



# भारतीय खेल प्राधिकरण

खेल प्रशिक्षण केंद्र

गिरी सेंटर, सी. सी. एस. एच. ए. यू. हिसार

फैक्स एवं दूरभाष न. +91-1662-224203

## NOTICE INVITING LIMITED TENDER

Sealed tenders are invited by Sports Authority of India from Reputed Agencies with minimum annual turnover of Rs. 15.00 lakhs in each year as per audited accounts (trading profit & loss account and balance sheet for the last three years 2012-13, 2013-14 & 2014-15) should be submitted for providing House Keeping Contract in S.A.I. TRAINING CENTRE HISAR. The details information, terms and conditions governing the award of contract are contained in the tender document which may be obtained from the SAI TRAINING CENTRE HISAR or any working day from the date of publication of this notice between office hours on payment of demand draft of Rs.1000-00 (Rupees One thousand only) in favor of Assistant Director, SAI Training Centre payable at Hisar (Non-Refundable). The sale of tender will close on 11.11.2015 at 05 p.m. Details are also available in our website <http://sportsauthorityofindia.nic.in>. In case of downloading the tender document from website the bidder will have to submit tender cost along-with EMD (25,000/-). Tender offer in the prescribed tender form along with all relevant documents sealed and completed in all respect must be submitted latest by 12-11-2015 up to 11 A.M. in the office of the INCHARGE SAI TRAINING CENTRE HISAR which will be opened on 12-11-2015 at 1:00 P.M. In the presence of the bidders or their authorized representatives. Sports Authority of India reserves the right to accept or reject any tender without assigning any reason whatsoever.

( SATISH K. SARHADI )  
DEPUTY DIRECTOR  
STC HISAR



# भारतीय खेल प्राधिकरण

## उत्तरी क्षेत्रीय केंद्र, सोनीपत

खेल प्रशिक्षण केंद्र  
गिरी सेंटर, सी. सी. एस. एच. ए. यू. हिसार  
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### LIMITED TENDER FORM NO

#### LIMITED TENDER FORM

Cost of tender Rs.1000/- (Rupees One thousand only) by demand draft (non-refundable). In case of downloading the tender form from website the tendered will have to submit tender cost along-with EMD. Last date for issue of limited Tender is 11.11.2015 up to 05 P.M. The intended firms/bidders may place the duly completed limited tender document in the tender box up to 11 A.M. on 12.11.2015 . 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 12.11.2015 at 1.00 P.M. in the office of the Deputy Director, SAI Training Centre Hisar. Limited Tender for Job of House-Keeping Contract for the SAI Training Centre Hisar. Sports Authority of India invites sealed tender from reputed agencies/firms having minimum annual turnover of Rs. Fifteen lakhs for awarding job of housekeeping for one year extendable for the further next year from start of the services. The detail of requirement is attached at Annexure-I to this form. Format for submission of tender is placed at Annexure -II, III, & IV and requisite documents referred thereof may 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 no manpower which the Firm :.....

is capable of providing at one time  
Immediately if the contracts accepted  
(give exact no.)

9. Registration Certificate with E.S.I. &  
P.F. Deptt of the firm

.....

10. Service tax no. of the firm

.....

## **BROAD TERMS & CONDITIONS W.R.T. HOUSE KEEPING WORK.**

1. The work "Tender Form for providing House-keeping Works for one year "should be subscribed on the top left corner of envelope bearing the name and address of the tendered. The tender shall be submitted in three separate envelope addressed to the Deputy Director SAI Training Centre Hisar as under.
  - a) Envelope "A": Earnest money of Rs.25000/- (Rupees Twenty Five thousand only ) by demand draft in favor of Assistant Director , SAI Training Centre Hisar from any Nationalized bank ( Annexure-II), In case of downloading tender form from website the Tendered will have to submit tender cost along-with E.M.D.
  - b) Envelope 'B' should contain all the tender documents duly signed by the Tendered one 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 12.11.2015 at 1:00 PM. Envelope 'A' will be opened first and Envelope 'B' of only those bidders will be opened who have deposited required EMD. Envelope 'C' i.e. Financial Bid of only those bidders whose documents are found in order and selected by the SAI Committee will be opened. Date and time for opening of Envelope 'C' will be decided later on. All three envelopes should be submitted in one big cover duly sealed and be put up in the tender box kept in the office of Deputy Director SAI Training Centre Hisar.
3. The successful tenderer will have to submit a list of all the employees along-with full addresses with photograph for security reasons at the time of awarding of contract.
4. The agency should have qualified and experienced staff for deployment. Rate quoted should be on per day basis, which should be clearly written in figures and words also subject to wages Act which will stand revised upwards to the extent notified by District. Administration .The Agency will be committed to pay the minimum wages as prescribed by the District Administration (as on that day) to the employee engaged by them.
5. The employee so deployed would be bound to work 8 hours daily for full month as per timings fixed by SAI, STC, Hisar. The manpower so deployed by the agency shall remain under the control and supervision of the agency as per directions from SAI STC, Hisar and the agency shall be liable for payment for their wages, ESI, EPF, Bonus etc and all other dues payable under various labour regulations and other statutory provisions.
6. The Contractor/Agency/Firm shall be responsible for fulfilling all its obligations under various laws and Acts, namely Minimum wages Act, EPF Act, ESI Act, Bonus Act etc. and under any other statutory requirements as applicable to the Govt of India and the rules & regulations as amended from time to time, in respect of the manpower deployment and also to present the

documents as and when required or asked by the Deputy Director, Sports Authority of India, STC, Hisar (Haryana).

7. List of mechanical cleaning equipments available with the tendered for use may be indicated.

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

9. That in order to keep the complex neat and clean, the successful tendered shall be responsible for using such equipments and materials as may be necessary in consultation with In-charge STC and in accordance with the requirements of the Deputy Director STC. Arranging equipments is the responsibility of the successful tendered. Material to be purchased for Housekeeping work shall be responsibility of the successful tendered and the material purchased should be of best quality as approved by the Deputy Director.

10. The sweeping, cleaning, dusting part of the housekeeping work of the Complex will have to be completed as per requirement everyday and thereafter high standard of housekeeping will be maintained throughout the day.

11. That the successful tendered shall be the sole and Principal Employer of all their staff and labor employed by them and shall be responsible for observing and complying with all the employment regulations, labor laws and other laws as applicable and laid down in this be half from time to time, in respect of all the employees during the period of this agreement.

12. In case of any dispute between the successful tendered & employees of 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 in any form to such employees. SAI will not be responsible for providing any compensation to any of such employees during the currency of and/or after the expiry of these agreements.

13. The successful tendered 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 entrusted 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 Deputy Director 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 Deputy Director. 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.4,000/-in each case for 5 instances, 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 with attendance sheet or salary/wages register of man power to the In-charge STC by the 2<sup>nd</sup> of every month for proceeding month. The payment of the bills will be made by 7<sup>th</sup> 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 Deputy Director STC and all required documents are enclosed.

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 tendered.

15. The cleaning of all sewerages and allied services will be responsibility with the successful tendered.

16. The successful tendered shall be responsible for ensuring the safety of the persons, building structures, boundary wall and open areas etc. In case of any injury to any person/employees or damages caused to the property of SAI or any third party, the tendered shall be responsible to pay compensation for such injury and /or 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 tendered 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 done to the building, sanitary installations, water supply fittings, floors and roads etc. to the Campus area by the employees of the tendered, will have to be repaired accordingly, by the tendered.

18. The successful tendered 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 tendered shall be responsible for all payments and fees for such permission/license payable to the competent authorities and shall also 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 tendered shall be fully responsible for fulfilling all the statutory provisions of all the labour laws of the Union as well as State.

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

21. The successful tendered 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 is 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 Deputy Director STC. The

employees of the agency shall not keep their cycles and personal belongings at any place inside the toilet block except the parking area of the campus.

23. The areas of deployment as mentioned in **Annexure - I** can be altered depending on need basis as decided by the Deputy Director STC.

24. In case of the breach/non-fulfillment of any of the terms & conditions, the Deputy | Director STC empowered to terminate the contract with the one month notice to the tendered.

25. In case of breach/non-fulfillment of any of the conditions contained in the agreement, Incharge 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 tendered along-with damages for the breach/non-fulfillment of the contract and /or non-performance of any of the duties and responsibilities assigned to the tendered.

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 Hisar.

27. The currency of this contract shall be initially for one year and will be extendable for next One year on satisfaction of work to the Deputy Director STC.

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 tendered will be liable to be forfeited, if he does not fulfill any of the following conditions of the contract:-

a) Furnish a security deposit equivalent to 5% of the bill of every month upto one year. The successful tendered shall have to deposit security amount of Rs. 60,000/- (Sixty Thousand only) as advance within seven days of the receipt of the award of contract, which will be adjusted against deduction 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 tendered will be refunded after completion of the above mentioned three conditions.

29. 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.

30. The limited tender form should be addressed to the Deputy Director SAI Training Centre, CCS HAU, Hisar in a sealed cover and should bear the name and address of the tenderers. Incomplete limited 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. The Committee 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 Deputy Director, SAI Training Centre, CCS HAU, Hisar.
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 have 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 tendered 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 issuing 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 reserves the right to disapprove the contract.
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 successful tendered and in case of deletion payment will be adjusted accordingly.
50. The successful tendered will take out all the waste and dirt out of the Complex daily at his own cost.

51. The rate quoted should be inclusive of mandatory minimum wages and other applicable taxes failing which the tender is liable to be rejected.
52. SAI reserves right to accept or reject any or all the tenders without assigning any reason.

Certificate to be given by the Tendered

Certified that I/We have studied site, gone through the above terms & conditions and (undertake) 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 hostel shall be completed every day as decided by In-charge. On the day of any event 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 everyday twice. 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 drain etc.
4. Wiping of floors of hostel, Mutligym Hall and other areas to be done daily basis.
5. The floor of the toilets etc. should be washed and wiped dry every day. 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, and playfields, open area etc. should be done and maintained spick and span clean throughout 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, as decided by concerned department, at his own cost.
8. The cleaning of floor areas would include sweeping with floor Burk followed by continuous mopping with duster and use of detergent, deodorant, disinfectants like phenyl etc. two time a day.
9. The sinks, floor area, walls etc. around water points, water coolers would always be kept thoroughly clean throughout the day, free from any type of stains, refuse collection or blockages, washing or cleaning of pouches or dusters or any other material would not be done here.
10. Dusting and cleaning of doors, cleaning of glasses of all buildings with utmost care.
11. All rooms, corridors, stairs and other attached area and toilets of buildings etc. should be kept clean all the time.
12. 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 throughout 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, Klenza etc. would be continuous process.

iii) The urine pots ,taps & sewerage chambers 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.O. and urinal pots would always be kept in perfect working order.

13. Acid cleaning of sanitary wares and cleaning of water storage tanks / water coolers.

14. Cleaning of Air-Conditioning grills, removing cob-webs etc. from the entire complex, weeping / cleaning of the roofs of all buildings should be carried out at least fortnightly.

15. Immediate cleaning of the blockage of any kind in the toilets, sewerages etc. through the complex will be the responsibility of the contractor.

16. Cleaning of sewerages / safety tank should be done if needed.

17. Spraying of finites in hostel daily and other buildings etc. twice in a week.

18. Any other housekeeping works as assigned by Deputy Director, STC.

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

Sr. No.	Name of the Building / area
1.	Boys hostel & surrounding area
2.	Girls hostel & surrounding area
3.	Indoor Judo hall
4.	Indoor Boxing Hall ( Boys )
5.	Indoor Boxing Hall ( Girls)
6.	Indoor Wrestling Hall
7.	Multy gym hall
8.	Mess area & Stores
9.	Toilets & Bath rooms
10.	Office area & Road/ pavements (in front of office area )
11.	Lawn & pavements in front of boxing hall & judo hall

HOUSE KEEPING SERVICE IS REQUIRED ON DAILY BASIS.

Sr. No.	Housekeeping services	No. of employees
1.	Boys hostel	02 No
2.	Girls hostel	02 No (Female)
3.	Indoor Judo hall	01 No
4.	Indoor Boxing Hall ( Boys )	
5.	Indoor Boxing Hall ( Girls)	
6.	Indoor Wrestling Hall	
7.	Multy gym hall	01 No
8.	Mess area & Stores	
9.	Toilets & Bath rooms	
10.	Office area & Road/ path (in front of office area )	01 No
11.	Lawn/ path in front of boxing hall & judo hall	

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.

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

Dated.....

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

To,

The Deputy Director,  
Sports Authority of India,  
Training Centre, CCS HAU,  
Hisar (Haryana).

Subject :EARNEST MONEY DEPOSIT FOR THE TENDER FOR THE JOB OF HOUSE KEEPING  
CONTRACT FOR THE SAI TRAINING CENTRE HISAR.

( 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.....on  
ly) drawn on .....Bank in favor of Assistant  
Director SAI Training Centre, Hisar.

**Or**

In response to tender floated on website. *sportsauthorityofindia.nic.in*. I have downloaded the  
tender document and depositing herewith Demand Draft of Rs. 25,000/- (Rupees Twenty Five  
Thousand only) and Rs.1000/- (One thousand only) separately drawn on  
.....Bank in favor of Assistant Director, SAI Training Centre , CCS HAU,  
Hisar on account of EMD & cost of tender.

AUTHORISED SIGNATORY

(NAME IN BLOCK LETTERS).....  
SEAL OF THE BIDDER

DATE.....

Encl.: As above.

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

To,  
 The Deputy Director,  
 Sports Authority of India,  
 Training Centre CCS HAU, Hisar,  
 Hisar (Haryana).  
 SUBJECT: TENDER FOR JOB OF HOUSE KEEPING CONTRACT FOR THE SAI TRAINING CENTRE HISAR.

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 each 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.15.00 Lakhs (Rupees Fifteen Lakhs only) from housekeeping.
- iv) Undertaking to abide by all labor laws.
- v) Copy of Registration with E.S.I. & P.F. Deptt.
- vi) Service tax no of the firm.

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.



