

SPORTS AUTHORITY OF INDIA,

SAG CENTRE, PORT BLAIR

(Telefax: 03192-230398)

TENDER FORM NO _____

TENDER FORM

Cost of tender Rs.500/- (Rupees Five Hundred only) by bank draft . In case of downloading from website the tender form from website the tenderer will have to submit tender cost along-with EMD. The estimated cost of the work will be Rs.3.50 Lakhs per annum approximately.

Last date for issue of Tender is 29-08-2013 upto 11.00 A.M. The intended firms/bidders may place the duly completed tender document in the tender box upto 11.00 A.M. on 30-08-2013 . No tender shall be accepted after the schedule close of the timings on the same day.

The duly completed tenders placed in the tender box shall be opened on the same date i.e. 30.8.13 at 11.30 A.M. in the office of the In-charge SAG Centre Port Blair.

**Tender for Job of House-Keeping Contract for the SAG Centre
Port Blair**

Sports Authority of India invites sealed tender from reputed agencies/firms having minimum annual turn over of Rs. Ten lakhs for awarding job of house keeping for One year from start of the services. The detail of requirement is attached as Annexure-I to this form. Format for submission of tender is placed at Annexure -II, III, IV & V and requisite documents referred there of be enclosed along-with the tender.

1. Name of the firm : _____
2. Full Postal Address with Tel. No. & Fax No. : _____

3. Name , Address & Tel. No. of the Director/Proprietors & Chief Executive of the firm. Bio-Data of the Director/Proprietors, Chief Executive of the firm should also be enclosed with proof of ownership. : _____

4. Registration No of Firm : _____
5. PAN No. : _____
6. Total number of employees on the muster roll of the firm : _____

7. Audited balance sheet of last three years, along-with ITR Copy. _____ :
8. Additional manpower with the Firm is capable of providing at one time immediate if the contract accepted (give exact no.) _____ :
9. Registration Certificate with E.S.I. & P.F. Deptt. _____

BROAD TERMS & CONDITIONS W R T HOUSE KEEPING SERVICES.

1. The work "Tender Form for providing House-keeping Services for one years" should be subscribed on the top left corner of envelope bearing the name and address of the bidder. The tender shall be submitted in three separate envelope addressed to the Deputy Director/In-charge SAG Centre Port Blair as under.

a) Envelope "A": Earnest money of Rs.15,000/- (Rupees Fifteen thousands only) by demand draft in favor of In-charge, SAG Centre Port Blair from any nationalized bank (Annexure-II), In case of downloading from website the Tenderer will have to submit tender cost along with E.M.D.

b) Envelope „B" should contain all the tender documents duly signed by the Tenderer on each page and all other documents to be submitted along with the tender as per details given in Annexure-III along with information pertaining to the present line of business.

c) Envelope „C" should contain the financial bid in Annexure IV.

2. Envelope „A" & „B" submitted by the bidder will be opened on 30-08-2013 at 11.30 A.M. Envelope „A" will be opened first and Envelope „B" of only those bidders will be opened who have deposited required EMD. Envelope „C" that is financial bid of only those bidders whose documents are found in order and selected by the SAI Committee will open Envelope „C" on 03.9.2013 at 10.30 AM. All three envelopes should be submitted in one big cover duly sealed and may be put up in the tender box kept in the office of Dy. Director/In-charge SAG Centre Port Blair.

3. The successful tenderer will have to submit a list of all the employees along with full addresses for security at the time of awarding of contract.

4. List of mechanical cleaning equipments to be used for cleaning of the SAG centre by the tenderer at its own cost may be indicated.

5. The tenderer should sign each page of the tender. Individual or representative of the of the firm signing the tender papers must indicate whether he is the sole proprietor or partner of the firm constituted attorney of the firm.

6. That in order to keep the complex neat and clean, the successful tenderer shall be responsible for using equipments and materials as may be necessary in consultation with In-charge SAG Centre Port Blair and in accordance with the requirements of the In-charge SAG Centre. Arranging equipments is the responsibility of the successful tenderer. Material to be purchased for Housekeeping work shall be responsibility of the successful tenderer and the material purchased should be of best quality as approved by the In-charge.

7. The sweeping , cleaning, dusting part of the housekeeping work of the Complex will have to be completed as per requirement everyday and for that purpose three (03) safai karamcharis are to be deputed.
8. That the successful tenderer shall be the sole and Principal Employer of all their staff and labour employed by them shall be responsible for observing and complying with all the employment regulations, labour laws and other laws as applicable and laid down in this behalf from time to time, in respect of all the employees during the period of this agreement.
9. In case of any dispute between the successful tenderer & employees for the employer. SAI will not be party and shall have no responsibility of any kind under any law and shall not be responsible to pay any compensation of any from to such employees. SAI will not be responsible for providing and compensation to any of such employees during the currency of and/or after the expiry of these agreements.
10. the successful tenderer shall ensure proper housekeeping work of the all Complex and application of material as may be necessary for the cleanliness and upkeep of the area interest to them to the satisfaction of the In-charge. In case, there is any dispute regarding the quality, standard and extent of cleaning, the In-charge shall be sole authority to determine the same.
11. The detergent, disinfectants and deodorants shall be used in sufficient quantities to keep the entire complex, public conveniences and drains etc. free from any type of sinking/foul smell.
12. The In-charge or any official deputed by him will have the liberty to inspect daily or periodically quality of work under this contract to ensure that the entire area under the contract and maintained in perfect order to the satisfaction of such inspecting staff or In-charge . If the inspecting officer find any discrepancy in the work or use of sub-standard material for the maintenance work, In-charge May impose monetary penalties which will not exceed to Rs 2,000/- in each case for 3 instances two & three in a month, thereafter it may impose penalty of 10% deduction from the bill or deduction of part or whole of security or termination of the agreement at one month notice.
13. The agency will submit the bill to the In-charge SAG Centre Port Blair by the 2nd of every month for proceeding month. The payment of the bills will be made by 7th of each month as far as possible through a crossed cheque in favor of the agency if services are found satisfactory to the satisfaction of In-charge SAG Centre Port Blair and all required documents are enclosed as per terms & conditions.
14. The cleaning is required on all days including holidays during the month. In case, if any function or event is organized in the SAI premises and the same involves additional work, then the payment will be made on „Pro-rate basis” prevailing the successful tenderer and as per terms & conditions.
15. The cleaning of all sewerages and allied services will be responsibility with the successful tenderer.

16. The successful tenderer shall be responsible and ensuring the safety of his employees, building structures, employees if SAG Centre Port Blair and the hostel inmates etc. In case of any injury to any person/employees of damages caused to the property of SAI or any third party, the tenderer shall be fully responsible to pay compensation for such injury and /or pay the damages as may be required under the law. In case of any court case or challan by the Police or any local authority or any other party competent to take such action, the SAG Centre Port Blair shall not be responsible. The tenderer shall be solely responsible for defending the cases in a court of law and/or to ensure compliance with the summons or challan so served in this behalf.

17. Any damages caused to the building, sanitary installations, water supply fittings, floors and roads etc. to the Campus area by the employees of the tenderer, will have to be repaired accordingly at its own cost & risk.

18. The successful tenderer shall be responsible for obtaining any permission/license, order of the authorities competent to grant/issue the same for the purpose of housekeeping work. The successful tenderer shall be responsible for all payments and fees for such permission/license payable to the competent authorities and shall be liable for payment of all damages/fines or any other charges which may be levied by any authority for breach of any laws bye-laws regulations orders etc. issued by such authorities for time to time

19. The successful tenderer shall be fully responsible for fulfilling all the statutory provisions of all the labor laws of the Union as well as the Union territory.

20. The successful tenderer will be fully responsible for payment of wages and other dues as prescribed and compliance of various labor laws/Acts thereof.

21. The successful tenderer should give an undertaking that the staff deployed at the centre in terms of this contract at all time will be employees of the agency exclusively and they shall not be entitled to any claim of employment or permanency of job with SAI. Also an undertaking will have to be given that the persons put on duty at the complex/campus area are verified by the police authorities. Copy of same be enclosed for reference and comment of said work.

22. The employees of the agency should be in proper uniforms/clothes for the purpose of identifications, which may be decided in consultation with the In-charge SAG Centre Port Blair. The employees of the agency shall not keep their cycles and personal belongings at any place inside the SAG Centre Port Blair except the parking area of the centre.

23. The areas of deployment as mentioned in Annexure – I can be altered depending on need basis as decided by the In-charge SAG Centre Port Blair.

24. In case of the breach/no-fulfillment of any of the terms & conditions, the Incharge SAG Centre Port Blair is empowered to terminate the contract by giving one month notice to the tenderer.

25. In case of breach/non-fulfillment of any of the conditions contained in the agreement, In-charge shall be at liberty to get the work done by third agency and the expenditure incurred in these behalf shall be recoverable from the security deposit of the tenderer along-with damages for the breach/no-fulfillment of the contract and /or non-performance of any of the duties and responsibilities assigned to the tenderer.

26. The contract can be terminated by the either party at any time before the ending of the contract by giving one month notice . In case of any dispute, the jurisdiction will be in the court within Port Blair.
27. The currency of this contract shall be for one year.
28. The Earnest Money draft will be returned to the unsuccessful bidders within three months of the date of approval of the successful bidder. The Earnest money of the successful tenderer will be liable to be forfeited if he does not fulfill any of the following conditions of the contract :-
- a) Furnish a security deposit instrument amounting to 10% of the bill of every month upto one year. The successful tenderer shall have to deposit security amount of Rs. 30,000/- (Thirty Thousand only) as advance within seven days of the receipt of the award of contract, which will be adjusted against deducted of security deposit. It may be added that the security thus to be deposited with SAI shall not carry any interest.
 - b) Execution of the agreement on Rs.100/- (One hundred only) Non-Judicial Stamp Paper within Ten days of the receipt of award letter.
 - c) To undertake the work from the specified date mentioned in the award letter.
 - d) The earnest money of the successful tenderer will be refunded after completion of the above mentioned three conditions.
29. Quotation will be valid for minimum 12 months and no revision will be allowed to the Agency during above and the period of the contract.
30. Before tendering the contractor should visit the complex for assessing the areas for housekeeping work to be undertaken.
31. Check-out the detailed plan about the housekeeping work to be carried out during the contract period.
32. The security deposit can be forfeited by SAI in whole or in part if services rendered are not of the required standard and satisfaction as specified by the relevant authority.
33. The tender form should be addressed to the In-charge SAG Centre, Port Blair in a sealed cover and should bear the name and address of the tenderer. Incomplete tender will not be entertained.
34. Any tender received after the date and time mentioned in the advertisement will not be entertained under any circumstances.
35. That SAI, represented by Dy. Director/Incharge SAG Centre reserves the right to reject any or all tenders without assigning any reason and shall not bind to accept any tender and shall reserve the right to call the fresh tenders.
36. All correspondence will be addressed to the In-charge, SAI SAG Centre, Netaji Stadium Port Blair.

37. The agency shall not be entitled to claim any additional amount for any reason whatsoever during the currency of contract period.
38. The successful tender shall enter into a contract with the SAI. The contract shall contain the above provisions with any modifications as may be mutually agreed upon by both parties and any additional requirement as may be specified by the SAI.
39. These are only proposed terms and condition and can be modified or added to at any time of finally concluding and signing of agreement.
40. The contractor / firm should deploy experienced and skilled workers for the job of housekeeping etc.
41. The workers should be medically fit, well dressed/uniformed and minimum age as per Labour Act.
42. The tenderer should also submit signed undertaking along-with the tender that they have read the complete tender documents, and will abide by its terms & conditions and have also enclosed all the documents referred to in Annexure – II.
43. Offers sent by Fax /Email etc. will not be accepted .
44. Tender documents are neither transferable nor cost of tender document is refundable under any circumstances.
45. The issue of the tender document shall not constitute that the tenderers are automatically qualified.
46. If even after approval, information / facts submitted by the tenderers are found misleading / incorrect / false etc. at later stage, SAI represented by Incharge, SAG Centre Port Blair reserves the right to disapprove the contract.
47. Sealed tenders containing relevant information should be addressed to the Incharge SAG Centre Port Blair and should bear the name and address of tenderer.
48. TDS etc. will be applicable as per rules.
49. Any of the above area can be deleted and new area can be added. In case of addition to the above total area payment will be extra at the rate already quoted by bidding and in case deletion payment will be made/adjusted accordingly.
50. The successful tenderer will take out all the waste and dirt out of the Complex daily basis at his own cost.
51. the rate quoted should be inclusive of mandatory minimum wages and other applicable taxes, charges etc. failing which the tender is liable to be rejected.
52. that three (03) safai karamcharis are to be deployed per day for 8 hours except Govt. holidays.

Certificate to be given by the Tenderer

Certified that I/We have studied site, gone through the above terms & conditions and undertaking to abide by these.

Signature_____

Name & Designation_____

Name of the Firm_____

Full Address & Tel. No fax No. mail_____

With Stamp_____

Dated : _____

SCHEDULE OF WORK

1. Garbage collection drums should be placed at all suitable points. The drums should be provided with polythene bags, which may be removed so that garbage does not spill out or spoil the drums . The successful tenderer should procure useful and beautiful looking drums at his own cost as approved by SAI.
2. The work of cleaning , sweeping and scrubbing of the area, particularly toilets and office rooms and hostels shall be completed every day as decided by Incharge. On the day of any event is to be held at the complex, the cleaning of the entire area shall be completed within prescribed time.
3. The toilets wash rooms shall be cleaned and disinfected every day. There should be no dirty stains spots left in the toilets and urinals and urinals should have disinfectant naphthalene balls available all the time. There should be no blockage of toilets, urinals or drains on any day and there should be regular flow of water through these urinals, toilets drains etc.
4. Wiping of floors of hostels, offices, gallery, dining hall and other areas to be done daily basis.
5. The floor of the toilets etc. should be washed and wiped dry everyday. There should be no collection of water or wet floors in any toilet to make it dirty and unhygienic.
6. daily sweeping of all the roads, parking area, toilets, corridors, rooms, etc. should be done and maintained spick and span clean through out the day.
7. Under no circumstances the garbage collected would be kept inside the complex and the tenderer will make arrangements for its disposal at a suitable place, at his on cost as decided by concerned department at his own cost.

8. The cleaning of floor areas would include sweeping with floor Brush followed by mopping with duster and use of detergent, deodorant, disinfectants like phenyl / Klenzo etc. every day.
9. Dusting and cleaning of doors, cleaning of glasses of all buildings with utmost care.
10. All rooms, corridors, stairs and other attached area and toilets of buildings etc. should be kept clean all the time.
11. All the public conveniences shall be constantly manned for cleaning & scavenging purpose, which would include :-
 - i) Scavenging of closets, urinal pots and its allied fittings, waste pipes, washbasin in the open surface channel and floor shall be kept stain free through out the day.
 - ii) The urinals pots should always contain sufficient good quality of deodorant / disinfectant like naphthalene balls (Bengal Chemicals), Odonil Cubes as that the toilets blocks are kept free from foul smell. The mopping of the floor by using detergents, like phenyl, Klenzo etc. would be continuous process.
 - iii) The urinal pots and taps would always be kept free from any type of blockage.
 - iv) The wall tiles, doors, floor of the toilets, washbasin etc. would always be kept dry, unstained and dust free.
 - v) Flushing system of W.C. and urinal pots would always be kept in perfect working order.
12. Acid cleaning of sanitary wares and cleaning of water storage tanks / water coolers.
13. Cleaning of Air-Conditioning grills, removing cob-webs etc. from the entire complex, sweeping / cleaning of the roofs of all buildings should be carried out at least fortnightly.
14. Immediate cleaning of the blockage of any kind in the toilets, sewerages etc. through the complex will be the responsibility of the contractor.
15. Cleaning of sewerages / safety tank should be done if need basis.
16. Spraying of finites in hostels daily and other buildings etc. twice in a week.
17. Any other housekeeping works as assigned by In-charge STC.

ANNEXURE – I

DETAILS OF AREA / SPACE WHERE CLEANING/SCAVNGING WORK IS REQUIRED ON DAILY BASIS.

Sr. No.	Name of Building / Area
1.	Full Hostel Buildings
2.	Mess and Kitchen Area
3.	Weightlifting Shed
4.	Offices
5.	Toilets & Bath-Rooms

HOUSE KEEPING SERVICE IS REQUIRED ON DAILY BASIS.

Sr. No House Keeping Service

1. Safai-karamchari - 03

The above requirement can vary from time to time SAI reserves right to addition & deletion in above .

I/We.....representative of Ms.....

do undertake to provide the house keeping service on the rates quoted in financial bid.

Dated.....

Signature.....
Name & Designation.....
Name of the firm... ..
Full address & Tel. No. with stamp.

ANNEXURE-II

FORMAT FOR SUBMISSION OF THE TENDER ON LETTER HEAD OF THE FIRM

To,

The In-charge,
Sports Authority of India,
SAG Centre,
Netaji Stadium,
Port Blair

Subject : EARNEST MONEY DEPOSIT FOR THE TENDER FOR THE JOB OF HOUSE
KEEPING CONTRACT FOR THE SAG CENTRE, PORT BLAIR A & N ISLANDS

(TO BE SUBMITTED IN ENVELOPE "A")

In response to the tender published in the.....on.....
I had purchased Tender Form No..... from your office.

I am sending herewith demand draft No.....dated.....for
Rs.....(Rupees.....only)
drawn onBank in favor of In-charge SAG
Centre Port Blair.

Or

In response to tender floated on website: www.sportsauthorityofindia.nic.in I have
downloaded the tender document and depositing herewith Demand Draft of Rs.15,000/-
(Rupees Fifteen Thousand only) and Rs.500/- (Five Hundred only) separately drawn
on.....Bank in favor of In-charge SAG Centre Port Blair on account
of EMD & cost of tender.

AUTHORISED SIGNATORY

(NAME IN BLOCK LETTERS).....

SEAL OF THE BIDDER

DATE.....

Encl.: As above.

ANNEXURE-III

FORMAT FOR SUBMISSION OF THE TENDER ON LETTER HEAD OF THE FIRM

To,
The In-charge,
Sports Authority of India,
SAG Centre,
Netaji Stadium,
Port Blair

Subject : TENDER FOR JOB OF HOUSE KEEPING CONTRACT FOR THE SAG CENTRE, PORT BLAIR

In response to the tender published in the.....on.....
..... I had purchased Tender Form No..... from your
office. I had the downloaded the tender document from website
<http://sportsauthorityofindia.nic.in> and have deposited cost of tender along with EMD.
I am sending herewith my tender documents as under :-

- a) TECHNICAL BID :- The tender documents duly signed on cash page and all other documents to be submitted along with the tender (Envelope "B")**.
- b) FINANCIAL BID :- The financial bid for the job of House Keeping Services (Envelope "C").

**The following details and supporting documents accordingly are available in Envelope "B" for evaluating eligibility.

- i) PAN No. (Copy enclosed)
- ii) Details of clients for providing housekeeping for the last three years(copy of award letters be enclosed).
- iii) Copy of audited balance sheet for the last three years should be submitted showing annual turnover of Rs.10.00 Lakhs (Rupees Ten Lakhs only) from housekeeping.
- iv) Undertaking to abide by all labour laws.
- v) Copy of Registration with E.S.I. & P.F. Deptt.

The I/We will be responsible for all the contractual obligations including uninterrupted service, quality of work etc. during the contract.

This is certified that I/We have studied sites, read and understood all clauses of the tender in case of award of contract I/We undertake to abide by all terms and conditions mentioned in the same.

(AUTHORISED SIGNATORY)
(NAME OF BLOCK LETTERS _____)
SEAL OF THE TENDERER

DATE _____

Encl : As above.

ANNEXURE-IV

FINANCIAL BID DOCUMENTS FOR THE JOB OF HOUSE KEEPING CONTRACT FOR THE SAG CENTRE PORT BLAIR

(TO BE SUBMITTED IN ENVELOPE "C")

- 1. Name of the Bidder
- 2. Address of the Bidder
-
-
- 3. Tender No.

RATE QUOTED FOR A MONTH FOR 3 SAFAI KARAMCHARI (INCLUSIVE OF ALL CHARGES & TAXES ETC) FOR THE JOB INCLUDING MATERIAL & EQUIPMENT ETC.

Rate quoted for providing House Keeping Services with 3 safai karamchari

In Figure Rs.....

In Words Rupees.....

.....

This is certify that I/We have studied site, read and understood all clauses of the tender in case of award of contract I/We undertake to abide by all terms and conditions mentioned in the same.

Dated.....

(Signature of the Tenderer)

Address.....

.....

.....

Tel. No.....

Fax No.....

(Seal of the Tenderer)

SPORTS AUTHORITY OF INDIA
SAG CENTRE, NETAJI STADIUM, PORT BLAIR

TENDER FOR COMPREHENSIVE HOUSEKEEPING SERVICES CONTRACT FOR SAG
CENTRE, PORT BLAIR

Tenders are invited by Sports Authority of India (SAI), SAG Centre Port Blair from registered agencies for comprehensive housekeeping services at SAG Centre, Netaji Stadium, Port Blair. Details are available on the websites of SAI i.e., www.sportsauthorityofindia.nic.in.

The complete tender should reach at the following address and be put in the tender box latest by 11.00 AM on 30.08.2013:

The Dy. Director
Sports Authority of India
S.A.G Centre, Port Blair