



**LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION,**  
**GWALIOR**



**NAME OF WORK**  
**A.M.C OF SYNTHETIC HOCKEY ASTRO TURF AS PER FIH NORMS**

**BID DOCUMENT**

**LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR**  
**(DEEMED TO BE UNIVERSITY)**

No.: E/B&R/HOCKEY AMC/09/2024-25/ 16

Date : 29/8/2024

**NOTICE INVITING TENDER**

Sealed tenders in two bid system are invited for the following “**AMC OF SYNTHETIC HOCKEY ASTRO TURF AT L.N.I.P.E, GWALIOR**” as per FIH norms from the eligible companies / firms/ contractors/ agencies, having experience of the similar works(s).

The interested companies /firms /contractors /agencies, who are qualified as per eligibility conditions of the tender, given in the tender form, may submit their tenders in the prescribed format along with EMD and required documents, by speed post or registered post or by hand, so as to reach /drop in the tender box at the office of **Deputy Registrar (Estate), LNIPE, Gwalior by 3:00 PM on 27th Sep 2024.**

The tender-application form fee is NIL and the same containing detailed specifications, terms and conditions etc., are available on the website of Institute [www.lnipe.edu.in](http://www.lnipe.edu.in), which may be downloaded for submission.

  
(Dr. Sanjeev Yadav)  
REGISTRAR I/c

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## INFORMATION AND INSTRUCTION TO BIDDERS

Lakshmbai National Institute of Physical Education, Gwalior invites tenders from eligible firms/specialized agencies satisfying the eligibility criteria mentioned in the document.

### SCHEDULE: -

Sl. No.	ITEM	DESCRIPTION
1	Name of Institute	LNIPE, GWALIOR
2	NIT No.	E/B&R/ HOCKEY AMC/09/2024-25/
3	Location	GWALIOR
4	Tender Type	OPEN
5	Tender Category	Maintenance Works
6	Type of Contract	Works
7	Work Category	Composite
8	Is Multi Currency Allowed	No
9	Date of Publishing/Issue/Start	As per CPP Portal
10	Document download start date	As per CPP Portal
11	Document download end date	As per CPP Portal
12	Date & time of pre-bid meeting	As per CPP Portal
13	Venue of pre-bid meeting	As per CPP Portal
14	Last date & time of uploading of bids	As per CPP Portal
15	Date & time of opening of Technical bids	As per CPP Portal
16	Bid Validity Days	180 Days
17	Work Completion Duration	1 Year
18	Earnest Money Deposit (EMD) AND PERFORMANCE GUARANTEE/SECURITY DEPOSIT	EMD @ 5% AND Performance Guarantee/Security Deposit @ 10 % of Contract Value on Award of Tender
19	Non- Refundable Processing Fee (Inclusive of GST @18%)	Nil
20	No. of Bids / Covers	02 (Two)
21	Address for communication	LNIPE, MELA ROAD, GWALIOR
22	e-mail address	<a href="mailto:registrar@lnipe.edu.in">registrar@lnipe.edu.in</a>

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**LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR**  
**(DEEMED TO BE UNIVERSITY)**

**TENDER DOCUMENT CUM FORM FOR**

**“AMC OF SYNTHETIC HOCKEY ASTRO TURF at L.N.I.P.E, GWALIOR” - as per  
FIH norms**

**(A.) ELIGIBILITY CRITERIA**

1. The Bidding Agencies are required to submit the technical bid in the given format at ‘Annexure A’, along with the copies of following documents, duly signed/self-attested, with the technical bid for being declared to be eligible.
  - I. **EMD of Rs.90,000.00 (Rs. Ninety Thousand only)** in the form of Demand Draft in favour of “Registrar, LNIPE, payable at Gwalior or NEFT/RTGS/Online Payment in the Institute’s Bank Account with the following details :  
The Bidder shall submit the online receipt of the payment done along with the details of payee’s account.
  - II. Certificate of incorporation of the bidder (Copy of Certificate to be enclosed).
  - III. **CGST/SGST Registration** (Certificates to be enclosed along with GST return of the preceding one quarter.)
  - IV. Income Tax Permanent Account Number (**PAN**). (Copy of PAN card to be enclosed.)
  - V. The average annual financial turnover during the last three (3) years, ending 31<sup>st</sup> March 2023 should be at least 30 % of the estimated cost. (Furnish details and copies of “**Certificate of Turnover**” issued by a registered Chartered Accountant in the format at ‘Annexure-B’ along with the **Balance Sheets** of these **three years and Income Tax returns**).
2. Experience of having successfully completed similar work(s) .i.e. Maintenance of Synthetic Hockey Astro Turf as per FIH norms (up to June 2024) during preceding 7 years in Government department(s)/ Organization(s)/Educational Institute(s) by either of the following: -
  - (a). Three similar works completed each costing not less than the amount equal to 40% the estimated cost.
  - (b). Two similar works completed each costing not less than the amount equal to 50% the estimated cost.
  - (c). One similar work completed costing not less than the amount equal to 80% the estimated cost.[Enclose copies of only 3/2/1 work order(s) along with respective completion certificate(s)]
3. The Bidder(s) need to have its own Bank Account. (Details of Bank Account to be enclosed along with Account Statement of previous Quarter of on-going FY).
4. A declaration to the following effect is required to be submitted on the affidavit of Non-Judicial Stamp of Rs.100 /- that
  - (a) There is no pending criminal case before any Court of Law against the Proprietor/Firm/Partner on the bidder company.

- (b) The bidder has not defaulted from the payment of statutory dues like EPF, ESIC, GST, Income Tax etc. during the last three financial years.
  - (c) The bidder is not blacklisted by any of the following:  
Government department(s), PSU(s), Organization(s), Educational Institute(s), Autonomous Institute(s) during the last three financial years.
  - (d) No contract of the Bidder has been terminated before expiry of term during the last three preceding years.
5. Bidder should be FIH Certified field builder in India.
  6. Bidder should have annual average turnover of Rs.15 Crores in last three financial years.
  7. The cleaning machine should be a tractor mounted high water pressure cleaning machine only (Appropriate proof of the documentary evidence of ownership shall be submitted along with photographs with technical bid.)

**(B.) FINANCIAL BID**

1. Financial Bid is required to be submitted in the format at 'Annexure-C'.
2. Financial Bid of only technically qualified bidders will be opened at scheduled date & time, to be intimated separately to such bidders.
3. The rates quoted should be inclusive of all taxes. Nothing additional shall be payable for the contract.

**(C.) PROCEDURE FOR TENDER SUBMISSION**

1. Tenders are required to be submitted in a main sealed super scribed **AMC OF SYNTHETIC HOCKEY ASTRO TURF at L.N.I.P.E, GWALIOR** as per FIH norms and it has to be dropped in the Tender Box kept in the Office of Deputy Registrar (Estate) by **3:00 PM on 27<sup>th</sup> Sep 2024**. The same can also be sent by Speed-Post / registered post by clearly mentioning the above subject on Envelope and in such cases, it would be responsibility of the bidder that the same is reached to the Institute by **3:00 PM on 27<sup>th</sup> Sep 2024**.

The main tender envelope should contain two sealed Envelopes as under: -

**Envelope No.1:** Containing duly filled in 'Technical Bid' as per 'Annexure-A & Annexure-B' along with required documents.

**Envelope No.2:** Containing duly filled in 'Financial Bid' as per 'Annexure-C' , Rate/Amount to be given in numerical and in words in the space provided for the purpose and write 'Financial Bid' on the Envelope.

1. All pages of the Technical and Financial Bid shall be duly numbered and self-attested by the bidder.
2. Xerox copies of all the submitted documents shall be self-attested.
3. Conditional Bids will not be accepted.
4. At any time prior to the opening of technical bids, the Institute may for any reason modify the tender document by suitable amendment/corrigendum(s) through website of the Institute. No separate communication will be required to be sent to prospective bidders.
5. The bidders will comply with the terms and conditions mentioned in the tender document and accordingly clearly fill all the columns in both the formats (Technical & Financial), failing which the Institute reserves the right to reject the same.
6. Incomplete filled-in tenders shall be rejected.
7. The bid shall be opened as scheduled in the Notice Inviting Tender (NIT), in the presence of bidders or their authorized representatives, if any.

8. The financial bids of only the technically qualified bidders shall be opened. No separate communication will be established in this regard.
9. In case, there is a Public Holiday on the scheduled date/day of opening the technical or financial bids, the same shall be opened on the next working day at the same time.
10. The bidders are expected to visit the site at the Institute to inspect the proposed work and be aware of the site conditions and scope of work, which is to be declared in the tender form.
11. No correspondence shall be established with those bidders, whose bids are rejected on technical or financial basis.

**(D.) GENERAL CONDITIONS OF THE CONTRACT**

1. The period of AMC is of 1 year only, subjected to extension of 2 years on annual basis only up to the satisfaction of the Institute and consent of the contractor firm at the same rate and terms and conditions.
2. The Annual Maintenance Contract (AMC) for the cleaning and maintenance of Synthetic Hockey ground also includes sprinkler System (excluding parts), that includes Sweeping/Brushing of Turf Carpet and Sprinkler System.
3. **The work .i.e. cleaning of Synthetic Hockey Astro Turf will shall be completed within 5 days from the date of commencement of works, on quarterly basis with due and advance intimation and consent of Hockey I/c.**
4. The Institute reserves the right to terminate the contract at any time during the period of contract, without assigning any reason or in the case of poor performance of the contractor.
5. This Notice inviting tender shall form a part of the contract having binding effect on the successful bidder.
6. The payment shall be made to the contractor on quarterly basis on receipt of Tax Invoices in original along with duly signed satisfactory work report from the Hockey In-charge.
7. If the contractor withdraws during the period of contract or fails to perform the work as per contract up to the satisfaction of the Institute, or commits breach of any of the terms and conditions of contract, then the Institute shall have right to forfeit performance security by giving 1 (one) month written notice of termination, to the contract. In addition, the Institute shall have the right to blacklist the contractor.
8. Action in case of bad work - If it shall appear to that any work has been executed with unsound, imperfect or unskillful workmanship or with materials of any inferior description that is noticed by Sports-in-charge, he/she may tell the contractor to rectify and re-execute the work.
9. All the working staff deployed by the contractor shall be courteous and well behaved and will not consume alcohol during the working hours, as also, within the premises of the Institute.
10. All the required labor will be provided by the contractor only and no minor shall be engaged at site. For all intents and purposes, the unskilled labor and such-like personnel provided by the contractor shall be the employees of the contractor, who shall be responsible to provide all admissible and/or fringe benefits to such personnel in the same manner as the contractor does to its other employees. The LNIFE shall not own any responsibility in any manner whatsoever for the same and the Institute will not provide any labor [unskilled/UWA] for any scope of work whatsoever.

11. The contractor will not be entitled for any compensation due to enactment of any law / regulation etc. during the contract.
12. All Taxes on materials or any element of this contract shall be payable by the contractor and the Institute will not entertain any such claim whatsoever in this respect. The contractor's rates shall cater to all such taxes.
13. The Institute will deduce income tax and any other tax applicable, at source from all the payments made to the contractor under this contract, in accordance with the provisions of IT Act or any other law as applicable from time to time.
14. The contractor will be responsible to bring to immediate notice of the Sports in-charge any abnormal functioning or faulty operation of any equipment and take timely steps to avoid breakdown/disruption.
15. The contractor shall be responsible for any damage to the equipment, machinery or system on account of negligence/fault of the contractor's authorized staff and the same will have to be made good at his risk and cost.
16. After communication regarding award of work, the successful bidder shall, within 7 days, submit a non-judicial stamp of Rs. 100/- and sign an agreement with the Institute for the work, on the terms & conditions of the present tender.
17. **The successful bidder will also deposit requisite Performance Security @ 10 % of contract value by Demand Draft or Fixed Deposit in the name of Registrar, LNIPE, Gwalior, which shall be valid at least for a period of Twelve (12) months.**
18. EMD of unsuccessful bidders will be returned after finalization of tender. No interest shall be payable on such refund.
19. **The Performance Security shall be refunded after successful completion of work or be deposited with the Institute in case of extension on annual basis only after and up to the satisfaction of the Institute and consent of the contractor firm.**
20. The bidders shall quote their rates as per various terms and conditions given in the tender document under price bid, inclusive of all taxes as in the financial bid of the document. Nothing extra shall be paid by Institute.
21. **A penalty @ Rs. 1000/- per day will be imposed for delay, if the work is not completed within the time period as specified in D (3).**
22. The work shall be carried out as per instructions and up to the entire satisfaction of the Institute's Sports in-charge.
23. No waste/ debris of any sort other than dismantled material of the turf, will be left at the work site or anywhere in the Institute campus and the contractor shall be responsible to remove and dispose it outside the campus at their own cost.
24. The contractor will be fully responsible for any type of loss to the Institute property during execution of work. If any damage is caused at the site or surroundings, the same shall be made good within the quoted rates without any additional payments on this account.

25. **The Institute will deduct income tax and any other tax applicable, at source from all the payments made to the contractor under this contract, in accordance with the provisions of IT Act or any other law as applicable from time to time.**
26. Debarred/blacklisted agency/firm/ individual shall not be permitted to participate in the tendering process.
27. The sub-contracting shall not be allowed.
28. When the works are carried out, the splashes and droppings from line marking etc. on turf etc. shall be removed and the surface cleaned simultaneously with the completion of these items of work in the individual rooms.
29. The contractor shall be fully responsible to observe the labor and machine safety provisions.
30. Any dispute arising from the contract between the Institute and the contractor shall be a subject of territorial jurisdiction of Gwalior.
31. If any discrepancy/error is found in the Hindi version, the English version will be deemed as finally applicable.

**(E.) SCOPE OF THE ANNUAL MAINTENANCE CONTRACT (AMC)**

1. Routine Care of the Synthetic Turf and Sprinkler System (Sweeping/Brushing) – Every Day by the agency representative.
2. Periodic Major Cleaning of Synthetic Astro Turf – Four Times in a Year (Once in Every Quarter)
3. Treatment of Algae etc. – with appropriate chemicals like di-methyl ammonium chloride - Four Times in a Year (Once in Every Quarter).The first sign is usually that , in patches, the green/blue turf becomes brown and becomes slippery.
4. Treatment of Moss/ Weed - Four Times in a Year (Once in Every Quarter).
5. Repair to Wear & Tear seems and Line marking – whenever required.
6. Treatment of Chemicals & Stains - Four Times in a Year (Once in Every Quarter).
7. Machine specifically defined for maintaining turf should be used, containing brush suction or sweeper vacuum machine fitted with an appliance with raised down trodden fibers.
8. Special machinery for turf filled area must place a very low load on the surface and attachments must be arranged at the front of the machine to enable cleaning of corners.
9. Machinery should be driven and operated by only skilled staff trained for this purpose only.
10. The Cleaning machine should be tractor mounted with high water pressure cleaning device only.
11. All the norms as prescribed by FIH norms for the maintenance of Synthetic Astro turf should be complied with, by the contractor.

*Handwritten signature/initials*



**F. MAINTENANCE OF PROFESSIONAL ETHICS AND SECRECY**

1. The contractor and their authorized representatives, employees, personnel shall observe the highest standard of ethics during the period of contract.
2. It is mandatory for the contractor firm to maintain professional ethics and absolute secrecy and not to share with/divulge to any person/party/firm or any third party the inside details.

**ANNEXURE-A**

**TECHNICAL BID FOR AMC OF SYNTHETIC HOCKEYASTRO TURF L.N.I.P.E,  
GWALIOR” as per FIH norms**

SL N O.	DESCRIPTION	WHETHER DOCUMENT IS SUBMITTED OR NOT	FURNISH INFORMATION HERE	COPY ENCL OSED AT PAGE NO.
1	Full Name of Bidder	Yes/No		
2	EMD of Rs.90,000.00 (Ninety Thousand) only in the form of Demand draft in favor of the Registrar, LNIPE, Gwalior.	Yes/No		
3	Full Address, Phone Number, email, website of Bidder	Yes/No		
4	Status of the Bidder, .i.e. Public, Private(Ltd.) / Partnership Firm(s) or Proprietor firm (Certificate of Incorporation to be enclosed)	Yes/No		
5	CGST/SGST Act Registration issued by the competent authority (Registration along with the GST returns for last one quarter to be enclosed)	Yes/No		
6	Permanent Account Number (PAN) issued by the Income Tax Department (Copies of PAN card to be enclosed)	Yes/No		
7	The Average Annual financial turnover during the last three(3) Financial Years ending March 2023 should be at least 30% of the estimated cost (Furnish Certificates of Turnover issued by a registered CA along with balance sheets of these three FY along with Income Tax returns	Yes/No		
8	Experience of having successfully completed civil works (up to JUNE 2024) in Government department(s)/PSU(s)/Organization(s)/ Educational Institute(s) by either of the following: - (a).Three similar works completed each costing not less than the amount equal to 40% the estimated cost. (b).Two similar works completed each costing not less than the amount equal to 50% the estimated cost. (c).One similar work completed costing not less than the amount equal to 80% the estimated cost.	Yes/No		

	[Enclose copies of only 3/2/1 work order(s) along with respective completion certificate(s)]			
9	Details of Bank Account of Bidder. (Details of Bank Account to be enclosed along with Account Statement).	Yes/No	<b>Account No., Type of Account, IFSC Code, Bank Branch etc.</b>	
10	A declaration to the following effect is required to be submitted on the affidavit of Non-Judicial Stamp of Rs.100/-that (a)There is no pending criminal case before any Court of Law against the Proprietor/Firm/Partner on the bidder company. (b)The bidder has not defaulted from the payment of statutory dues like EPF,ESIC, GST, Income Tax etc. during the last three financial years. (c)The bidder is not blacklisted by any of the following: Governmentdepartment(s),PSU(s),Organization(s),PrivateInstitute(s),EducationalInstitute(s),AutonomousInstitute(s) duringthelastthreefinancialyears. (d) No contract of the Bidder has been terminated before expiry of term during the last three financial years.	Yes/No		
11	Any other Information that bidder desires to submit, relevant to the contract and Present bidding.	Yes/No		

**DECLARATION**

1. We have carefully examined the tender document and offer our bids for the aforesaid work in conformity with all the terms and conditions stated therein.
2. We declare that we have carefully read each and every term and condition and the scope of work given in the tender document and having understood the same by making a physical/spot assessment of the site. We accept our acceptance without any condition or deviation.
3. We agree to keep the bid valid for a period of **180 days** from the date of opening the bid and it shall be binding on us and may be accepted at any time before the expiry of this period.
4. We understand that if this bid is accepted and work awarded to us, then we accept it and agree to abide it in all/any terms and conditions of the tender document.
5. We give our irrevocable consent to the forfeiture of the Performance Security Deposit, leaving the tender document/agreement incomplete during the period of agreement or on breach of terms and conditions of agreement in any manner whatsoever.
6. Unless and until a formal agreement is formalized and executed, the tender document or agreement together with or without our written acceptance thereof shall constitute a binding effect upon the parties.
7. I/We give our consent that the decision of the tender committee/ or competent authority of the Institute shall be final and accepted to me in every manner whatsoever to me/us.

**DATE:**

**PLACE:**

**Signature of the Bidder.....**

**Name, Address, Phone No. & Seal**

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**CERIFICATE(s) OF TURNOVER  
FOR THE PURPOSE OF SUBMISSION OF**

**AMC OF SYNTHETIC HOCKEYASTRO TURF L.N.I.P.E, GWALIOR” as per FIH norms**

This is to Certify that Mr./Ms. ....  
has registered the following turnover and Profit/loss during the last three (3) Financial Years.

<b>FINANCIAL YEAR</b>	<b>ANNUAL TURNOVER (In Rupees)</b>	<b>NET PROFIT/LOSS (In Rupees)</b>
<b>2021 - 22</b>		
<b>2022 - 23</b>		
<b>2023- 24</b>		

The above information/figures are true and authentic in nature to the best of our knowledge and belief and derived from the Balance Sheets and/or Income Tax returns of the said firm.

**DATE:**  
**PLACE:**

**Signature of the CA.....**  
**Name, Regn. No. & Seal**  
.....  
.....

**DECLARATION BY THE BIDDER**

I/WE declare and hereby submit the aforesaid document in original along with Xerox copies and undertake its correctness / veracity on the basis of enclosed ITR as well as Balance Sheets of all these financial years.

I/We are aware that furnishing of any false/fabricated information or document would lead to rejection of my/our tender at any stage, including during the contract award, besides liabilities towards prosecution under appropriate law.

**DATE:**  
**PLACE:**

**Signature of the Bidder.....**  
**Name, Address, Phone No. & Seal**  
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ANNEXURE-C

**FINANCIAL BID FOR AMC OF SYNTHETIC HOCKEYASTRO TURF L.N.I.P.E,  
GWALIOR” as per FIH norms**

<b>S.NO.</b>	<b>DESCRIPTION</b>	<b>AMOUNT IN FIGURES &amp; WORDS</b>
1	<p>Routine Care of the Synthetic Turf and Sprinkler System (Sweeping/Brushing) – Every Day by the agency representative.</p> <p>Periodic Major Cleaning of Synthetic Astro Turf – Four Times in a Year (Once Every Quarter)</p> <p>Treatment of Algae etc. – with appropriate chemicals like di-methyl ammonium chloride - Four Times in a Year (Once in Every Quarter).The first sign is usually that, in patches, the green/blue turf becomes brown and becomes slippery.</p> <p>Treatment of Moss/ Weed - Four Times in a Year (Once Every Quarter).</p> <p>Repair to Wear &amp; Tear seems and Line marking – whenever required.</p> <p>Treatment of Chemicals &amp; Stains - Four Times in a Year (Once Every Quarter).</p>	
	<b>Total Amount Inclusive of GST</b>	

**Amount in Words (Inclusive of GST).....**

**DECLARATION**

1. We have carefully examined the tender document and offer our services for the aforesaid work in conformity with all the terms and conditions stated therein.
2. We declare that we have carefully read each and every term and condition and the scope of work given in the tender document and having understood the same by making a physical/spot assessment of the site. We accept our acceptance without any condition or deviation.
3. We agree to keep the bid valid for a period of **180 days** from the date of opening the bid and it shall be binding on us and may be accepted at any time before the expiry of this period.
4. We understand that if this bid is accepted and work awarded to us, then we accept it and agree to abide it in all/any terms and conditions of the tender document.
5. We give our irrevocable consent to the forfeiture of the Performance Security Deposit, leaving the tender document/agreement incomplete during the period of agreement or on breach of terms and conditions of agreement in any manner whatsoever.
6. Unless and until a formal agreement is formalized and executed, the tender document or agreement together with or without our written acceptance thereof shall constitute a binding effect upon the parties.
7. I/We give our consent that the decision of the tender committee/ or competent authority of the Institute shall be final and accepted to me in every manner whatsoever to me/us.

**DATE:**

**PLACE:**

**Signature of the Bidder.....**

**Name, Address, Phone No. & Seal**

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