Tender Inviting Authority.

19. Qualification Criteria

- 19.1 The bidders should have experience in running catering services in reputed institutions like schools/colleges/offices/education institution/ sports hostel for a minimum period of 5 years (out of which 3 years should be in the area for which services are to be provided in response to tender). The bidders should have full setup in the area to effectively run the hostel/mess at SAI,SAG Namchi.
- 19.3 The bidders should have completed satisfactorily at least two works of similar nature in Govt. /Semi Govt./ PSU/ Societies funded by Govt. having cost of Rs. 30.00 lacs each during the last 3 years. (A certificate to this effect issued by an officer not below than rank of Section Officer be added)
- 19.2 The bidder should have a minimum turnover of Rs. 40.00 lacs as a average of the last three financial years starting 2012-13,2013-14 & 2014-15.
- 19.3 The Bidder should be registered for service tax/TIN
- 19.4 The Bidder should be registered as Company/Establishment for catering business.
- 19.5 The Company should have requisite certificate from health department to run Canteen/Mess
- 19.6 The Bidder should have Permanent Account Number (PAN), EPF, & ESI Registration No.
- 19.7 The Bidder should have filed Income Tax Return for the last three financial years.

22. Comparison of Bids and Award Criteria

The Bidding document duly completed in all respect should be submitted in three separate sealed envelope (A,B& C) addressed to the Incharge, SAG Namchi .All the three envelope (A,B & C) duly sealed and super scribed as "Cost of Tender & EMD", "Technical Bid" & "Financial Bid" respectively should be put in one cover which should again be sealed and addressed to the Incharge, SAG Namchi before depositing in the tender box available with SAG Namchi.

Envelope-A- Cost of Tender Document & EMD

This envelope should contain original receipt issued by the account section of SAI, SAG Namchi for Rs. 500/- towards the cost of Tender document. In case the tender document is downloaded from internet, DD/PO of Rs. 500/- should be put in this envelope. Earnest Money Deposit of Rs. 1.50 lacs(Rupees one fifty thousand) deposited in the form of pay order/demand draft issued by any nationalized/scheduled bank in favour of SAI, SAG Centre ,Namchi should be put in this envelope. This envelope will be opened first and the second envelope (B) containing technical bid will be opened only of those bidders who put the cost of tender and EMD in appropriate form and amount.

Envelope-B- Technical Bid

This envelope shall contain technical bid consisting of all qualification details, duly signed by the bidder or his authorized signatory on each page. The technical bid should be submitted in the format given at Annexure- II. Envelope C containing financial bid will be opened of only those bidders who qualify eligibility criteria as prescribed in the tender document.

Envelope-C- Financial Bid

This Envelope shall contain Financial Bid in the format prescribe at Annexure-III. There shall be no condition attached to the financial offer. Conditional offer shall be rejected summarily.

Evaluation Criteria: The work will be awarded to highest bidder in total of both the items stipulated in price bid schedule.

G. AWARD OF CONTRACT

23. Tender Inviting Authority's Right to accept any Bid and to reject any or all Bids
The Tender Inviting Authority 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 the Bid at any time prior to award of contract, without incurring any liability, whatsoever to the affected Bidder.
24. Notification of Award
- 24.1 Before expiry of the Bid validity period, the Tender Inviting Authority will notify the successful Bidder(s) in writing, by registered / speed post or by fax/ email (to be confirmed by registered / speed post) that its Bid for catering services, which have been selected by the Tender Inviting Authority, has been accepted, also briefly indicating therein the essential details like scope of services. The successful Bidder must furnish to the Tender Inviting Authority the required Performance Security within twenty eight days from the date of dispatch 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 Para.2.
- 24.2 The Notification of Award shall constitute the conclusion of the Contract.
25. Issue of Contract
- 25.1 Promptly after Notification of award, the Tender Inviting Authority will mail the Contract Agreement, duly completed and signed, in duplicate, to the successful Bidder by registered / speed post.
- 25.2 The successful Bidder shall return the original copy of the contract, duly signed and dated, to the Tender Inviting Authority by registered/speed post within twenty eight days from the date of issue of the contract.
26. 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 clauses 12 above shall make the Bidder liable for forfeiture of its bid security and, also, for further actions by the Tender Inviting Authority against it as per the clause 11.2 of GCC Termination of default in Section VII.
27. Corrupt or Fraudulent Practices
- 27.1 It is required by all concerned to observe the highest standard of ethics during execution of such contracts. In pursuance of this policy, the Tender Inviting Authority: -
will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent or collusion or coercive practices in competing for the contract in question; will declare a firm ineligible or blacklist, either indefinitely or for a stated period of time, to be awarded a contract by the Tender Inviting Authority if it at any time determines that the firm has engaged in corrupt or fraudulent or collusion or coercive practices in competing for, or in executing the contract.

SECTION- III

PROFORMA FOR PERFORMANCE STATEMENT

(For the period of last three years)

Bid Reference No. : _____

Date of opening : _____

Name and address of the Bidder : _____

Order placed by (full address of Tender Inviting Authority)	Order number and date	Order placed on	Description of Services	Value of order	Date of completion of Contract		Remarks indicating reasons for delay if any	Are the services rendered Satisfactorily?
					As per contract	Actual		
1	2	3	4	5	6	7	8	9

(Signature and seal of the Bidder)

Note:-

Tender Inviting Authority reserves the right to ask the Bidder to furnish Order copies and satisfactory Performance Certificate in respect of above.

SECTION - IV

(A) BID SUBMISSION FORM

Date _____

To

The Incharge,
Sports Authority of India
SAG Centre, Namchi.

Ref.: Your Bidding Document No. _____ dated _____

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 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 _____, in Section - _____ for due performance of the contract.

We agree to keep our Bid valid for acceptance for 90 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 agree to all terms and conditions of General Conditions of Contract as per Section-_____.

We further understand that you are not bound to accept our Bid, you may receive against your above-referred Bid Reference.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities in India.

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 Bidder]

**Sports Authority of India
Special Area Games, Namchi.**

**Telephone/Fax: 03595-264476
Website: <http://sportsauthorityofindia.nic.in/>**

Section-VII

GENERAL TERMS AND CONDITIONS: ANNEXURE-I

FOR MESS CATERING SERVICES TO SAI TRAINEES OF SAG, NAMCHI.

Breakfast, Lunch, Evening Snacks and Dinner need to be served as per the basic menu agreed upon with the Hostel Management Committee. A copy of the typical menu is enclosed as Annexure II

TENTATIVE MESS TIMINGS

Breakfast	: 8.00 to 9.00 AM
Lunch	: 12.00 to 1.30 P.M.
Evening Snacks	: 5.30 to 6.30 P.M.
Dinner	: 8.00 P.M onwards.

1. For drinking and cooking purposes water to be used by the contractor in the kitchen will be metered.
2. Contractor is required to deposit an amount of Rs. 1.91 lakhs towards 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 security deposit will be forfeited.
3. Dispute: In case of any dispute between the party and SAG Centre, Namchi matter will be referred to the Office of the Regional Centre, Guwahati to be approved by the Regional Director and the decision of the Regional director will be binding on the contractor.
4. Statutory Requirement/obligation: All statutory rules, like Minimum Wages (EPF) Act, ESI Act + EPF Act, etc., as applicable for engagement of labors on daily wage are to be followed strictly as per Government norms.
5. In case of failure to comply with the above statutory Rules, Acts, the authorities shall have the right to impose the penalty or cancel the contract.
6. The contractor shall not assign, sublet or part with the possession of the premises and properties of the Institute therein or any part thereof under any circumstances.
7. The contractor shall not appoint any sub-contractor to carry out any obligation under this Contract.

8. The contractor shall vacate the leased premises with the all features, furniture etc., which are institute properties in good and tenable conditions at the termination of the contract.
9. The contractor shall not make or permit any construction or structural alteration of additional fitting inside the premises of the work place without prior written approval of the authorities.
10. The security deposit will be returned three 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. If the contractor and/or his team and also functioning of the mess is not up to the mark or, the quality of the food is below standard or unhealthy or unhygienic, then Institute is empowered to terminate the contract with a short notice of one week. Incharge,s opinion is final so far as the food quality / mess management is concerned.
13. In case of unsatisfactory performance / any dispute whatsoever / labor dispute emergency condition or any other reason as deemed fit by the Competent Authority , the contract can be cancelled at the sole discretion of the Regional Director.
14. Hygiene, overall cleanliness of surrounding, kitchen and the food, raw materials, ingredients etc. are to be of good quality. Clean, fresh, nutritious, hygienic and edible food has to be served. Any type of COOKED FOOD shall not be stored / preserved / reserved after meals.
15. 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 (upto 10% of monthly bill as decided by hostel section).
16. The mess utensils are to be cleaned with hot water using detergent powder/soap after every meal.
17. 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 Committee of Wardens / Hall Management Committee for such incidence/s.
18. The Contractor shall use only branded raw materials and best quality for preparing the food. Brands of certain mess items are given. A quality control Team will check all materials brought to the mess as well as cooking practices. In the event of the quality of the food served being poor or not adhering to contractual conditions, the Hostel management will be free to impose monetary fine as deemed fit on the contractor. Such fines imposed will be adjusted against the payments due to the contractor. The Institute shall pay only the approved daily rate per student for the entire contract period for one year.

MESS ITEM	BRAND/MANUFACTURER LIKE
Salt	Tata/ Annapurna/ Nature fresh
Ketchup	Maggi/ Kissan,
Oil (Sunflower)	Sundrop/ Natur Fresh/ Priya,
Oil (Mustard)	Dhara/ Hathi brand/Engine (use of Hydrogenated (vanaspati) oil is prohibited)
Atta	Ashirvad/ Shaktibhog/ Annapurna
Instant Noodles	Maggi/Top Raman
Flavoured fruit drinks	Rasna/ Roohafza
Butter/Paneer	Amul/ Sudha
Cornflakes	Kellogg's
Jam	Kisan / Maggi
Tea	Brook bond/ Lipton/ Tata
Coffee	Nescafe/BRU
Rice	Mansoori/Kattarni/ Taj Mahal, India Gate (for special dish)
Bread	Modern/ Morris/ Nasta
Milk	Sudha Dairy
Pickles	Priya/ Mother/Nilons

(These items are to be reviewed as per requirement of centers)

19. The contractor may use any other approved brands only if permitted by the Mess Committee, in writing. In such case the contractor will submit two or three reputed brands for each grocery item and the warden and mess committee will select the brands for cooking.
20. It is the sole responsibility of the contractor to get the refills from the gas company to run the mess on his own cost. Any fluctuations in the Gas price must be absorbed by the Contractor only.
21. When circumstances warrant, contractor should cater for large number of students/staff members at very short notice. Similarly, fluctuations in strength during vacation periods shall have to be accommodated.
22. Monthly payment to the contractor will be made by the In-charge, SAG, Centre, Namchi duly certified by concerned in one installment after the submission of actual mess bill including copies of all statements, taxes paid for the period.
23. Contractor has to collect the guest charges directly from the students / guests. Guest charges shall be decided by the In-charge, SAI, SAG Namchi for ordinary / special meals.
24. 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 In-charge of the Centre also.

25. Mess workers and cooks should be healthy and medically fit. The contractor shall furnish medical fitness certificate from the authorized govt. hospital in respect of the mess workers & cooks to be deployed for the job. In addition, they are required to have a regular check up with the institute Medical Officer. If any mess worker is found medically unfit, he may not be given permission to continue his duties and mess contractor has to replace him immediately without fail.
26. Mess Contractor or his representative manager is required to remain present in the mess when the food is served in the mess.
27. Smoking / drinking liquor etc. is strictly prohibited in the Institute premises.
28. 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.
29. Employment of child labor (as per norms) is totally prohibited. It is the responsibility of the Contractor to comply with all formalities of labor office including obtaining necessary labor license.
30. The employees of the contractor should wear uniform along with a name tag.
31. All expenses related to the functioning of the employees engaged by the Contractor shall be in the scope of the Contractor.
32. The Contractor is solely responsible for the payment of minimum wages for their employees as per of the Government norms and deductions towards E.P.F. and E.S.I.
33. The contractor should submit the proof of payment of statutory/non-statutory benefits such as ESI/EPF etc. to the persons employed by him every month along with mess bill claims, otherwise bills will not be paid. The charges on account of ESI & EPF shall be reimbursed to the agency, for which the contractor has to furnish the proof of payment to respective ESI & EPF departments.
34. It is also mandatory on the part of the contractor to open Savings Bank Account in any of the nationalized bank in the names of all the persons employed by him and also monthly salary must be paid by way of credit into their individual accounts. These details have to be submitted along with mess bill claims.
35. Contractor shall provide light food to the sick student/s during his/their sickness period and no extra charge will be paid for the same.
36. The Director reserves the right to reject any/all the tender without assigning any reason therefore.
37. The Sports Authority of India , SAG, Namchi has reserves the right to negotiate the rate if required.

PENALTY

38. Failure to supply food in terms of quality, quantity and as per the menu indicated in Annexure II will attract penalty. For not adhering to contractual conditions, the department shall be free to impose monetary fine as deemed fit on the contractor. Fines imposed shall be adjusted against payment due to the contractor.
39. Vegetables used 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. 2,000/- for each occasion will be imposed.
40. Items like Aji-no-moto, Baking soda, coloring items etc are banned and they should not be used. If they are found in the kitchen premises penalty of Rs. 5,000/- for each occasion will be imposed.
41. Kitchen should be kept clean. If it is not kept clean, a fine of Rs. 2000/- for each occasion will be imposed.
42. For damages caused by the contractor to the kitchen equipments, vessels and other items supplied by the licenser, twice the cost of the equipment will be recovered.
43. Any complaint of insects cooked along with food found in any food item would invite a fine of Rs. 10,000/- on the contractor.
44. Any complaint of soft objects like rope, soft plastic, cloth etc in food will attract a fine of Rs 1,000/- per complaint.
45. Any complaint of stones / pebbles will attract a penalty on the contractor which can range between Rs 2000/- to Rs 5,000/- depending on the size of the stone/ pebble per complaint.
46. 5 or more complaints of unclean utensils in a day would lead to a fine of Rs. 2,000/- on the contractor.
47. If mess committee agrees that certain item of a meal was not cooked properly then a fine of Rs. 5,000/- would be imposed on the contractor.
48. Changes in approved menu (as per Annexure II) of any meal without permission of warden/mess committee would result in a fine of Rs. 5,000/- on the contractor.
49. Fine on any discrepancy (personal hygiene of workers, misbehaviour by workers etc.) will lead to fine of Rs. 5,000/- on contractor for every instance.
50. 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.
51. Severity of hygiene failure shall be assessed and decided by the mess committee and fined appropriately. In case 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.

Annexure- II

Section -VI Application Form for Technical Bid

(it is compulsory to be filled by the bidder)

S.No.	Particular	Description	Proof attached as page no.
1.	Name of the Registered Company/Cooperative/ Agency		
2.	Address of the Registered Office		
3.	Year of Establishment		
4.	Type of Organization (Whether proprietorship, partnership, Private ltd., Company or Co-operative body etc., in case the applicant is a non-individual, Certificate copy of a partnership deed/ certification of incorporation/certificate of registration issued by the registrar of Cooperative Societies/ as the case may be enclosed)		
5.	Name of the Proprietor, Partners/ Directors of the applicant with addresses and phone numbers		
6.	Registration Number and date of registration Company/cooperative /agency(copy of registered may be enclosed)		
7.(a)	PAN Number (photocopy to be enclosed)		
(b)	Income Tax Return file for last three financial years_____Photocopies should enclosed		
(c)(i)	Service tax registration no. (Number & photocopy of certificates to be given)		
(ii)	Sales tax/VAT Registration no. (Number & Photocopy of certificates to be given)		
(d)	Shops and establishment Act Registration No. (Photocopies to be Furnished)		
(e)	EPF Registration No. And date (copy		

	may be enclosed)		
(f)	ESI Registration No. And date (copy may be enclosed)		
8.	Whether police verification certificate of all the staff presently engaged by you kept on record with you: Yes/No		
9.(a)	No. Of Person employed: Permanently		
(b)	No. Of person employed: Temporary		
10.	Enclose Performance certificate from previous clients		
11.	Yearly turnover (enclose copy of audited balance sheet) for the last three Financial Year		
14.	Years of relevant experience		

List of similar work executed during the last 3 years for institutional/commercial complexes ;

S.No	Location of the work & Name of the Organisation	Contract Amount (Rs.)	Contract Period	Name & Contact No. Of the client

Signature of applicant with seal

Notes:-

1. All the documents enclosed should be arranged and submitted in the same serial order as they appear on the qualification bid.
2. Information has to be filled up specifically in this format.
3. Information shall be limited to the applicant. If any relevant data concerning the group of companies to which the applicant belongs is desired to be given, the same shall be given separately in supplementary sheet.
4. Applicant not providing details or with insufficient details shall be rejected.

Signature & Seal of the Bidder

Annexure-III

**Sports Authority of India,
Special Area Games Centre, Namchi.**

Bidding Document for Mess in SAI SAG Namchi.

**Price Schedule/Financial Bid
(To be utilized by the bidders for quoting their prices)**

No bidder will be permitted to alter or modify their bids after expiry of the deadline for receipt of the bid.

The financial bid should be valid for a period of 90 days from opening of the financial bids.

Bid Particulars for Tender No.

Name of Bidder :

Address of Bidder :

Fixed Monthly Infrastructure usage charges

S.No	Type of Space/Item to be used by the bidder	Quantity	Rate	Amount
1.	License Fee on per square feet basis for Space to be provided to the successful bidder			
2.	Items like utensils etc to be provided to the successful bidder be listed			

Note: Successful bidder shall be the one who emerges H1 in aggregate of both the items.

(Signature of bidder or his authorized signatory with seal)

Telephone No.....

Fax No.

E-mail.

Website:.....

SECTION - IV

BANK GUARANTEE FORM FOR BID SECURITY

Whereas _____ (hereinafter called the "Bidder") has submitted its quotation dated _____ for the supply of _____ (hereinafter called the "Bid") against the purchaser'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 "Purchaser) in the sum of _____ for which payment will and truly to be made to the said Purchaser, 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 Purchaser 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 Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser 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 180 days i.e. for 225 days (180 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
(E) NEFT MANDATE FORM

From: M/s.

Date:

To

The Incharge,
Sports Authority of India,
SAG Centre, Namchi.

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 _____

[Name & address of the manufacturers]
Confirmed by Bank

Enclosed a copy of Crossed Cheque

Annexure- IV

Menu

Meal	Items & Quantity
Bed Tea	
During Training	
Breakfast	
Lunch	
Evening Tea	
Dinner	
Bed Time	

Annexure-V

Charges to be paid to the Caterer as per notified norms may be tabulated by the centre

Sl.No	Particulars	Rate per head per day	Service charges	Vat as applicable
1.	Fooding	200/-	10% extra	Extra.

Annexure-VI

SECTION - VIII

(B) BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

To

The Incharge,
Sports Authority of India,
Centre, Namchi.

[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, SAG Centre Namchi, South Sikkim.

PERFORMANCE GUARANTEE No.: [insert Performance Guarantee number]

We have been informed that [insert complete name of Supplier] (hereinafter called "the Supplier") 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 Supplier, 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]