

Bid Document No. DSO/N/Khel-Maharan/2023-24

BID DOCUMENT
FOR
Sports Items, Food and Venue arrangements etc.

KHEL MAHARAN 2023-24
NAGAON, ASSAM



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT SPORTS OFFICER, NAGAON
NAGAON::ASSAM

Normal School Hostel Building, Sankar Mission Road, P.O. Itachali, 782003, Nagaon :: Assam

No. DSO/N/Khel-Maharan/2023-24/842

Dated: 28th Dec, 2023

SHORT NOTICE INVITING TENDER

Sealed Tenders affixing non-refundable court fee stamp of **Rs. 8.25** (Rupees eight and twenty five paisa) only are invited from registered and reputed firms/suppliers for supply of following groups of items under District Sports Office, Nagaon.

- a) Supply of Sports items
- b) Supply of Food and Refreshments.
- c) Venue arrangements for Opening Ceremony.

The detail specification of each items and the terms and conditions thereof contained in the form of Bid documents for each groups may be obtained from the office of the undersigned on any working days on payment of Rs.500/=(Five Hundred) only (non-refundable) per set of Bid Document or may be downloaded from the district website nagaon.assam.gov.in.

The quotation will be received till **4th January.2024** up to **2 PM** and will be opened at **3 PM** on the same day at the office of the undersigned. No quotation submitted thereafter will be accepted under any circumstances.

Sdt

District Commissioner cum
Chairman, District Level Committee,
Khel Maharan, Nagaon

No. DSO/N/Khel-Maharan/2023-24

Dated: 28th Dec, 2023

Copy to:


1. The DIPRO, Nagaon. He is requested kindly to make necessary arrangement for publication of the short notice inviting Tender is atleast 2 (Two) no's widely circulated English and Assamese Newspaper.
2. P.A to the District Commissioner, Nagaon with a request to take necessary action to display the NIT on the notice board of DC office.
3. Notice Board.

[Signature]

Member Secretary
Khel Maharan, Nagaon
District Sports Officer
Nagaon: Assam

Terms and Condition

1. Earnest money amounting to Rs. 10,000/= (Rupees Ten Thousand) only to be drawn in the form of Demand draft in favour of **The District Commissioner Nagaon**. After finalization of the process the DD of the parties whose quotations are rejected, will be returned back on submission of application. Earnest money of accepted parties will be converted as security money.
2. Copy of GST registration and GST clearance certificate up to date.
3. Copy of Income Tax return and PAN card.
4. Photo copy of Trade License.
5. Details of the supplier/firm should be filled in the Annexure- I
6. Rate should be quoted per no. as case may be, Annexure-II
7. Approved bidder will also be responsible for supply of packet lunch as and when required.
8. The interested bidder must have well established registered hotel / caterer of minimum 3 years' experience for which the bidder should submit the documentary evidence. The bidder must have his own facilities for preparing food.
9. The successful bidder shall have to maintain good quality & quantity of food.
10. The successful bidder should provide man power that will be responsible to serve with proper manner. The Committee will not pay any charge for such service.
11. The successful bidder should supply food as per order which may vary from 10 to 400 persons depending on requirement. The requirement will be conveyed to the bidder at least 2 hours ahead of the actual time of distribution of food.
12. The successful bidder should supply/provide all required items containing dish, bowl, drinking water, glass, spoons, napkins etc. along with the ordered menu.
13. Rate should be inclusive of all taxes.
14. The rate to be quoted should be written both in figure and words clearly. Any correction/ alteration etc should be authenticated by the bidder himself before submission of the tender.
15. The selected bidder shall have to sign an agreement.
16. District Sports Office, Nagaon has reserved the right to accept or cancel any of bidders without assigning any reason thereof.
17. Bills are to be submitted in duplicate within 15 days on completion of the programme, otherwise no claim will be entertained in any manner.
18. The security money will be automatically forfeited of the party if the latter fails to give satisfactory service
19. The District Sports Officer cum Member Secretary, Nagaon has reserved the right to accept or cancel any quotation or all quotations without assigning any reason thereof.
20. **The suppliers/ firms submitting the downloaded copy of the Bid Document, will have to pay the non-refundable amount of Rs. 500.00 (rupees five hundred) at the time of submission.**


District Sports Officer Cum
Member Secretary
Khe. Mah. Sports Officer
District of Nagaon
Nagaon: Assam

ANNEXURE-I

Sl. No	Particulars	Declaration
1	Name of Firm	
2	Firm Address (Office)	
	a Name of Proprietor:	
	b Postal	
	c Telephone No./Mobile No.	
	d E-mail address	
3	Type of organization (i.e whether Sole Proprietor or partnership firm or a company)	
4	Amount of Bid Security	
	a Draft No./ Banker Cheque No.	
	b Bank details	
	c Amount	
6	Whether Letter of Authority for attending bid opening enclosed with tender. (Yes/No)	(Yes/No) Name of Authorized Person:: Contact No:
7	GST Registration Certificate ,enclosed Yes/No	
8	PAN Number (attach a copy of PAN Card) enclosed Yes/No	
9	Income Tax Return (Up to date), enclosed Yes/No	
10	Trade license (Up to date) enclosed Yes/No	
11	Self-declaration of non-black listing/ no complaint/ vigilance inquiry in any Govt. Department/PSU	
12	Bank Details of the firm (for e-payment/PFMS etc)	Bank Name :: Branch :: A/C No :: IFSC ::

Place & Date::

Signature of Tenderer (With seal)

Format for quoting rate of FOOD AND REFRESHMENTS

Annexure:: II

1. For Opening and Closing Ceremony:

<u>Sl.No</u>	<u>PARTICULARS</u>	<u>Rate (Inclusive of all taxes)</u>
	<i>For VIP:</i>	
1	Veg Cutlet/ Veg Roll, Kalakand, Fried Kaju and Tea For 100 VIPs >< 2Days	
	<i>For General:</i>	
1	Veg Pattis, Kalakand and Tea. For 2500 on Opening and 500 on Closing.	

2. On events Days:

<u>Sl.No</u>	<u>PARTICULARS</u>	<u>Rate (Inclusive of all taxes)</u>
	<i>Breakfas:</i>	
1	Puri (3 Pcs), Sobji, Banana and Tea.	
	<i>Lunch:</i>	
2	Plain Rice, Dal, Mix Veg, Green Salad, Papad, Egg Curry	
	<i>Afternoon:</i>	
3	Tea + Good quality Biscuit (Per)	
4	Drinking water (1/2 Lt)	

Place & Date::

Signature of Tenderer (With seal)

VENUE ARRANGEMENTS ANNEXURE-II

Item	Specification	Rate(including tax)
Stage at Nurul Amin Stadium, Nagaon including VIP table-Chairs decorations and necessary temporary electrification works.	20 ft x 12 ft	
Stage at Police Reserve Field Nagaon including decorations and necessary temporary electrification works.	14 ft x 10 ft	
Chairs for officials.		
Erection of flag poles with colourful decorative triangular flags.	20nos	
Erection of flag poles with flags of 8 LACs.	8 nos	
Sound system (Event quality)	2 set	
Light and cracker shows		
Big size umbrella tables and chair	10nos	
Branding in the event venue	Nurul Amin Stadium, Police reserve playground	
Publicity & welcome gate(large)		

Place and Date:

Signature of the Supplier/ Proprietor
with seal

Format for quoting rate of Sports Items Annexure: II

Sl.No.	Particulars	Specification	Unit	Quoted Brand & Rate (Inclusive of all Taxes)
1	Football	Tournament quality	Per No.	
2	Goal Net (Double)	Tournament quality	Per Pair	
3	Football Corner Flag & Pole	Tournament quality	Per Set	
4	Air Pump	Good quality	Per Pc	
5	Substitute Board	Good quality	Per Pc	
6	Measuring Tape 50Mt	Good quality	Per Pc	
7	Measuring Tape 100 Mt	Good quality	Per Pc	
8	Stopwatch	Good quality	Per Pc	
9	Volleyball	Tournament quality	Per No.	
10	Volleyball Net	Good quality	Per No.	
11	Volleyball Antenna	Tournament quality	Per Pair	
12	Volleyball Post	Tournament quality	Per Pair	
13	Whistles	Good quality	Per No.	
14	T-Shirts & Cap	For Technical Officials	Per No.	
15	T- shirt local	For supporting staff/ volunteers	Per No.	
16	T-Shirt and Cap	For District level committee	Per No.	

N.B: For the T-Shirts and Caps sample must be submitted with the bid or at the time of opening the bid.

Place & Date::

Signature of Tenderer (With Seal)