

No.46/1/2015-16-CCSCSB
Government of India
Ministry of Personnel, P.G. and Pensions
Central Civil Services Cultural & Sports Board

New Delhi, dated: 14.11.2018

TENDER NOTICE

To,

The Registered Service Provider Agency/Firm with local office at New Delhi

Sub: Invitation of Quotations for Renovation of 7 Lawn Tennis Courts of Central Civil Services Cultural & Sports Board at New Delhi.

I am directed to state that the CCSCSB (called as the Board) intends to renovate 7 Clay Lawn Tennis Courts located at various sports facilities of the Board.

2. Quotations are invited under **Two Bid System** i.e. **Technical Bid** and **Financial Bid** from reputed, experienced and financially sound Companies/Firms/Agencies for renovation of Clay Courts.

3. The interested Companies/Firms/Agencies may submit the tender documents complete in all respects along with Earnest Money Deposit (EMD) of Rs.20000/- (**Rupees twenty thousand only**), and other requisite documents of their technical bids as listed in para 8 of "Scope of work and general instructions for tenderers". **Hard copies of Technical Bid and Financial Bid along with EMD should also be submitted in duly sealed separate envelopes to the Secretary, CCSCSB, Room No. 361, B-wing Lok Nayak Bhawan, Khan Market, New Delhi by 05:00 p.m. on 26th November, 2018.**

4. **Technical Bids will be considered valid only in those cases where Pre Qualification criteria is fulfilled. Bids where Pre Qualification Criteria is not fulfilled will be considered irresponsive bids and those bids will not be considered for further evaluation. Financial bids will be evaluated only in case of those bidders whose technical bids are found qualified.**

5. No Quotations shall be entertained after this deadline under any circumstances whatsoever. The Technical Bid of tenders will be opened at 3:00 PM on 27th November, 2018 and Financial Bid of tenders will be opened at 3.00 P.M on 28th November, 2018.

6. This Board reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Board in this regard shall be final and binding on all .

Encl. as above



(Kulbushan Malhotra)
Secretary (CCSCSB)
Tele:011-24646961

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

The Central Civil Services Cultural & Sports Board, Room NO. 361-B Wing, 3rd Floor, Lok Nayak Bhawan, New Delhi-110003 requires reputed, well established and financially sound Construction Companies/ Firms /Agencies to provide work of Renovation of its 7 Clay Lawn Tennis Courts located at various locations in New Delhi.

2. Following work will be done in process of renovation:
 - i. Removing of all loose Moharrum by bruising with wire brushes.
 - ii. Digging of surface of all the courts by 1 to 15 inch deep, as required and then spreading the same material and leveling by consolidation by watering and rolling.
 - iii. Supplying, leveling, and spreading a fresh layer of Moharram all over surface and by watering and rolling.
 - iv. Supplying, leveling, and spreading a thin layer of filtered Moharram over the entire surface.
 - v. Right slope of the courts is to be ensured so that there is no water logging after the rain and during watering of courts.
 - vi. Fixing of new permanent plastic marking at upper surface of the courts.

3. The various crucial dates relating to "Tender for Renovation of Lawn Tennis Courts" are cited as under:-

- (a) **Last date and time for submission of Quotation (Technical & Financial) :5:00 PM on 26th November, 2018**
- (b) **Date and time for opening of Technical Bids: 3:00 PM on 27th November, 2018**
- (c) **Date and time for opening of Financial Bids: 3.00 PM on 28th November, 2018**

4. The Earnest Money Deposit (EMD) of Rs.20,000/- (Rupees twenty thousand), refundable (without interest) should be submitted along with the Technical Bid of the agency in the form of Demand Draft/Pay Order of any Nationalized bank drawn in the favour of Secretary, CCSCSB New Delhi, failing which the tender shall be rejected summarily.

5. The successful tenderer will have to deposit Performance Security Deposit @ 10% of total contract value, in the form of Fixed Deposit Receipt (FDR) made in the name of the Company/Firm/Agency but hypothecated to the Secretary, CCSCSB New Delhi within 30 days of award of contract. The FDR will have to be accordingly renewed by the successful tenderer.

6. The tendering Companies/Firms/Agencies are required to submit copies of the following documents to along with the Technical Bid, failing which their bids shall be summarily/out-rightly rejected and will not be considered any further :-

- i) Copy of EMD document.
- ii) Copy of PAN number/GIR card.
- iii) Copy of Registration number & registration certificate issued by Government Agency.
- iv) Copy of Service Tax registration certificate
- v) Copy of work experience certificate
- vi) Proof of annual turnover of the firm for the last 3 years
- vii) Copy of GST Certificate

7. Conditional bids shall not be considered and will be out rightly rejected in the very first instance.

8. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, corrections, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.

9. The Contract Agreement shall be construed as per India Laws and Delhi Courts will have jurisdiction to settle any dispute arising out of Contract.

10. The Board reserves the right to cancel any or all the bids without assigning any reason.

11. The firm/contractor shall comply with all Labour Laws, Rules and Acts in relation to its employees and ensure payment of minimum wages to the personnel engaged on outsourcing basis as per the notifications issued by Govt. of NCT of Delhi from time to time in compliance with the provisions of Minimum Wages Act and the Contract Labour (Regulation & Abolition) Act, 1970.

ii. PRE QUALIFICATION CRITERIA

- i) Average minimum turnover in last 3 Financial Years should not be less than Rs.20 Lakh (Balance Sheet of last 3 Financial Years may be submitted).
- ii) Proof of working with Ministries/Government offices/ organizations/ reputed Private Companies/Public Sector Companies/Banks etc, for three years and the number of persons deployed by the agency each year in the last 3 years.

2. TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANY/FIRM/AGENCY

The tendering Company/Firm/Agency should fulfill the following technical specifications and furnish attested copies of documents evidencing compliance with these specifications:-

- a) The Company/Firm/Agency should be registered with the appropriate registration authority.
- b) The Company/Firm/Agency should have at least three years experience in laying and repairing of Clay Courts, proof of which should be enclosed with the technical bid.
- c) The Company/Firm/Agency should be registered with Service Tax Board.
- (d) Copy of PAN card/IT return.
- (e) Certificate of annual return from CA.
- (f) Copy of GST Certificate.

APPLICATION-TECHNICAL BID

For Renovation of Clay Tennis Courts of Central Civil Services Cultural & Sports Board

1. Name of Tendering Company/Firm/Agency:
(Attach certificate of registration)
2. Name of proprietor/Director of Company/Firm/Agency:
3. Full Address of Regd. Office: _____

Telephone No.
FAX No.
E-Mail Address

4. (a) Details of EMD
 - (i) Amount :
 - (ii) Draft No :
 - (iii) Date :
 - (iv) Issuing Bank :
- (b) Banker of Company/Firm /Agency-----
(Full Address)
(Attach certified copy of statement-----
of A/c for the last three years)
- (c) Telephone Number of Banker -----
5. PAN/GIR No. -----
(self attested copy)
6. Service Tax Registration No.-----
(self attested copy)
7. GST certificate (self attested copy)
8. Financial turnover of the tendering Company/Firm/Agency for the last three Financial Years with documentary proof thereof. (Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs. in Lakhs)	Remarks, if any
2015-16		
2016-17		
2017-18		

9. Give details of work experience/major similar contracts handled by the tendering Company/Firm/Agency during the last three years in the following format (copy to be enclosed):

S. No.	Details of client along with address, telephone and FAX numbers	Amount value of Contract (Rs. in Lakhs)	Duration of Contract	
			From	To

(If the space provided is insufficient, a separate sheet may be attached)

10. Additional information, if any
(Attach separate sheet, if required)

Signature of authorized person

Date:
Place:

Full Name:
Seal:

DECLARATION

I/We, _____ son/daughter/wife of Shri. _____
_____ signatory of the agency/firm mentioned above, am/
are competent to sign this declaration and execute this tender document:

2. I/We have carefully read and understood all the terms and conditions of the tender and undertake to abide by them:

3. My/Our agency have not been **blacklisted or debarred** from participating in tender of any Ministry/Board of Government of India and Government of India undertaking/autonomous bodies/institutions in the last Three Years.

4. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law:

Signature of authorized person (s)

Date:

Full Name:

Place:

Seal:

APPLICATION - FINANCIAL BID

For Renovation of Clay Tennis Courts of Central Civil Services Cultural & Sports Board

ii. Name of tendering Company/Firm/Agency: -----

2. Details of Earnest Money Deposit: Rs. 20,000/- (twenty thousand only)
D.D/P.O. No. & Date :
Drawn on Bank :

S. No.	Component of Rate	Amount in Rs. per person/per month
i.	Rate for renovation for per court	
ii.	Rate for Permanent Marking per court	
iii	Soil rate per cubic feet with size of truck	
iv.	GST Charges	
v.	Any other charges	
	Total (Column i to v)	

3. The bidders shall furnish an undertaking (Annexure ~~II~~ III) to the effect that they should unconditionally comply with all the terms and conditions of the RFP and without this undertaking their bids will be considered invalid.

4. I/we accept all the terms and conditions of the Tender Notice

Signature of authorized person

Date:
Place:

Full Name:
Seal:

UNDERTAKING

I/We, _____, hereby give this undertaking that I/We should unconditionally comply with all the terms and conditions of the RFP and without this undertaking our bids will be considered invalid.

Authorized Signatory

Date:

Place: