



राष्ट्रीय खेल विश्वविद्यालय, इम्फाल, मणिपुर
(केन्द्रीय विश्वविद्यालय)
भारत सरकार, युवा कार्यक्रम एवं खेल मंत्रालय
NATIONAL SPORTS UNIVERSITY, IMPHAL, MANIPUR
(A Central University)



Government of India, Ministry of Youth Affairs and Sports

F. No. 13/PUR/MH/24-25-391

Date: 29/01/2025

TENDER FOR SUPPLY OF GROCERY ITEMS FOR MESS

Name: Tender for supply of grocery items for Mess, National Sports University, Imphal, Manipur for a period of one year.

NOTICE INVITING TENDER (NIT)

National Sports University, Imphal, Manipur invites bids from eligible bidders, in single stage two bid systems for supply of grocery items for Mess for a period of one year.

Interested bidders must send their bids to the office of the Purchase Officer, **National Sports University (NSU), Imphal, Manipur**, on or before Bid Submission Date & Time as mentioned below:

SCHEDULE OF BIDDING PROCESS WITH KEY DETAILS

Last Date & Time of submission	20/02/2025 upto 3:00 PM
Date & Time of opening	Will be notified later
Security Deposit	Rs. 40,000/-

1. Bidders may download the Bidding Documents from the web site - <https://www.nsu.ac.in/>. Bidders shall ensure that their Bids, complete in all respect are submitted before the closing date and time as indicated in the schedule above.
2. Bidders are advised to follow the instructions provided in the 'Instructions to the Bidder for submission of the bids.
3. Bidders shall not tamper/modify the tender form including price bid template in any manner. In case, the same is found to be tempered/ modified in any manner, tender will out-rightly be rejected.
4. Intending bidders are advised to visit NSU website <https://www.nsu.ac.in/> before submission of tender for any corrigendum / addendum/ amendment.

sd/-

**Purchase Officer,
National Sports University**

1. Terms and Conditions of tender:

- a. The contract shall initially be for a period of one year and can be extended further up to one year subject to satisfactory performance, on the same terms and conditions on acceptance of both the parties. The rates approved shall remain unchanged for a minimum of 3 months.
- b. Purchase Officer, NSU, Imphal, reserves the right to terminate the contract by serving one month's notice, in writing.
- c. The contract can be terminated by giving one month notice by either party.

- d. Security Deposit: Rs. 40,000/- to be deposited, in form of Demand Draft from a scheduled bank drawn in favour of National Sports University, payable at Imphal, Manipur.

2. Eligibility Criteria:

- a. The bidder should be a firm/company engaged in supply of grocery related items in India for at least two years, during last four years, till publishing of this tender.
- b. The bidder should have successfully completed the following work in the last two years:
 - i. One similar nature of work of value not less than 8 Lakhs or
 - ii. Two similar nature of work of value not less than 4 Lakhs each or
 - iii. Three similar nature of work of value not less than 3 Lakhs each
 - iv. Similar nature of work stands for supply of grocery related items in India.
- c. The bidder must have an average annual turnover of Rs. 10,00,000/- (Rupees Ten Lakhs only) each during the last three financial years.
- d. The bidder must have its office/shop in Imphal.

3. General Conditions:

- a. At any time prior to the date of submission of bid, the authority inviting tender may, for any reason, whether at his own initiatives or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment. All prospective bidders will be notified of the amendment in writing and the amendment shall be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid, the authority inviting tender, may at his discretion, extend the date and time for submission of bids.
- b. The bid and all correspondence and documents shall be in the English language.
- c. The tender document is not transferable.
- d. The tender document shall be signed by the tenderer in all the pages with official seal.
- e. Interested eligible bidders, if so desire, may obtain further information from the office of the authority inviting tender.

4. Technical Bid - To be submitted in a separate envelope named "Technical Bid".

- a. Income Tax Returns, Balance Sheet & Profit & Loss A/c for last three financial years.
- b. Scanned copy of EMD.
- c. Completion certificates in support of eligibility conditions at Sl no 2 (a) and 2 (b).
- d. Continuation of work certificate, if applicable.
- e. Copy of PAN card.
- f. Declaration as per proforma given in the tender documents. (Annexure – III)
- g. Authority Letter to sign tender documents if signed by person other than Owner, Partner or Managing Director.
- h. GST Registration Certificate and copy of latest GST filing.
- i. Undertaking confirming acceptance of all terms and conditions of the tender. (Annexure - I)
- j. An undertaking on fraud and corruption. (Annexure - II)
- k. Any other relevant documents.

5. Financial Bid: To be submitted in a separate envelope named "Financial Bid".

- a. The rate quoted shall be landed cost at destination, inclusive of delivery charges and any other leviable taxes.
- b. Technical Bids shall be opened at the office of the Purchase Officer, or at any other place earlier intimated on the date and time specified.

- c. The Financial Bids of the bidders who meet the eligibility criteria, evaluated based on the details furnished in the Technical Bid shall only be opened and the date and time of opening of Financial Bid shall be intimated to the eligible/short listed bidders.

6. Instructions for the bidder:

- a. Tender form shall be completed in all respect. Incomplete or tenders without E.M.D. shall be treated as invalid, hence will be rejected.
- b. Bidders have to ensure that all the documents are proper and clearly readable.
- c. The Competent Authority of NSU reserves the right to accept or reject (fully or partially) any tender or all tender without assigning any reason.
- d. Conditional tenders are liable to be rejected.
- e. The E.M.D shall be refunded to the bidders if the tender gets cancelled.
- f. The successful bidder, within 15 days of receipt of Purchase Order, shall be required to submit Performance Security Deposit of 5 % of the order value in the form of Demand Draft payable at Imphal, in favor of National Sports University, valid for a period of one year from the date of completion of order. The Performance Security Deposit shall be returned without interest on completion of the contract. However, if the supplier fails to execute the order or fails to perform the services as per contract, in addition to other penal actions, the Performance Security Deposit shall be encashed & the amount forfeited.

7. Evaluation of Technical Bids: Bids received and found valid will be evaluated by the Purchaser to ascertain the best-evaluated bid for the complete work/services under the specifications and documents. The bidder should take care to submit all the information sought by the NSU in prescribed formats.

8. The selection of the agency will be at the sole discretion of the NSU who reserves the right to accept or reject any or all the proposals without assigning any reason thereof.

9. The contract for Supply of Grocery for Mess shall be awarded to the best qualified responsive tenderer.

10. Upon evaluation of offers, the decision on the award of contract will be intimated to the successful bidder.

11. In the wake of Covid-19 circumstances, the Purchaser may also choose to conduct the Pre-Bid meeting virtually. In the event of virtual session, the Purchaser shall share the login details with the Bidders accordingly, before the Pre-Bid meeting.

12. Bid currency

- a. All the bidders should quote only in Indian Rupees.
- b. Tenders, where prices are quoted in any other way shall be treated as non-responsive and rejected.

13. Termination of Contract: The Purchaser reserves the right to terminate the contract without assigning any reason. Before termination of contract, NSU will notify the service bidder giving a notice of 30 days.

14. Disqualification: The Purchaser reserves the right to disqualify the bidder for a suitable period who fails to supply the items in time. Further, the bidder(s) whose items do not perform satisfactorily in accordance with the specifications may also be disqualified for a suitable period by the Purchaser. Misrepresentation of facts if found at any stage during the contract period including warranty clause will also attract disqualification. Time and quality of equipment is the essence of the Agreement.

15. Corrupt or fraudulent practices: It is required by all concerned namely the Consignee/Bidder/Supplier to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser:

- a. Will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent or collusion or coercive practices in competing for the contract in question;
- b. Will declare a firm ineligible or blacklist for a stated period of time, to be awarded a contract by the Purchaser if it at any time determines that the firm has engaged in corrupt or fraudulent or collusion or coercive practices in competing for, or in executing the contract.
- c. The Purchaser reserves the right not to conclude the contract and in case contract has been issued, terminate the same, if found to be obtained by any misrepresentation, concealment and suppression of material facts by the bidder. In addition, Bid Security/ Performance Security (as the case may be) deposited by the bidder shall be forfeited and legal as well as administrative action for such misrepresentation, concealment and suppression of material facts shall be initiated.

16. Tentative Quantity

The quantity mentioned is only the tentative requirement and may increase or decrease as per the decision of Tender Inviting Authority. The rates quoted should not vary with the quantum of the order or the destination.

17. General Conditions of Contract

- a. The Purchase Officer, NSU, Imphal, reserves the right to withdraw/relax any of the terms and conditions mentioned in tender document.
- b. Supplied items should be of AGMARK/FSSAI/FPO Quality/Norms wherever applicable
- c. It will be the responsibility of the supplier to ensure that items supplied are of the good and standard quality and free from all defects. The acceptance of items will be given only when the items are found up to the sample accepted in applicable cases, requisite quality and free from all defects.
- d. The decision of the Purchase Officer, NSU, Imphal, shall be final as to the quality of the items and shall be binding upon the tenderers. Any item fails conformity with applicable sample or Specification or quality will be rejected out rightly and it shall be replaced immediately at the risk and cost of the supplier.
- e. The Purchase Officer, NSU, Imphal reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders on any of such firm that may be the most economical to it or suitable to its requirements.
- f. All the supplies will be delivered at the NSU Mess Store or at any other place as instructed by the authorized representative of the Purchase and Store Officer on all days of supply.

- g. No transportation charges (cartage), Labour charges in any form whatsoever, will be paid extra.
- h. The goods supplied must be in proper packing and should have complete information in all respect i.e. Price, Batch No, Mfg. date and Expiry Date etc. with statutory details.
- i. The matters in this tender document are the part of the contract document, related with the execution of the contract.
- j. If the contractor fails in fulfilling the terms and conditions mentioned here in different parts of this tender document, such failure will constitute a breach of the contract and NSU shall be entitled to make other arrangements at the risk and expense of the contractor. Also, nonperformance/unsatisfactory performance or violation of terms and condition of the contract will make the contractor liable for forfeiture of security deposit. The decision of the Vice-Chancellor, NSU, Imphal shall be final and binding on this count.
- k. Supply item should be supported with delivery Challan.
- l. All the terms and conditions and other instructions mentioned in the tender document are the part of contract agreement. For which all contractors are abide by to comply them.

18. Payment Procedure:

- a. The Supplier has to submit the Bill on the completion of the month along with copies of orders and delivery challans for completely accepted items
- b. Advance payment will not be made under any circumstances.
- c. Successful tenderer will have to supply the items with in stipulated time from the date or time of issue of supply order on the rate quoted by them and approved by the competent authority of this hospital.
- d. In case of delay / failure in supply, the indented items shall be purchased from the market at the risk and cost of the Contractor. The extra expenditure involved in procuring supplies from elsewhere will be recoverable from the Contractor in full at discretion of the Purchase and Store Officer.
- e. The recovery thus due shall be deducted from any sum then due to the Contractor from the NSU from this or any other contract placed with said contractor by the NSU.
- f. The Security Deposit will be forfeited if item is not supplied as per sample provided / supply order.

19. Liquidated damages: Whenever and wherever it is found that the supply of items by the supplying agency is not up to the mark, it will be brought to the notice of the agency and agency is responsible to replace the item immediately otherwise liquidated damages @ Rs.500/per- item shall be imposed. The decision of the Vice-Chancellor, NSU, Imphal shall be final and binding.

20. Risk Clause: The Contractor shall at all times have standby arrangements for carrying out the work under the Contract in case of any failure of the existing arrangement. NSU reserve the right for termination of the contract at any time by giving 30 days written notice, if the services are found unsatisfactory and also has the right to award the contract to any other selected bidders at the cost, risk and responsibilities of Contractor and excess expenditure incurred on account of this will be recovered by NSU from the Contractor's Security Deposit or pending bill or by raising a separate claim.

21. All necessary reports and other information will be supplied on a mutually agreed basis and regular meetings will be held with the NSU.

22. In the event of loss/damage of equipment's/or any etc. at the premises of the NSU due to negligence/carelessness of vendor staff, then the vendor shall compensate the loss to NSU.

23. **Dispute Settlement:** It is mutually agreed that all differences and disputes arising out of or in connection with this Agreement shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Sole Arbitrator appointed by the Vice-Chancellor, NSU, Imphal whose decision shall be final and binding.

In case of any legal dispute, Imphal will be the jurisdiction.

PROFILE OF THE BIDDER

Sl no	Description	
1.	Name of Tendering Company/Firm	
2.	Name of owner/Partners/Directors	
3.	Full Particulars of Office/Shop	
4.	Address	
5.	Telephone No/Fax	
6.	Email Address	
7.	Full Particulars of the Bankers of Company/Firm, with full Address/Tel. No. I. Name of the Bank II. A/C No III. Branch Name IV. IFSC Code V. MICR Code	
8.	PAN	
9.	GSTIN	

Date:

Signature of owner/Managing Partner/Director

Place:

Seal

UNDERTAKING

To
Tender enquiry No. _____
For supply of _____

Sir,

1. I, Shri on behalf of M/s.....
having registered office at
..... do hereby declare that I have gone through the terms and conditions mentioned for the above and undertake to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance for a period of one year from the date of award of contract to us.
2. I/We undersigned hereby bind myself/ourselves to the Office ofto supply..... The rates quoted by me/us for the items tendered for are specified against each. It is certified that rates quoted are lowest quoted for any institution in India and not higher than the MRP/ prevailing market rate.
3. The articles shall be strictly as per specification and of the best quality as per requirement of the institution. The decision of the Office of (Hereinafter called the said Purchaser) as regards to the quality and specification of article shall be final and binding on me/us.
4. We hereby undertake to pay the penalty as per the terms and conditions of the contract for delayed supply of the ordered items.
5. We agree to accept the amount of the bill to be paid by the purchaser after completion of all codal formalities and should any amount of the bill found by the purchaser/auditors to have been over-paid; the amount so found shall be refunded by me/us.
6. We hereby undertake to supply the items during the validity of the tender as per direction given in supply order within the stipulated period.
7. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.
8. We understand all the terms and conditions of the contract and bind myself/ourselves to abide by t hem.
9. We hereby declare that there is no vigilance/CBI or court case pending/contemplated against us at the moment.

SIGNATURE:

NAME & DESIGNATION:

DATE:

NAME & ADDRESS OF:

THE FIRM SEAL:

UNDERTAKING ON FRAUD AND CORRUPTION

We M/s.....do hereby undertake that, in competing for (and, if the award is made to us, in executing) the subject contract for supply of.....under tender reference no..... DtWe shall strictly observe the laws against fraud and corruption in force in the country.

Sd/-

**Signature of
Proprietor/Partner/Director:
Designation:**

Seal:

Declaration On non-judiciary stamp paper of RS.100/-

NAME OF WORK: E-TENDER FOR SUPPLY OF GROCERY ITEMS FOR MESS OF NATIONAL SPORTS UNIVERSITY, IMPHAL FOR APERIOD OF ONE YEAR.

Dear Sir,

2. I/ we _____ hereby submit the tender application for the above Mentioned works viz _____.
3. I/We hereby declare that I/we have perused and understood the tender document and accept all the terms & conditions, stipulated by the NSU in connection with the tender for supply of grocery, fruits, milk and vegetables, etc. for Mess of **The Purchase and Store Officer, NSU, Imphal** for a period of one year.
4. Each and every page of the tender document has been signed and seal/stamp of the firm/Agency/Company affixed.
5. Firm/Agency/Company has not been blacklisted /debarred by any government /public-sector organization in last 3 years.

I further declare that I will abide by all statutory requirements as per prevailing law.

Date:

**Signature of owner/Managing
Partner/Director**

Name

Seal:

Place:

Note. The above declaration, duly signed by the authorized signatory of the company, should be enclosed with Technical tender.

NAME OF WORK:- TENDER FOR SUPPLY OF GROCERY ITEMS FOR MESS OF NATIONAL SPORTS UNIVERSITY, IMPHAL FOR A PERIOD OF ONE YEAR.

CHECKLIST FOR SUBMISSION OF TENDER

(TO BE FILLED BY THE TENDERER AND SUBMITTED ALONG WITH THE TECHNICAL BID)

S.no.	Particular	Scanned copy	Drop box
1.	Complete Tender Form (Signed & Stamped)	Signed & stamped copy	Original
2.	EMD Draft	copy	Original
3.	Copy of Work order/completion certificate in support of eligibility condition 1& 2	Copy	Copy
4	Copy of PAN	Copy	Copy
5	Copy of Last 3 year ITR with balance sheet & profit & loss account	Copy	Copy
6	Copy of GST Registration certificate	Copy	Copy
7	Authorization letter for signing tender documents if other that owner , partner, Managing director	Copy	Copy
8	Undertaking in regard to Non-black listed or debarred of company in any organization form Govt./PSU	Copy	Original
9	Declaration as per Performa	Copy	Original
10	Any other documents	Copy	Original
11	* Financial Bid (Annexure A)	to be filled in online Bid column only	Copy – in separate envelope

***Financial Bid should be in separate envelope, not to be attached with the Technical Bid**

- i) The above documents are uploaded.
- ii) Pages of the tender document have been signed and stamped by the authorized persons except original documents uploaded.
- iii) Pages have been numbered
- iv) Documents are legible (clearly readable)

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to me/us and I have the authority to bid the tender.

Date:

Signature of owner/Managing

Partner/Director Name:

Place:

Seal:

Note: Checklist of submission of documents to be drop in tender box.

NAME OF WORK: - E-TENDER FOR SUPPLY OF GROCERY ITEMS.

Financial Bid

ANNEXURE-A

SL.NO.	NAME OF ITEMS	BRAND NAME (PREFERABLY)	UNIT FOR WHICH THE RATE TO BE QUOTED	RATES PER UNIT (INCLUSIVE OF ALL TAXES AND CHARGES)		REMARKS
				IN FIGURES (RS.)	IN WORDS	
1	RICE	APPLE /WHITE GOLD	26 KG PER BAG			
2	DALIA	KESAR GOLD	10 KG PER BAG			
3	CHANA DAL	RED APPLE	PER KG			
4	ARHAR DAL	TATA SAMPANN	PER KG			
5	KABULI CHANA	TATA SAMPANN	PER KG			
6	URAD DAL	TATA SAMPANN	PER KG			
7	MATAR DAL	TATA SAMPANN	PER KG			
8	SUJI	RAJDHANI	10 KG PER BAG			
9	ATTA	AASHIRVAAD	5 KG PER PKT			
10	POHA	FORTUNE	10 KG PER BAG			
11	RAJMA DAL	RAJAT	PER PKT			
12	MASOOR DAL	TATA SAMPANN	PER KG			
13	BESAN	RAJDHANI	5 KG PKT			
14	SOYA CHUNKS	TEJRIYA	5 KG PKT			
15	PEANUT	BEST QUALITY	PER KG			
16	MAIDA	GUPTA AGRO	1 KG PER PKT			

17	COCONUT WHOLE	BEST QUALITY	PER KG		
18	KAJU	KAJAO	PER KG		
19	ALMONDS	GAURI	PER KG		
20	PAPAD	BAHURANI	POLANG		
21	RED CHILLI POWDER	BMC	0500 KG PER PKT		
22	HALDI	GANPATI	0500 KG PER PKT		
23	JEERA GOTA	MDS	1 KG PER PKT		
24	MUSTARD SEED	BEST QUALITY	PER KG		
25	DHANIYA GOTA	MDS	PER KG		
26	COOKING SODA	KAAPAA	1 KG PER PKT		
27	IODIZED SALT	EVERYDAY	50 KG BAG		
28	GARAM MASALA	MDS	1 UNIT CONTAIN 12 PKT		
29	TEA LEAF	KAZIRANGA	250 GM PER PKT		
30	ANIK GHEE	ANIK	1 KG PER PKT		
31	SUGAR	BEST QUALITY	50 KG BAG		
32	REFINED OIL	KINGS	1 BOX CONTAIN 12 LTR		
33	MUSTARD OIL	KINGS	1 BOX CONTAIN 12 LTR		
34	AJINA MOTO (MSG)	GOLDEN CROWN	1 KG PER PKT		
35	TOMATO KETCHUP	KISSAN	1 BOX CONTAIN 12 LTR		
36	VENIGAR	ELMAC	1 BOX CONTAIN 6 LTR		
37	SOYA SAUCE	BEST QUALITY	1 BOX CONTAIN 12 LTR		
38	MASALA	KITCHEN KING	1 UNIT CONTAIN 12 PKT		
39	BLACK PAPPER(WHOLE)	MDS	PER KG		
40	PICKLES	BEST QUALITY	5 KG PER BOTTLE		
41	GARLIC	BEST QUALITY	50 KG PER BAG		
42	POTATO	BEST QUALITY	50 KG PER BAG		
43	ONION	BEST QUALITY	50 KG PER BAG		

44	MILK POWDER	AMUL	1 KG PER PKT			
45	GREEN MATTER (FROZEN)	BEST QUALITY	1 KG PER CAN			
46	GULAB JAMUN	GITS	1 KG PER PKT			
47	HONEY	DABUR	1 LTR PER BOTTLE			
48	AMUL TAZZA	AMUL	1 LTR PER PKT			
49	COFFEE	NESCAFE	PER PACKET 100 PICS SACHETS			
50	JAM	KISSAN	5 KG PER BOTTLE			
51	BUTTER CUBES	AMUL	1 BOX CONTAIN 100 PICS			
52	BISCUITS	UNIBIC	PER PKT CONTAIN 24 PICS			
53	VIM DISH WASH	VIM	1 BOX CONTAIN 180 BAR			
54	STEEL WOOL SCRUBER	JIG JAG	12 PKT PER SET			
55	MOONG DAL	TATA SAMPANN	PER KG			
56	KASMIRI MIRCH POWDER	BMC	1 UNIT CONTAIN 12 PKT			
57	CORN FLOUR	BEST QUALITY	1 KG PER PKT			
58	DRY RED CHILLI WHOLE	BEST QUALITY	PER KG			
59	NOODLES	BEST QUALITY	1 BOX CONTAIN 7 PKT			
60	MACARONI	BEST QUALITY	1 KG PER PKT			
61	HING TITLI	TITLI	1 BOX CONTAIN 10 PICS			
62	LOCAL RICE	BEST QUALITY	50 KG PER BAG			
63	COCONUT POWDER	BMC COMPANY	1 KG PER PKT			
64	WHOLE INDIAN SPICES	BMC COMPANY	PER KG			
65	KASUNDI MITHI	BMC COMPANY	1 UNIT CONTAIN 12 PKT			
66	GREN DAL (WHOLE)	BEST QUALITY	PER KG			
67	BLACK CHANA	BEST QUALITY	PER KG			
68	PANCH PHORON	R.K.	250 GM PER PKT			

69	MEAT MASALA	BMC	1 UNIT CONTAIN 12 PKT		
70	SAMBAR MASALA	BEST QUALITY	2 UNIT CONTAIN 12 PKT		
71	IDLI POWDER	MTR	500 GM PER PKT		
72	FRESH CREAM	AMUL	1 KG PER PKT		
73	CUSTARD POWDER	BEST QUALITY	1 KG PER PKT		

I Designation hereby offer the above rates for supply of kitchen items for National Sports University, Imphal, as per the contract Conditions.

Date:

Place

Signature of Authorized Person

Full Name:

Company's Seal

