

DIRECTORATE OF SPORTS, PUNJAB
Yuva Bhawan, Sector 42- A, CHANDIGARH

Email Id : dir.sportspb@punjab.gov.in

INVITING E-TENDER

Tender No: Sports-SS1-SK-24/1

INSTRUCTIONS TO TENDERERS

1. Earnest Money & Tender Form Fee are payable only through online mode.
2. Tenderer have to pay processing fees for each bid as mentioned on the website eproc.punjab.gov.in. Tender processing fee and other requisite fees shall be strictly paid through online mode (IPG/ Net Banking). Other mode of payment will not be accepted.
3. Interested Bidders/ Tenderer can purchase/ access the tender documents online from website eproc.punjab.gov.in, while submitting online tenders.
4. Corrigendum / Addendum / Corrections, if any will be published only on the website.
5. If the date of opening of tender happens to be a holiday then the tender will be opened on the next working day.
6. Each bidder in its name should have achieved minimum annual turnover of 100% of the tender cost per year for any 2 years in the preceding three years in sports goods or Sports equipment.

Sr. No	Name of the Work	i) Estimated Cost of the Tender ii) Earnest Money (in Rs) iii) Processing Fee (in Rs) iv) Form Fee (in Rs.)	Important Dates/Time i) Availability of Bid Documents. ii) Last date Submission of Bid iii) Technical Bid Opening iv) Display of Samples v) Financial Bid Opening
1	Purchase of Sports Equipments	i) Rs. 5.00 Crore ii) Earnest Money 2% of the tender cost. iii) Processing Fee as mentioned on website. iv) Form Fee Rs. 500/-	i) 29.06.2024 at 11.30 AM ii) 19.07.2024 at 10.00 AM iii) 19.07.2024 at 01.00 PM iv) 25.07.2024 to 26.07.2024 at 10.00 AM v) To be intimated later on.

Place of Opening of Bids = O/O the Director Sports Punjab, Yuva Bhawan, Sector 42-A, Chandigarh.

For participating in the above e-tendering process, the Contractors shall have to get themselves registered with www.eproc.punjab.gov.in and get user ID, Password. Class-2 or 3 Digital signature is mandatory to participate in the e-tendering process. For any clarification regarding the tender document please contact on : **0172-2606400**. Regarding any difficulty about e-tendering process flow please contact helpdesk on **0172-2606400**.


-Sd/-

Director Sports Punjab

E-tender FORM FOR SUPPLY OF SPORTS EQUIPMENT

1. Online tender as per DNIT are invited from either original equipment manufacturing (OEM) or authorised dealer of the manufacturing to in favour of Director Sports Punjab for this tender only in 2 bid system (Technical Bid and Financial Bid) which must be submitted on the website eproc.punjab.gov.in by 19.07.2024 before 10.00 a.m. Technical Bid will be opened on 19.07.2024 at 01.00 p.m in the office of Director Sports, Punjab, Yuva Bhawan, Sector 42-A, Chandigarh. Authorised Dealers can apply by having authorization from the Manufacturer.
2. The samples will be displayed and selected by the Purchase Committee from 25.07.2024 to 26.07.2024 at 10:00 a.m at District Sports Office, Sector 78, SAS Nagar.
3. All the columns of the tender shall be duly, properly and exhaustively filled in. The rates and units shall not be overwritten. Rates shall always be both in figures and words. "No Quotations" should be written for any one of the items in the schedule for which a firm does not wish to bid.
4. Any omission in filling the columns of (Unit and Rates) shall altogether debar a tender from being considered for that item.
5. All cuttings must be signed by the applicant.
6. It will be the responsibility of the representatives of the firm concerned to present the sample for selection on fixed date & time at District Sports Office, Sector 78, SAS Nagar. A firm can display at the most 1 sample per category meaning thereby that every firm can display one sample for training and one for Competition. In case of non-compliance, the concerned tender item will stand rejected.
7. Earnest Money for Sports Equipment is 2% of the tender cost. Tender Form Fees Rs. 500/- must be paid ONLINE. Without earnest money, the tender will not be considered. The said amount shall be regarded as forfeited by Govt. if any successful tenderer fails, within the time fixed by the Directorate, either to sign the contract or terms and conditions as mentioned in the tender document.
8. No tender will be considered unless and until all the documents are properly signed.
9. The tender will be regarded as continuation of offer upon the acceptance on whole or in part thereof at the discretion of Standing Purchase Committee. However, the Chairman, Purchase Committee has a right to call fresh tenders/quotations during the period without assigning any reasons.
10. The Department shall hold a Pre Bid meeting with Tenderers 10 days after the tender is floated i.e 08.07.2024 at 11.00 am at the office of Director Sports, Punjab Yuva Bhawan, Sector 42-A, Chandigarh.
11. The Department reserves the right to negotiate with any or all of the firms in order to procure latest sports equipment of highest quality at lowest prices.
12. In the event of tender being accepted, the tender will be converted into a contract which will be governed by the condition, contained as annexure "A".

Signature of the Tenderer

 I/We hereby quote to supply the goods and material specified in the under written schedule in the manner in which and within the time specified set forth in the conditions of contract in the annexure 'A'. The conditions contained as annexure "A" will be binding upon me/us in the event of the acceptance of my/our tender also.

I/We herewith deposit a sum of Rs. _____ as earnest money and if I/We fail to execute the agreement embodying the said conditions of my/our tender and if I/We fail to supply the goods in time, I/We hereby agree that the security/earnest money shall be forfeited. If I/We fail to give supply in time the sample(s) of the articles lying with Director Sports Punjab shall also stand forfeited.

Dated the _____ day of _____.

Signature _____

Address _____

ANNEXURE "A"

CONDITIONS OF CONTRACT :

1. Bidders/Tenderers should have a valid GST No. issued by competent authority.
2. The technical bid of the bidders will be opened first and the financial bid will be opened only of those bidders whose Technical bid shall be accepted by the competent authority.
3. The tender submitted must be accompanied with an Earnest Money as specified above payable online. Incomplete and Conditional Bids received without Earnest money, samples of quoted items are liable to be rejected. For imported items the brochures will be accepted in lieu of physical samples.
4. To qualify for the award of the tender, each bidder in its name should have achieved minimum annual turnover of 100% of the tender cost per year for any 2 years in the preceding three years in sports goods or sports equipment only. The Bidders will submit Income Tax Returns and Balance Sheets for last three years verified by C.A.
5. a) For non consumable items the guarantee period will be 2 years or the guarantee mentioned by the manufacturer whichever is more and the firms will be liable to replacement during this period.
b) For consumable items the guarantee period will be 3 months with promise of replacement. The guarantee will be submitted in writing.
6. Firms will quote only one rate per item. Rates shall not be displayed on sample. Only the name of the firm/ trade mark be displayed on the sample. Every item must specify on its surface the constituents of which it is made.
7. No tender will be accepted without sample as per specification approved by Purchase Committee.
8. During opening of tender, the tenderer or his representative can attend the meeting.
9. In case of doubt in material supplied by the firm/tenderer, the expenditure on testing of material will be borne by the tenderer.
10. If even after approval, information/facts submitted by the tenderer are found to be misleading or incorrect etc., Department reserves the right to reject the item(s) for the current / future use.
The Chairman, Departmental Purchase Committee is the Competent Authority and has the right to reject any item or whole of the tender without assigning any reason at any time.
11. The firm selected as L1 shall be liable to supply goods at these approved rates. In case of more than one firm being selected at L1 rates, then the orders will be awarded on the basis of draw of lots.
12. **Manner in which tenders shall be submitted:-**
 - i) Technical Bid shall contain profile of the firm with experience, turnover, capacity of the firm to supply the material, SSI Certificate, ISO Certificate (9001: 2015), PAN No., GST No. etc.
 - ii) The tenderer must certify that the prices quoted by them are not higher than those quoted to any Government departments. If found otherwise the firm shall be liable for blacklisting and confiscation of its goods without payment.
 - iii) Financial Bid shall contain price bid for the items listed in the tender with guarantee period.
13. Rates should be quoted F.O.R destination for any location in the state of Punjab including Village Panchayats, Block Panchayats, Sports Clubs including all duties, taxes, and other levies payable.
14. The full payment will be made only after receipt of goods duly accepted.

15. The successful tenderers whose offers are accepted will be required to supply the goods generally within 45 days for indigenous and 75 days for imported goods/equipment from the date of issue of supply order which can be increased or decreased after mutual agreement.
16. **Penalty Clause:-** Director Sports Punjab will be empowered to impose penalties on the defaulting suppliers as per detail given below:-

Sr.No.	Sane	Penalty
1	Late supply	i.) 2% penalty imposed on weekly basis after the due date of supply. ii. If the supply is delayed by more than 1 months after the due date of supply, then the order will be cancelled and the samples, earnest money, Performance Bank Guarantee of the firm will be forfeited.
2	Supply of Substandard or defective equipment	i.) Any defective equipment will have to be replaced under the guarantee clauses. ii.) Any equipment found substandard or not supplied as per sample will be confiscated and no payment shall be made for the same. In addition the performance bank guarantee will also be confiscated and no further order will be placed to the supplier. Such firm will also be blacklisted to participate in the future tenders floated by the Department for a period of 3 years.

Inspection of goods will be carried out at the premises of the firm and at the point of delivery concerned or at any other place as decided by the Department.

17. The firm whose tenders are accepted by the Departmental Purchase Committee will be required to submit Performance Bank Guarantee equal to 5% of the total amount of the order till expiry of the defect liability period.
18. In case any firm fails to abide by any terms & conditions of the tender or contract its performance bank guarantee will be liable to be forfeited and shall bear the loss as per conditions.
19. The quotations (Financial Bid) being submitted on behalf of a firm must be signed on its behalf by a person holding a power of attorney authorizing him to do so or in the case of a company the quotations should be executed in the manner laid down in the said company (articles of association). The signatures on the quotation should deem to be of the authorized signatory. (Attach Power of Attorney/Authorization Certificate).
20. EMD of the unsuccessful bidder will be refunded after finalization of the tender and EMD of successful bidder after the expiry of contract period.
21. A tenderer who fails to supply goods in time shall be liable to pay loss caused by placing the order to the next firm. Supplied goods will be strictly as per approved sample. Any discrepancy in the quality or quantity of supplied order will attract a penalty as decided by the departmental purchase committee.
22. Standing purchase committee /Department will not be responsible for any loss, damage, wear and tear or injury at the time of inspection and selection of the samples. No tender will be considered unless all the documents are properly signed.
23. The approved samples shall be sealed and signed immediately after their acceptance by the Standing purchase committee of Sports Department, Punjab.
24. Packing cases/containers etc. will be deemed to be non refundable.
25. The successful tenderer will be required to submit the bill in triplicate on receipt of order.
26. The items to be supplied must be as per specifications fixed by the department though the department will approve any equipment which is as per latest international specifications.

27. In case of any dispute, decision of Administrative Secretary, Department of Sports and Youth Affairs, Punjab will be final. In case of any dispute regarding terms & conditions, interpretation made by Administrative Secretary, Department of Sports and Youth Affairs, Punjab (Appellant Authority) shall be final.
28. In witness thereof, the parties have here into set their hands on the date indicated on the page.
29. In case of any items for which specification are not approved by the purchase committee, the Competent Authority will be at liberty to select items on the basis of samples displayed by the firms and not bound to approve lowest rates.
30. Bids shall remain valid for a period not less than 90 days after deadline date for bid submission. A bid for a shorter period shall be rejected by the purchase committee.
31. Each equipment supplied shall bear the name of the Department of Sports, Punjab either itched, embroidered, printed or engraved.
32. Any equipment found substandard or not as per sample, would be confiscated & no payment would be made. Penalty as per penalty clause shall also be imposed.
33. Quantity mentioned in the list is purely tentative, it can be increased or decreased.
34. Any Exemption for Tender i.e. Form Fee, Earnest money, Performance Bank Guarantee etc. shall not be considered, except, only notification issued by the Government of Punjab. However custom exemption certificate will be provided by the department for relevant goods.
35. It must be noted that this is just an enquiry and does not amount to any commitment on the part of Sports Department, Punjab to order any or all products offered. The decision of Sports Department, Punjab in this regard would be final and be entirely, at its discretion.
36. The purchaser, without prejudice to any other contractual rights and remedies available to it (the purchaser), may, by written notice of default sent to the supplier, terminate the contract in whole or in part, if the supplier fails to perform any contractual obligation(s).
37. The condition mentioned in Punjab Transparency in Public Procurement Rules-2022 will override any condition mentioned in this tender document in case of conflict.

(In case of firm)

Signed by the above names firm of _____

THROUGH _____ Partner of the firm _____

Dated:

SIGNATURE

The seal of the _____ Company, limited was affixed by virtue of the resolution of the Board No. _____ Dated : _____ the _____ Day of _____.

Dated :

Seal

Signature

Dated:

(in either case)

Director's Signature

in the presence of

(i) Signatures

Address

Description