

**NATIONAL GAMES SECRETARIAT  
CHANDRASEKHARAN NAIR STADIUM, PALAYAM,  
THIRUVANANTHAPURAM**

**TENDER  
NOTICE**

**FOR  
SUPPLY OF**

***CONSUMABLE SPORTS EQUIPMENTS***

**at  
National Games Secretariat, Thiruvananthapuram  
E-mail: [35thngskerala@gmail.com](mailto:35thngskerala@gmail.com).**

TENDER NO: 35/NGS/2012-13  
Cost of tender form: Rs.750/- + 5% VAT

**SHORT TENDER NOTICE FOR SUPPLY OF  
CONSUMABLE SPORTS EQUIPMENTS  
OF REPUTED BRANDS**

Sealed tenders are invited by National Games Secretariat from the reputed manufacturers / authorized dealers for supply of **CONSUMABLE SPORTS EQUIPMENTS**, having minimum **Annual Turnover of Rs 50.00 Lakhs** in Sale of sports equipment including exports for **last three financial years** for awarding contract to supply the **Consumable Sports Equipments**.

The detailed information, terms and conditions governing the award of contract as contained in the tender documents which may be obtained from the office of Chief Engineer, National Games Secretariat, Palayam, Thiruvananthapuram on cash payment of Rs. 7,50+ VAT 5% (Rupees Seven Hundred and Fifty + 5% VAT only) on any working days during office hours from 18/03/2013 up to 12 Noon 16/04/2013 or download from the official website of the National Games Secretariat, [www.35thnationalgames.in](http://www.35thnationalgames.in). Those who download the bidding documents from the website shall enclose a separate Demand Draft along with the bidding document towards the cost of the tender form mentioned. This payment is not refundable.

The quoted tender documents signed and completed in all respects shall be forwarded so that it reaches the office of the Chief Engineer, National Games Secretariat, Palayam, Thiruvananthapuram on or before 3.00 PM on 18/03/2013 any tender received after the due time on this date will be rejected.

Tender will be opened in the presence of tenderers or their authorized representatives who are present at 11.00 AM on 16/04/2013 at the venue specified. In the event of the specified date of Bid opening being declared a holiday for the ACCEPTING AUTHORITY, the tender will be opened at the same location at same time on the next working day.

National Games Secretariat reserves the right to accept or reject any tender without assigning any reason whatsoever.

## **TERMS & CONDITIONS FOR SUPPLY**

01. The Tender Enquiry shall be submitted in **two separately sealed envelopes** superscribed on the top left corner of the envelopes as "**TENDER FOR SUPPLY OF CONSUMABLE SPORTS EQUIPMENTS**" and addressed to the Chief Engineer, National Games Secretariat, Palayam, Thiruvananthapuram.
02. **Earnest Money amounting to Rs 12,500/-** ( Rupees Twelve Thousand Five Hundred Only) in the form of Demand Draft issued by bank in f/o the Chief Engineer, National Games Secretariat, Palayam, Thiruvananthapuram **and the Technical Bid form** duly signed along with all relevant requisitioned documents shall be submitted in **Envelope – ‘A’** .
03. **The Financial Bid** form shall be submitted in **Envelope – ‘B’** .
04. The Supplier must submit a Sample along with the Tender Documents indicating the **Technical specifications** of equipment being quoted as per **Annexure – I**.
05. Payment will be released after satisfactory supply and receipt of goods, supplied as per supply order. **The duly filled authorisation letter** for release of Payment through Core Banking / RTGS must be submitted along with the bid as per **Annexure – II**.
06. The successful tenderer will give an Affidavit certifying that the quality of goods, rate quoted in the tender enquiry are correct and the concern party is liable to pay damage out of the Security deposit in case of any defect. **Supplier should submit certificates that the material/items approved have not been supplied in the current financial year to National Games Secretariat or any Govt. Institute at a cost lower than that has been quoted in the current tender. The format of Affidavit is given in Annexure – III.**
07. **In case of consumable sports equipment supplied shall be replaced free of cost by the supplier in case of any damage or breakage caused due to manufacturing defect.**
08. Both the Envelopes should be clearly marked as **Envelope A, B** with the words "**Tender for the supply of Consumable Sports Equipment**" superscribed on the top left corner of the envelopes which should also show the name and address of the bidder.
09. **Bidders are required to quote for only one of its best and economical brand.**

10. **All the consumable sports equipment quoted and supplied (if approved) should meet the specifications specified by respective International Sports Federation. The quoted CONSUMABLE SPORTS EQUIPMENT should be of Reputed Brands.**
11. Bidder should have Annual turnover of Rs. 50.00 Lakhs from sale of SPORTS EQUIPMENT including exports for last three years.
12. In case of doubt in material/equipment supplied the expenditure on getting of material tested will be borne by the tenderer.
13. The **EMD of unsuccessful bidder** will be returned within 30 days after the finalisation of the tender.
14. The EMD of successful bidder will be returned after deposit of interest free **Security Deposit** money **equivalent to 5% of the supply order** which will be refunded after three months from the date of expiry of the validity of the contract. Security deposit should be paid by way of Demand Draft in F/o the Chief Engineer, National Games Secretariat payable at Thiruvananthapuram. **However, in case the supply was not found as per approved samples the security deposit of successful bidder will be forfeited.**
15. The Competitive rates should be inclusive of all taxes FOR destination i.e., National Games Secretariat quoted in tender should **be valid for a period of One year and extendable for one more year on mutual agreement, from the date of acceptance of the bid** and the successful bidder has to enter into an agreement in prescribed format.
16. The supplies shall be executed at the time and in the manner prescribed by the Indenting Officer. Any contravention thereof shall be deemed as a breach of contract and penalties as prescribed by the Chief Engineer, National Games Secretariat may be imposed.
17. The Chief Engineer, National Games Secretariat will have the right to reject any or all the bids without assigning any reason at any stage.
18. The Chief Engineer, National Games Secretariat have the right of awarding the supply order/work to one supplier or different suppliers for the supply of Sports Equipment.
19. **Bids received without Earnest Money, samples of quoted items, conditional or incomplete, having cuttings or over writing is liable to be rejected.**

20. The supplies received, if not found as per the specification/approved samples of tendered items are liable to be rejected.
21. In case of bidder failing to make the supply in a given time and place, National Games Secretariat shall have the right to purchase the same from the other source at the risk and cost of Supplier.
22. In case of late/delayed supply of ordered sports equipment National Games Secretariat has right to accept or reject the supply or levy penalty for such late supply.
23. The Chief Engineer, National Games Secretariat will be legally competent to cancel the contract of supply and also take any other action against the supplier including imposing any penalty on the supplier during pendency and till the final execution of the contract of the supply, in case the supplier is ever found to have committed any fraud against National Games Secretariat in supplying the material or indulge in any other malpractices thereof causing any financial losses during contract period.
24. The contract can be terminated or cancelled summarily by National Games Secretariat in whole or in part any time without assigning any reason, if the supply made by the manufacturer / supplier is found not according to the sample approved or in case supply is not received within stipulated time.
25. The Chief Engineer, National Games Secretariat will have the right of awarding the work to one supplier or different supplier for supply of the **CONSUMABLE SPORTS EQUIPMENT**.
26. National Games Secretariat taking into account past performance of party reserves the right to reject any tender.
27. The Chief Engineer, National Games Secretariat will have the **right to forfeit the Security Deposit**, if the terms and conditions of the agreement are not adhered to by the supplier or breach of Contract.
28. In case any dispute arises in regard to the tender, the decision of the Chief Engineer, National Games Secretariat will be final and binding.
29. In case of litigation, the courts at Thiruvananthapuram only will have jurisdiction for deciding case according to Indian laws in force.
30. **The technical bid of the bidders will be opened first** and the **financial bid** will be opened only of the bidders **whose technical bid is accepted/qualified** and their samples selected by the competent authority.

31. It must be noted that this is just an enquiry and does not amount to any commitment on the part of National Games Secretariat to order any or all products offered. The decision of National Games Secretariat in this regard would be final and be entirely, at its discretion.

32. These are only proposed draft terms and conditions and can be modified, changed or added to at the time of finally concluding and signing the agreement.

33. The tenderer should sign each page of the Tender Enquiry as token of accepting the terms and condition mentioned herein.

I have read and understood all the terms & conditions of the Tender Enquiry and hereby undertake to abide by the same.

**SIGNATURE OF THE BIDDER**  
**With Address & Seal**

**NATIONAL GAMES SECRETARIAT  
CHANDRASEKHARAN NAIR STADIUM, PALAYAM  
THIRUVANANTHAPURAM**

**SHORT TENDER NOTICE FOR SUPPLY OF  
CONSUMABLE SPORTS EQUIPMENT  
OF REPUTED BRAND.**

**TECHNICAL BID FORM  
(TO BE SUBMITTED SEPARATELY IN ENVELOPE – ‘A ‘ )**

Date & Time for Submission of Tender	16.04.2013	- 3.00 PM
Date & Time for Opening of Tender	17.03.2013	- 11.00 AM

The following details / documents / certificates issued by the concerned Authorities in respect of the bidder are required to be submitted for qualifying in Technical Bid :-

1. Name of the Firm/Agency :

\_\_\_\_\_

2. Name of the Proprietor / Partner/Director :

\_\_\_\_\_

3. Address of the Firm / Company :

\_\_\_\_\_

\_\_\_\_\_

4. Registration Number of the Firm / Memorandum:

\_\_\_\_\_

& Articles of Association of the Company

5. Telephone / Fax No./ Email Id :

\_\_\_\_\_

6. PAN/TIN number (attach a Photo copy ) :

\_\_\_\_\_

7. VAT / CST number (attach a Photo copy ) :

\_\_\_\_\_

8. Attach copies of ITR for the last two years :

\_\_\_\_\_

9. Annual Turnover during last 03 preceding years

duly certified by CA(attach copy of Balance  
Sheet) – 2009 -10, 2010 -11, 2011-12 :

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10. Documentary proof regarding Manufacturer /  
Authorised Distributor / Agent :

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11. Experience in the line (mention number of  
Years) / Credential – Attach list of Clients :

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12. EMD DETAILS: - Demand Draft No & Date \_\_\_\_\_ Amount

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Bank Name\_\_\_\_\_

**SIGNATURE OF THE BIDDER  
With Address & Seal**



**NATIONAL GAMES SECRETARIAT  
CHANDRASEKHARAN NAIR STADIUM, PALAYAM  
THIRUVANANTHAPURAM**

***TENDER NOTICE FOR SUPPLY OF CONSUMABLE SPORTS  
EQUIPMENT OF REPUTED BRANDS***

**TECHNICAL SPECIFICATIONS**

**CONSUMABLE**

<b>SL</b>	<b>Name of the Discipline/Items/Specification</b>	<b>Technical Specifications</b>
<b>A</b>	<b>MINI TENNIS</b>	
<b>1</b>	<b>Racquet Specification as for Mini Tennis</b>	<b>19”</b>
		<b>21”</b>
		<b>23”</b>
		<b>25”</b>
<b>2</b>	<b>Mini Tennis Balls</b>	
		<b>Yellow &amp; Red</b>
		<b>Yellow &amp; Orange</b>
		<b>Yellow &amp; Green</b>
<b>B</b>	<b>VOLLEYBALL</b>	<b>Cosco/Nivea/Spartan or similar make of tournament quality</b>
<b>C</b>	<b>BASKETBALL</b>	<b>Cosco/Nivea/Spartan or similar make of tournament quality</b>

**SIGNATURE OF THE BIDDER  
With Address and Seal**

**NATIONAL GAMES SECRETARIAT  
CHANDRASEKHARAN NAIR STADIUM, PALAYAM  
THIRUVANANTHAPURAM**

**AUTHORISATION LETTER FOR RELEASE OF PAYMENT**

<b>Payee Particulars</b>	<b>Name of Payee as in Bank Account</b>	
	<b>Address :-</b>	
	<b>Telephone / Fax No. with STD code</b>	
<b>Bank Details</b>	<b>Name of the Bank</b>	
	<b>Bank Branch Address (full address &amp; telephone no. )</b>	
	<b>Mode of electronic transfer available</b>	
	<b>RTGS NIFD any other</b>	
	<b>IFSC Code</b>	
	<b>MICR code</b>	

Signature \_\_\_\_\_  
(Owner of the firm / individual)

Name \_\_\_\_\_

**Account number has been verified by me**

**Manager (Bank branch maintaining the account)**

**Forwarded to Chief Engineer, National Games Secretariat along with formal sanction for making payment.**

Signature \_\_\_\_\_ Name & Designation

\_\_\_\_\_

## ANNEXURE – III

### FORMAT OF AFFIDAVIT FOR SUBMISSION OF THE TENDER ENQUIRY ON JUDICIAL STAMP PAPER

1. Certifying that the quality of goods quoted in the tender are correct, specified by concerned International Sports Federation and **that the item has not been supplied to any Government Organisation at a lower rate in the current financial year**, and is as per specifications and allied Technical details mentioned in Annexure – I. The concerned party is liable to pay damages out of the Security deposit in case of any defect. The Chief Engineer may impose penalty as deemed fit & will have right to make recovery from Security deposit or to make deduction from the bill.
2. **In case of non consumable sports equipment same will be changed/replaced free of cost by the supplier in case of any damage or breakage caused due to manufacturing defect.**
3. The information given in the technical bid by the undersigned is Correct.
4. I have read the terms and conditions mentioned in the tender document and undertake to abide the same during the contractual period.
5. I undertake to supply the **CONSUMABLE SPORTS EQUIPMENT** for a period of One year from the date of Acceptance of bid on quoted rates which could be extendable by one more year on the same quoted rates & terms & conditions.

**SIGNATURE OF THE BIDDER**  
**With address & seal**

**NATIONAL GAMES SECRETARIAT**  
**CHANDRASEKHARAN NAIR STADIUM, PALAYAM**  
**THIRUVANANTHAPURAM**

**SHORT TENDER FOR SUPPLY OF SPORTS EQUIPMENT TO**  
**NATIONAL GAMES SECRETARIAT**

**FINANCIAL BID FORM**

(TO BE SUBMITTED IN A SEPARATE ENVELOPE - 'B')

1. Name of Firm / Agency

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*I / We hereby submit my / our Competitive Quotation / Amount inclusive of all taxes of CONSUMABLE SPORTS EQUIPMENT F.O.R destination i.e. National Games Secretariat, Thiruvananthapuram valid for a period of One year from the date of acceptance of the bid.*

**CONSUMABLE**

SL	Name of the Discipline/Items/Specification	Tentative Qty	Rate/unit	Amount
<b>A</b>	<b>MINI TENNIS</b>			
1	Racquet Specification - 19"	100 Nos.		
	21"	100 "		
	23"	100 "		
	25"	100 "		
2	Mini Tennis Balls			
	Yellow & Red	300 "		
	Yellow & Orange	300 "		
	Yellow & Green	300 "		
<b>B</b>	<b>VOLLEYBALL</b>			
	Cosco/Nivea/Spartan or similar make of tournament quality	150 "		
<b>C</b>	<b>BASKETBALL</b>			
	Cosco/Nivea/Spartan or similar make of tournament quality - Size 5	150 "		
	- Size 6	150 "		
	- Size 7	150 "		

**SIGNATURE OF THE BIDDER**  
With Address and Seal