

Sports Authority of India  
Training Centre  
Kabiguru Krirangan  
Bolpur, Birbhum , 731204,WB  
GST No.:19AACTS4979C1Z4



Telephone No : 03463-258464  
Fax No : 03463-258464  
Email : saisagbolpur@gmail.com  
Mobile No.: 8017951011

No: SAI/STC/Bol/20-21/59(C)

Date: - 25-08-2020

**Notice Inviting Tender**

**Tender No.- 03/2020-21**

Sports Authority Of India, Training Centre Bolpur, Birbhum invites sealed tenders in two bid(Technical & Financial) system from reputed and registered Agency preferably in Govt. Organization for the following works.

Sl No	Name of the Work	Price of Tender	Last Date & Time of issue tender	Last Date & Time of submission tender	Date and Time of Opening of Tender
1.	Lady Attendant at STC Bolpur, Kabiguru Krirangan, Bolpur, Birbhum	Rs. 500.00	03.09.2020 To 24.09.2020	25.09.2020 01.00 p.m	25.09.2020 At 03.00 p.m

Tender documents may be purchased from Centre In Charge, Sports Authority Of India, STC Bolpur, Birbhum from 03.09.2020 to 24.09.2020 on all working days between 10.00 hrs to 14.00 hrs on payment of cost of Tender documents in cash or by pay order/ demand draft drawn in favour of In-Charge, Sports Authority Of India, SAG Centre Bolpur.

SAI reserves the right to accept or reject all tender without assigning any reason there.

Centre In Charge  
Sports Authority Of India  
Training Centre  
Bolpur, Birbhum

SPORTS AUTHORITY OF INDIA  
STC BOLPUR  
KABIGURU KRIRANGAN:BOLPUR  
BIRBHUM,Pin : 731204 , W.B

Cost of Tender Form Rs. 500/-(Rupees Five Hundred only)

TENDER DOCUMENT FOR LADY ATTENDANT SERVICE FOR STC BOLPUR,

Date of issuing Tenders : 03.09.2020 to 24.09.2020,  
Date of Submission of Tenders : 25.09.2020, 01:00 p.m  
Date & Time for Opening Tenders : 25.09.2020 at 03:00 p.m.

**1. Invitation of Bids :**

1.1 Sports Authority Of India, STC Bolpur, Birbhum invites sealed tenders from reputed and registered Agency having minimum experience in this field/ similar type of work in the field of Lady Attendant in Educational Hostel/Hospital/Sports Institute/Centre/Govt Office with minimum annual turn over Rs.3,00,000/-(Rupees Three Lacs Only ). The bidders having experience of providing Lady Attendant STC Bolpur to shall be given preference.

1.2 The bidders are required to accept all terms & conditions mentioned in the Tender Document. STC reserves the right to reject any or all offers without assigning any reason thereof.

1.3 It is the responsibility of the bidders to read all terms & conditions of the tender document before filling the tender. Incomplete tender documents or bids are liable to be rejected.

1.4 Tenders received after the due date and time will not be entertained.

1.5 STC also reserves the right not to accept the lowest bid.

**2.EARNEST MONEY DEPOSIT:**

Offer for contract of Lady Attendant for STC Bolpur must be accompanied by a bank draft of the Nationalized / Schedule Bank for Rs. 25,000/-(Rupees twenty five thousand only) drawn in favour of SAI,STC Centre Bolpur as earnest money, which will be refundable in due course to the unsuccessful bidder without any interest.

**PLEASE NOTE THAT OFFERS NOT ACCOMPAINED BY THE REQUIRED EMD WILL BE DECLARED REJECTED.**

Offer submitted with incomplete information will not be considered.

The earnest money of the successful bidder is liable to be forfeited if the bidder does not fulfill the following terms and conditions:

- i. The successful bidder shall start Lady Attendant for STC Bolpur within fifteen days from the date of receipt of letter conveying the acceptance of offer.
- ii. Successful bidder has to execute an agreement within fifteen days from the date of receipt of draft contract and also deposit security money within the stipulated period, which will be released on expiry of the contract.

The earnest money of the successful bidder will be refundable after completion of the above mentioned formalities without any interest thereon.

### **3.Schedules of Tender**

3.1 The Tender document will be available for sale between 10.00 hrs to 14.00 hrs. on all working days from 03.09.2020 to 24.09.20. The intended bidders may purchase the same from Sports Authority Of India, SAG Centre Bolpur by making payment of Rs 500/- (Rupees Five Hundred only) in cash or through A/c payee Demand Draft/ Pay Order drawn in favour of Sports Authority Of India, SAG Centre Bolpur.

3.2 Technical & Financial bids shall be received up to 25.09.20 By 13.00 hrs. The technical & Financial bids will be opened on 25.09.20 at 15.00 hrs.

3.3 The financial bid of only those bidders will be opened whose technical bid are accepted by the competent Authority. The date time and venue for opening of financial bids shall be communicated to the technically qualified bidders at a later date. However, SAI reserves the right for not inviting the unqualified bidders while opening the financial bids.

### **4. SCOPE OF WORKS**

4.1 To look after the welfare of the girls inmates in the hostel. To forward application of girls for leave in case of illness and other cases to the In charge. She will look after the girls hostel building together with all furniture, fitting and other equipment's and will see that the same is kept in proper maintenance and repairs.

4.2 She will supervise the works of servants attached to the girls hostel. She will maintain the leave register, in and out Register, and the properly register of the girls hostel. She will ensure that only approved visitors ( as indicated by guardians ) are allowed to see the girls and that such visits are limited to the timings, laid down procedure. Special permission will have to be obtained from the Incharge by the concerned students in all other cases. To see that girls return to the hostels on time and any over stay is brought to the notice of In charge. She will do any other work connected with the welfare of the girls.

## **5. TERMS AND CONDITION**

5.1 The bids must be accompanied with a Bank Draft/ Pay Order issued by any Nationalized / Scheduled bank for Rs. 25,000/- (Rupees Twenty five thousand only) in favour of Sports Authority Of India, SAG Centre Bolpur.

5.2 The technical bids shall be opened at Sports Authority Of India, Bolpur by a duly constituted Committee in the presence of such bidders or their authorized representatives who may desire to be present at the time of opening of bids.

5.3 It is the responsibility of the bidders to read all terms & conditions of this document carefully before filling the bid. Incomplete bid documents or bids not responsive enough to the terms & conditions are liable to be rejected. The bidder should sign undertaking along with the bid document that he has read the complete tender document and will abide by its terms & condition.

5.4 The financial bids shall be opened at Sports Authority Of India, STC Bolpur and shall be valued on the basis of acceptance of performances as per schedule of requirements attaches with Financial Bid. A negotiation with the bidders is strictly prohibited.

5.5 The bid shall contain no erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be authenticated by the person or persons signing the bid.

5.6 Bid documents are neither transferable nor cost of the bid documents is refundable under any circumstances.

5.7 The issuing of bid document shall not constitute that the bidders are automatically qualified.

5.8 If even after award of contract, information/facts submitted by the bidders are found misleading /incorrect/false etc., Director, Sports Authority Of India, Netaji Subhas Eastern Centre, Salt Lake City, Kolkata reserves the right to terminate the contract.

5.9 The successful bidder has to furnish interest free security deposit of an amount of Rs. 50,000/ (Rupees fifty thousand only ) in the form of Account Payee Demand Draft, drawn in favour of the Sports Authority Of India, SAG Centre Bolpur payable at State Bank Of India, Bolpur Branch/ Fixed Deposit Receipt /Bank Guarantee. This has to be given within stipulated period as mentioned in the letter of award of security contract. The Security deposit will cover entire period of the contract and will be released after 3 months from the date of conclusion of contract.

5.10 The Earnest Money Deposit will be refunded to the unsuccessful bidders within one month of the date of approval of the successful bidder without any interest.

5.11 However, the earnest money of the successful bidders will be liable to be forfeited, if he/she does not fulfill any of the following condition:

- a) The successful bidder shall have to deposit Security deposit within a period of 15 days of the award letter. The security so deposited with Sports Authority Of India, STC Bolpur shall not carry any interest.
- b) Execution of the agreement on Rs 100/-(Rupees one hundred only ) on non-judicial paper within stipulated period on receipt of award letter.
- c) To undertake the work from the specified date mentioned in the award letter.

5.12 In case of any dispute between the successful bidder and its employee, Sports Authority Of India, STC Bolpur, Kabiguru Krirangan Bolpur, Pin: 731204, will have no responsibility and shall not be responsible for any compensation in any form to such employment to any of such employees during the currency of and/or after the expiry of this agreement.

5.13 The successful bidder will ensure compliance of all the relevant provisions of the laws including the labour Laws towards its obligations as applicable to its employee's which may arise out of the contract.

5.15 That the successful bidder shall not do anything in or outside the allotted premises which may create nuisance or any cause of annoyance to the neighbors to the Director and or to the visitors and sports person living/visiting the premises.

5.16 The successful bidder shall be responsible for ensuring the safety of the STC Trainees and his own employees. In case of any injury to any STC Trainee, any persons or damages caused to the property of Sports Authority Of India, Kabiguru Krirangan, Bolpur, Birbhum,731204 as result of this contract activities , the successful bidder shall be solely 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, successful bidder shall be sole responsible for defending the case before the court of law and / or to ensure compliance with the summons/challan served in this behalf.

5.17 These are only proposed draft, terms & conditions and can be modified/changed or added at the time of finalization and signing the agreement.

5.18 The Earnest Money of the successful bidder will be refunded after depositing of the security money against the contract, however, the same will not carry any interest.

5.19 Conditional/ incomplete/ offers not confirming to tender document will be rejected.

5.20 Arbitration clause to be inserted at the time of final agreement.

**6.INSTRUCTIONS FOR BIDDER**

6.1 The intended bidders should visit the premises to be given in the complex of Sports Authority Of India, STC Bolpur, Kabiguru Krirangan, Bolpur, Birbhum, 731204, before bidding to quote responsible license fee.

6.2 The intended bidder is required to submit an undertaking that “ Staff deployed at the centre in terms of this contract at all time will remain the employees of the agency exclusively and they shall not be entitled to claim employment or permanency of job in the Sports Authority Of India or any other direct or indirect claim on SAI on the non-judicial paper duly attested by the concerned authority along with Technical bid”. Offer without the said undertaking, the bid will not be considered.

6.3 The intend bidder is also required to submit solvency certificate of minimum of Rs 2 lakh (Rupees two Lakhs only) issued by the Nationalized Bank or collector along with TECHNICAL BID. Offer without the said certificate will not be considered.

6.4 It is mandatory on the part of prospective bidder to submit offer for providing Security as per requirement.

6.5 The contract shall be awarded initially for a period of one year from the date of its commencement. The contract may be further extended for basis of performance and work satisfaction of the Agency and mutually agreed by both parties on the same terms and condition. The contract shall be terminated by either side on one month’s notice or payment in lieu thereof without assigning any reasons.

6.6 The validity of the rate quoted by the Agency would be minimum wages is applicable as and when revised.

Certified that I/ We have gone through the contents of the Tender form point wise and thereby convey our acceptance to abide by all the terms and conditions mentioned in their documents.

Signature.....

Name (In block letters ).....

Designation.....

Name of the firm.....

Address.....

Telephone No.....

Mobile No.....

Date.....

**ANNEXURE-I**

SPORTS AUTHORITY OF INDIA  
TRAINING CENTRE, BOLPUR  
KABIGURU KRIRANGAN:BOLPUR  
BIRBHUM,Pin : 731204 , W.B

BIDDING DOCUMENT FOR SUPPLY LADY ATTENDANT AT STC BOLPUR.

**7.PARTICULAR OF EMD**

7.1 Name of agency :.....

7.2 Period of sale of tender document :

7.3 Last date & time for receipt of tender :

7.4 Time & date of opening of tender :

7.5 Place of opening of tender(Technical Bid) : STC, Bolpur, Birbhum

7.6 Details of EMD:

a) Amount :.....

b) Name of the Bank :.....

c) Pay order/Bank draft No & date :.....

**(SIGNATURE OF BIDDER OR HIS AUTHORISED  
SIGNATORY AGENCY ALONG WITH SEAL )**

**ANNEXURE-II**

**SPORTS AUTHORITY OF INDIA  
STC BOLPUR  
KABIGURU KRIRANGAN:BOLPUR  
BIRBHUM,Pin : 731204 , W.B**

**TECHNICAL BIDDING DOCUMENT FOR LADY ATTENDANT AT STC BOLPUR,  
KABIGURU KRIRANGAN,BOLPUR, BIRBHUM.**

1. NAME OF BIDDER .....

2. ADDRESS OF BIDDER .....

3. DETAILS OF DOCUMENTS TO BE SUBMITTED :-

i) Permanent Account No (PAN) :.....  
(Attach documentary proof)

ii) Forwarding Letter : .....

iii) Professional Tax  
P TAX Callan, P TAX registration : .....

iv) Non convicted certificate : .....

v) The tender credentials in carrying out similar  
type of work to govt. must accompany 5 lakhs (Rs. Five lakhs only ) :.....

vi) Registration . No of the Firm : .....

vii) Total turn over during last 3 preceding  
years duly certified by CA (Audit Report.....  
\ (Attach documentary proof)

viii) Income Tax return for the last 3 preceding years : .....

ix) Solvency Certificate for Rs 2 lakhs .....

x) Provident Fund A/c Registration No with last chalan.....

xi) GST Registration No.....

Telex : .....

Telephone .....

Fax No .....

E-Mail .....

Website .....

**SIGNATUR E OF BIDDER WITH SEAL.**

**ANNEXURE-III**

SPORTS AUTHORITY OF INDIA  
STC BOLPUR  
KABIGURU KRIRANGAN:BOLPUR  
BIRBHUM, Pin : 731204 , W.B

FINANCIAL BID DOCUMENTS FOR LADY ATTENDANT

- 1.Name of the Bider :
- 2.Address of the Bidder :
- 3.Telephone Number of Bidder :
4. Name of the representative of Firm/Company :
5. Rate per Lady Attendant per month in Indian Currency :
6. Any other charges if so details :

Sl No	Name of the Centre	Amount
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Signature.....

Name in Block Letters.....

Name of the Firm.....

Date.....