**HOTEL CORPORATION OF INDIA LIMITED**.

**UNIT: CENTAUR LAKE VIEW HOTEL,**

**CHESHMASHAHI SRINAGER-(J&K)**

##### TEL.NO. 2501236-38, 2501240-45. FAX NO.0194-2501145

##### M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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##### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Tender No. T-14/07

##### Dated: 16/06/2014

##### Due Date: 07/07/2014

**Sub: Tender inviting quotations for HK guest supplies at Centaur Lake View Hotel Cheshmashahi Srinagar (J&K)**

## Hotel Corporation of India Limited, referred as ‘HCIL’, a wholly owned subsidiary of “Air India Ltd” invites sealed/closed quotations in Two Bid system (i.e. Tech. Bid-Part A & Price Bid – Part B) from reputed suppliers / dealers for the (“Supply of HK guest supplies at Centaur LAKE VIEW HOTEL CHESHMASHAHI SRINAGAR (J&K)” offering best institutional price and quality. Offers made should be best/lowest rates as applicable to Public Sector Cos, Govt. Deptts or Institutional bulk buyers.

## 1. Tender details:

|  |  |  |
| --- | --- | --- |
| **1.1** | **Tender Enq. No.**  | **T-14/07**  |
| **1.2** | **Tender date.** | **16/06/2014** |
| **1.3** | **Tender Subject** | **Supply of HK guest supplies on as & when required basis at Centaur Lake View Hotel, Cheshmashahi Srinagar (J&K).** |
| **1.4** | **Last date/time of submission of tender**  | **07/07/2014 by 1500 hrs.** |
| **1.5** | **Date/time of opening of technical bid** | **07/07/2014 at 1530 hrs.** |

## 2. Tender consisting of following documents:

|  |  |  |
| --- | --- | --- |
|  **S.No.** | **Particulars A** | **Annexure** |
| **2.1** | **General Terms & Conditions** | **I** |
| **2.2** | **Specifications Of the Material**  | **III** |
| **2.3** | **Certificate for unconditional acceptance of Terms & Conditions, specifications of the tender.**  | **IV** |
| **2.4** | **Technical Bid Form- Part A.** | **V** |
| **2.5** |  **Price Bid Form Part B** | **VI** |

**3. ESTIMATED TENDER VALUE: Rs. 5.00 Lakh** (approx.) per annum, which may vary as per our operational requirements.

**4. METHOD OF SUBMISSION OF QUOTATIONS IN TWO BID SYSTEM**

4.1 **ENVELOPE ONE** - **“Technical Bid - Part A”** shall contain the following:

1. To be superscribed with: **ENVELOPE ONE –** “**Technical Bid- Part A”** for **“Tender No. T-14/07, dated: 16/06/2014--, Due Date: 07/07/2014. Name of the Tenderer / Co.** and address to be written at the bottom of envelope for identification.
2. Duly filled in and completed “Technical Bid Form – Part A” **(Annexure – V)** together with the self attested photocopies of supporting document.

(c) **EMD by way of original Demand Draft/Pay Order or by Cash receipt (Cash deposited to HCIL before submission of tender) of Rs. 2500/- EMD paid by way of Cheque or in any other form shall not be acceptable.**

**4.2 ENVELOPE TWO : “Price Bid Form – Part B” : shall contain the following.**

 (a) To be superscribed with ENVELOPE TWO - “Price Bid – Part B” Tender **No.** **T-14/07, dated: 16/06/2014, Due Date: 07/07/2014 Name of the tenderer / Co.** and Address to be written at the bottom of envelope for identification.

(b) Duly filled & completed “Price Bid Form- Part B” (**Annexure VI**) and keep in your Second Envelope– Price Bid. The Price Bid must be signed by your authorized representative bearing Company Stamp.

 **Note:** The tenderer(s) may use “HCIL” Tender Documents for applying to this tender and must put their Co’s Stamp on each page duly signed by the Authorized signatory of the Tenderer / Co. For submission of Price Bid, **Tenderer can** use their Company letter head for submission of Bid but in this case, it has to be typed in the manner / format shown in our “Price Bid Form- Part B”.

**4.3 ENVELOPE THREE (MASTER ENVELOPE):** The above two sealed / closed envelopes (Envelope One and Envelope Two) must be put in the “Third / Master Envelope” which should be superscribed with “**Quotation for Tender No. T-14/07, dated: 16/06/2014, Due Date: 07/07/2014 at 1500 hrs** ”. Name of the tenderer / Co. and Address to be written at the bottom of envelope for identification. The tenders should be submitted at the following address on or before **1500 hrs. of 07/07/2014**.

**Assistant Manager,**

**Purchase Section,**

**Hotel Corporation of India Ltd.,**

**Centaur Hotel,Cheshmashahi Srinagar (J&K)-190001**

 The perspective Tenderers / bidders may send their offer in sealed/closed envelope through messenger or through courier services so as to reach us at above mentioned address on or before **1-07/07/2014 by 1500 hrs.** However, sending tenders by courier services are always at the risk for not reaching in time, therefore tenderers doing so must ensure that their tender reaches in time.

 The tender closes on **07/07/2014 at 1500 hrs.** The closing date may be extended at the sole discretion of ‘HCIL’.

 The Technical Bids shall be opened on the due date /time of the tender.

Tenderers who wish to attend tender opening may do so OR send their representative with authorization letter on their Company’s letterhead signed by their authorized signatory which should be produced at the time of opening of tender at above address/time.

‘HCIL’ reserves the right to reject any tender in part or full or annul the tender process without assigning any reason.

 The Commercial Bids of only technically suitable vendors will be opened thereafter and date/time will be advised to the qualifying vendors. No enquiries/correspondence shall be entertained in this regard.

 **Sd/-**

 **(Asst.Manager-Purchase)**

 **Centaur Hotel-Srinagar**

**Annexure I**

**HOTEL CORPORATION OF INDIA LTD**.

**Centaur Lake View Hotel Cheshmashahi Srinagar (J&K)**

**General Terms and Conditions**

##### Tender No. T-14/07, dated: 16/06/2014, Due Date: - 07/07/2014

**Sub: Tender inviting quotations for HK guest supplies at Centaur Lake View Hotel Cheshmashahi Srinagar (J&K)**

1. HCIL’ means Hotel Corporation Of India Ltd.
2. The “Tenderer/Bidder” and / or “Party”, as used in the Tender document, shall mean the one who has signed the tender form and submitted the quotation in response to our tender.
3. It is further clarified that individual signing the tender or other documents in connection with the tender must certify whether he signs as:
4. A "Sole Proprietor" of the firm or constituted attorney of such sole proprietor.
5. A partner of the firm if it is a partnership must have authority to refer to arbitration, disputes concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney. In the alternative, the tender should be signed by all the Partners.
6. Constituted attorney of the firm, if it is a Company.
7. Authorized signatory of the firm.

**4.** The tenderer must study the tender documents carefully. Submission of tender shall be deemed to have been done after careful study and examination of the tender documents with full understanding of its implications

1. **The following are to be noted :**

**5.1 In case the price bid and the technical bid are enclosed in the same envelope instead of in two separate sealed / closed envelopes, the tender will be rejected.**

5.1 On the date of opening of the tender only the technical bids would be opened, and the price bids would be kept in the custody of ‘HCIL’ in the same sealed/closed condition as received from the tenderer.

5.2 The price bids of only those tenderers, who qualify in the Technical Bid evaluation, would be opened, the date and time for which would be notified subsequently to the successful tenderers.

5.3 The tenderer should sign on all the pages of the technical bid and the price bid.

5.4 **The technical bid should not contain any indication of the price.**

5.5 In case, the price quoted is indicated in the technical bid, the quotation will be rejected without any reference to the tenderer. No correspondence will be entertained in this regard.

5.6 The price quoted should remain valid for acceptance of ‘HCIL’ for a minimum period of 120 days from the date of opening of the Technical bid.

5.7 The bids should be neatly filled / typed. Corrections, if any, should be duly authenticated **with full signatures** of the person signing the tender, failing which the tender is liable to be rejected.

5.8 ‘HCIL’ reserves the right to accept or reject any / all offers without assigning any reasons.

5.9 ‘HCIL’ reserves the right to award the contract to one or more tenderers.

5.10 In the event of default, ‘HCIL’ reserves the right to cancel the order and to claim damages from the successful tenderer, and also reserves the right to award the contract to another party at the cost and risk of the successful tenderer.

* 1. ‘CLVH’ is registered with Sales Tax/Commercial Tax Authorities, hence 'C' form can be provided.
	2. If you are already on rate contract for supply of this item with any unit of ‘HCIL’ / any other Govt. Department(s), the same should be clearly indicated and rates quoted by you to ‘HCIL’ should not be higher than the same.

**Annexure I**

**6.0 DEPOSITS:**

**6.1 Tender Fee:**

There is no Tender Fee for this tender. Tender documents can be obtained from the office of Asst. Manager, Purchase Section, Centaur Lake View Hotel Cheshmashahi Srinagar (J&K)-190001 on Free of Charge against a written request on the Letter head of the Tenderer/ Co.

**6.2**  **Earnest Money Deposit:**

1. The Tenderer will furnish along with Technical Bid, an **EMD of Rs. 2500/-** in the form of DD/ Pay order only in favour of “Hotel Corporation of India Ltd.” payable at Srinagar OR deposit cash with Centaur Lake View Hotel Srinagar and shall enclosed original Receipt issues by Centaur Lake View Hotel Srinagar with the tender. EMD in any other form shall not be acceptable.
2. The tenderers seeking exemption of EMD has to enclose valid certificate of single point programme registration with NSIC only. Parties Registered with SSIC are not eligible for EMD exemption.
3. "Tenders" - without EMD shall be summarily rejected.
4. No interest will be payable on EMD.
5. The EMD of unsuccessful Tenderers will be refunded in due course.
6. **Exemption from payment of EMD and Security Deposit (SD):** It may be noted that Exemption from payment of EMD and SD shall be available only to those SSI Units in India which are registered with the NSIC under its single point registration scheme up to the monetary limit as specified by the NSIC in their favour. The tenderer(s) are required to attach a self attested copy of the NSIC valid certificate granted by the NSIC in their favour wherein the specific production unit/item registered along with the monetary limit for which the SSIC unit has been covered. It may also be noted that this benefit would only be extended to those units which were registered with NSIC as on date of closing of the tender.

**Forfeiture of EMD:** EMD will be forfeited, if the bidder withdraws their bid, within 120 days, from the due date of this Tender Enquiry**.**

**Security Deposit for Order completion / Performance Warranty:**

1. The successful Tenderers shall furnish Security Deposit towards performance of PO/products equal to **5% of the value of the PO** within 15 days of receipt of PO / Starting supply of material. SD may be in the form of Bank Guarantee or Demand Draft/Cash Receipt only.
2. In case, SD is in the form of Bank Guarantee, the BG shall be valid for contract period plus 3 months more time.
3. The cost of submission of the SD or BG would be borne by the successful bidder.
4. SD will not carry any interest.
5. SD will be refunded only on successful completion of contract period and all contractual obligations. In case, there is any lapse or unsatisfactory performance affecting the reputation of HCIL and / or affecting the regularity and efficiency of its service, the applicable penalties shall be deducted from SD.

**7. Payment:**

* 1. The normal terms of payment are 30 days credit from the date of receipt of material / bills.
	2. Deduction of Govt. taxes at source shall be done as per Govt. rules as applicable from time to time.
	3. No advance payment shall be made in any case. If advance payment is sought in the offer, the offer shall be loaded @12% per annum calculated on pro rata basis.

**8. Base for Quoted Price & validity:**

* 1. Rates quoted should be FOR delivery basis at Centaur Lake View Hotel Cheshmashahi Srinagar (J&K).
	2. The tenderer must quote rates as per “Total landed cost at Centaur Lake View Hotel Cheshmashahi Srinagar (J&K) basis**”** as mentione**d** in “Quoted Rates Column” of Price Bid Form-Part B.
	3. The quoted rates shall include all the Govt. Taxes i.e. Excise duty, VAT, Octroi (if any) and other costs due to Packing, Transportation, handling, insurance etc.

**Annexure I**

* 1. Your quotation must be valid for at least 120 days from the due date for our consideration and acceptance
	2. The agreed rates as mentioned in our PO shall remain fixed for a period of 12 months from the date of PO and no increase in price, due to whatsoever reason, will be allowed irrespective of the change in our requirement.
	3. Further, no price increase will be accepted during the term of the contract, except on account of statutory taxes, if any, that may be imposed by the govt.
	4. The successful tenderer would pass on to ‘HCIL’, the benefit of reduction in statutory taxes / levies, if any, that may arise during the term of the contract.

* + 1. **Price Preference:**
	1. SSI units in India, registered with NSIC under its single point registration scheme, will only be eligible for price preference of 15% over the quotation of Large Scale Industries as per the Govt of India guidelines. However the eligible SSI unites registered with NSIC shall have to match the Lowest (L-1) quoted by the Large Scale Units. The supply point of any such units should exist in Srinagar/ NCR so that supplies are made on as and when required basis and without taking much of delivery time.

9.2 This benefit will be extended to those SSI units which are registered with NSIC units as on date of closing of the tender and would not be extended to the SSI units which obtain registration with NSIC subsequent to the date of closing of the tender. The supply point of any such units should exist in Srinagar/ NCR so that supplies are made on as and when required basis and without taking much of delivery time.

9.3 If the eligible SSI unit does not match the L-1 price of the large scale units, then the large scale unit which has quoted L-1 price will be considered for placement of order.

**10. Validity of the contract / Quantities:**

* 1. The validity of the PO/ contract would be **one year** from the date of Purchase Order.
	2. The successful tenderer would be required to supply additional quantities over and above that indicated in the Purchase Order, if required, during the subsistence of the contract, on the same rates and terms and conditions as per the contract.
	3. The PO/Contract will initially be for a period of One year/ for quantities mentioned, and can be extended further by one more year or for period / quantity / terms as mutually agreed upon.

**11. Technical clarifications:**

For any clarifications, please contact:

Assistant Manager,

Purchase Section,

Hotel Corporation of India Ltd,

Centaur Lake View Hotel Cheshmashahi Srinagar (J&K)-190001

TEL.NO. 2501236-38 FAX NO.0194- 2501145

**12. Penalties:**

12.1 **Liquidated damages/ late delivery:** - Timely delivery is the essence of the Contract. In case of delay in deliveries, or not conforming to other terms, liquidated damages will be charged from the defaulting tenderer at the rate of ½% (half percent) per week or part thereof of the value of delayed supplies subject to maximum of 5% of the value of the delayed supplies. In case, the supply is not made on the prescribed date/time, ‘HCIL’ reserves the right to get the item supplied through a third party at the “COST & RISK” of the supplier.

* 1. ‘HCIL’ further reserves the right to cancel the Purchase Order in the event of delayed deliveries, and to issue a fresh Purchase Order on any other source at the “cost and risk” of the tenderer.
	2. **Rejection of Supplies:** The supplies not matching the specifications of the tender shall be rejected at the time of inspection and returned to the tenderer at their cost and risk. Such supplies shall be replaced free of charge within the same day by the tenderer.

**13.**  **Self certification of quality:** Successful tenderer shall have to inspect the material to be supplied at his end in conformance to the specifications laid down in the order.

**Annexure I**

* + - 1. **Exit Clause / Termination of Purchase Order(PO)/Contract :**

The Purchase Order may be terminated under the following circumstances:

14.1 ‘HCIL’ reserves the right to terminate the Contract / cancel the PO by giving one month written notice but without assigning any reason.

14.2 In the event of unsatisfactory performance in terms of quality/delivery etc, ’HCIL’ reserves the right to cancel the Contract / PO at a short notice and make alternative arrangement, with a right reserved, to recover the additional cost incurred from such defaulting supplier.

14.3 **If there is a change in ‘HCIL’ requirement, the PO shall be terminated with one months’ advance notice but without any liability on ‘HCIL’.**

**15. Agency Clause:**

15.1 The bids would be accepted from the Principals /from duly Authorized distributor / Dealer/ Merchant.

15.2 The authorized distributor/dealer should submit a certificate of authorization from the Principal.

15.3 ‘HCIL’ will entertain bids either from the Principal or from an Authorized Distributor/ Dealer duly authorized by the Principal to submit the quotation on his behalf. In case, bids are received from both i.e. from the Principal and from his authorized distributor/dealer, only the bid received from the Principal would be entertained.

16. **Delivery of Right Quantities & Quality of the Material:**

16.1 The tenderer shall be required to deliver the **HK guest supplies** at Centaur Lake View Hotel Cheshmashahi Srinagar (J&K)-190001 on as and when required basis as per the instructions from Stores Department/F&B Department.

16.2 Our exact requirements will be intimated to you in advance by our Stores Department. Timely delivery of indented quantities is the essence of the PO. No variation in the quantity or quality will be acceptable. In case of any variation, HCIL may decide to levy penalty as applicable.

1. **Rejection of Tender:** Bids may be rejected, based on any one of the following reason:-
	1. 17.1 Receipt of offers by fax/email.
	2. 17.2 Receipt of offers in an unsealed/open envelope.
	3. 17.3 Receipt of offers in an unsigned form.
	4. 17.4 Tenders received without EMD (without valid proof of exemption) and receipt of EMD in any other
	5. form as mentioned in the tender.
	6. 17.5 Receipt of offers after the due date and time of the tender.
	7. 17.6 Non compliance of Technical parameters.
	8. 17.8 Non acceptance of General Terms and Conditions of the tender.
	9. 17.9 In case the tender offer is conditional.

18. **Corrections / Overwriting in bids:** wherever there is any cutting or overwriting in fulfilling of the tender-specifications/rates/terms & conditions etc, the authorized signatory of the bidder signing the tender documents, must sign in full at all these places where overwriting/cutting appears.

19. **Award of PO/Contract**: The purchase order / contract shall be awarded to the successful Bidder who had quoted L-1 Rates.

20. **Status/ Type of the Tenderer:** The Tenderer has to mention in the Technical Bid Form Part A about his status i.e. whether they are applying as Principal or their authorized distributors/ dealer/ Merchant, as the case may be and has to submit the documents as per status. The offer of middlemen and those who are not in the line will not be entertained.

21. **Settlement of Disputes:**

21.1 **Arbitration: -** Any dispute or difference whatsoever arising between the parties out of or relating to the interpretation, application, meaning, scope, operation or effect of this contract or the validity or the breach thereof, shall be referred to “PRINCIPAL DISTRICT JUDGE SRINAGAR” Govt. of J&K for settlement and the award made in pursuance thereof shall be binding on the parties.

16.2 **Jurisdiction:** Any dispute whatsoever shall be subject to within the jurisdiction of Srinagar (J&K) Courts only.

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##### ANNEXURE – II

**HOTEL CORPORATION OF INDIA LIMITED**.

#####  Centaur Lake View Hotel Cheshmashahi Srinagar (J&K)-190001

##### QUALIFICATION CRITERIA FOR BIDDERS

##### Tender No. T-14/07, dated : 16/06/2014, Due Date: 07/07/2014

##### Sub: Tender inviting quotations for HK guest supplies at Centaur Lake View Hotel Cheshmashahi Srinagar (J&K)-190001

**AA:** **PREQUALIFICATION CRITERIA FOR BIDDERS:**  The prospective bidders / tenderers who fulfill the following pre-qualification requirements and provide information and supporting documents shall be eligible for the above tender:

1. The tenderer **must** be experienced Principal or an authorized distributor / dealer / Merchant of **HK guest supply items** **for last two to three years**. A list of Purchasers together with the order copies to be enclosed in support of experience. Also, In case of Dealer/ Distributor of manufacturer, a copy of certificate is to be enclosed in addition.
2. The tenderer musthave Tin No., PAN /GIR No. Self Certified copy of each to be enclosed.
3. The tenderer should have an average turnover of **Rs. 1.67 lacs per year for last two** Financial Yrs. Self Certified copies of Bank account Statement to be enclosed in support.
	1. The tenderer **must** furnish **EMD of Rs. 2500**/- by way of DD/Pay Order / Cash Receipt. DD/ Pay order has to be in favour of Hotel Corporation of India Ltd and Payable at Srinagar. In case, EMD is paid in cash, it must be paid to Centaur Lake View Hotel Cheshmashahi Srinagar (J&K) before submission of tender and original receipt to be enclosed with the tender.
	2. EMD in any other form shall not be acceptable and non-compliance of this condition shall lead to rejection of tender. SSI units seeking exemption of EMD shall have to enclose valid certificate of Regn. With NSIC under their single point Regn. Program (Parties Regd. With SSIC are not eligible for EMD Rebate).
4. The tenderer **must** enclose self certified copies of all necessary documents with the Technical Bid Form-Part A.
5. The tenderer must also enclose signed copy of undertaking of General Terms & Conditions, work scope along with the Technical Bid Form –Part A, as proof of unconditional acceptance of specifications, all Terms and Conditions of the Tender.

7**.** Copy of documentary proof as required above must be furnished along with technical bid and replies such as “Applied for “or “under process” shall not be acceptable. In such cases and in case of not furnishing required information and documents with the technical bid, the tender shall be rejected.

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**BB: TECHNICAL EVALUATION CRITERIA:**

8.1 Technical bids of the responding tenderers shall be evaluated based on the parameters mentioned in the tender and based on the information and supporting documents submitted by the tenderers.

8.2 In case any of the terms have not been completed by the tenderer, their offer shall be technically rejected.

**CC: PRICE BID EVALUATION CRITERIA:**

9.1 Price Bids of only those tenderers who qualify in technical bid, shall be opened.

9.2 The price comparison shall be made in respect of only technically qualified tenderers for the total cost as mentioned in financial bid form and after following loading criteria, if applicable.

9.3 Based on above comparison, the lowest offer would qualify as successful bidder in this tender.

9.4. Though there is not general practice of HCIL to negotiate the rates, however if so felt ,HCIL may negotiate rates with the L1 bidder, therefore, prospective bidders are required to quote best rates in their own interests.

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##### ANNEXURE – III

**HOTEL CORPORATION OF INDIA LTD**.

##### UNIT;CENTAUR LAKE VIEW HOTEL CHESHMASHAHI SRINAGAR

##### SPECIFICATIONS OF HK GUEST SUPPLIES

##### Tender No.T-14/07, dated: 16/06/2014, Due Date: 07/07/2014

##### Sub: Tender inviting quotations for Supply of HK guest supplies at

##### Centaur Lake View Hotel Cheshmashahi Srinagar (J&K)-190001

* + - * 1. The approx. quantities required in a year on staggered delivery basis and on as & when required basis at Centaur Lake View Hotel Cheshmashahi Srinagar (J&K).
				2. The quantities supplied should be inspected, weight etc, by the supplier before delivery of same.
				3. The quality supplied should match the given specification all the time.
				4. ‘HCIL’ reserves the right to reject any supplies for not confirming to the final approved sample/required standard /specification at its discretion and such a decision shall be final and binding on the Tenderer. The Tenderer shall have to collect the rejected goods from the Delivery Point failing which HCIL reserves the right to purchase the goods from any other source and recover the cost from the Tenderer.
				5. The samples shall be submitted to HCIL free of charge with the quotation or when called for. It is of utmost importance that the supplies conform strictly to the final approved sample and specifications.
				6. In the event of transpiring that the material delivered is not in accordance with the approved sample, the entire quantity will be rejected and the Tenderer will be responsible for replacing the rejected material with supplies conforming to proper specification and /or reimbursing the Company for loss sustained on this account.
				7. The tenderer has to ensure that the material have packing/ expiry date, wherever applicable.
				8. Timely Supply will be the essence of the contract and if the material is not delivered within the specified period, ‘HCIL’ reserves the right to purchase the goods from alternate source at the ‘cost & risk’ of defaulting tenderer/supplier.
				9. The exact daily / weekly / monthly / requirements in case of term contracts will be communicated 12 hours in advance either in writing or over the telephone to the supplier. However, the successful tenderer should be prepared to make delivery at a shorter notice.

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**ANNEXURE –IV**

 **HOTEL CORPORATION OF INDIA LIMITED.**

 **Unit: Centaur Lake View Hotel Cheshmashahi Srinagar (J&K)-190001**

**C E R T I F I C A T E FOR UNCONDITIONAL ACCEPTANCE OF TERMS & CONDITIONS OF THE TENDER (TO BE SUBMITTED WITH TECHNICAL BID- PART A) ON TENDERER’S LETTER HEAD)**

To,

The Assistant Manager,

Purchase Section,

Hotel Corporation of India Ltd,

Unit: Centaur Lake View Hotel,

Cheshmashahi Srinagar (J&K)-190001

 Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sir,

 **Sub: C E R T I F I C A T E FOR UNCONDITIONAL ACCEPTANCE OF TERMS & CONDITIONS, SPECIFICATIONS OF THE TENDER No.** **T-14/07, Dated: 16/06/2014**, **Due On: 07/07/2014 for Supply HK guest suppliers** at Centaur Lake View Hotel Cheshmashahi Srinagar (J&K)-190001.

It is certified that we have studied and understood and hereby agree for all terms and conditions and specifications of the subject Tender issued by “HCIL” for Supply of **HK guest supplies** at Centaur Lake View Hotel Cheshmashahi Srinagar (J&K)-190001.

**AUTHORISED SIGNATORY**

 **COMPANY SEAL**

**Page 1 of 2**

***ANNEXURE- VI***

 **HOTEL CORPORATION OF INDIA LIMITED,**

 **UNIT: CENTAUR LAKE VIEW HOTEL CHESHMASHAHI SRINAGAR (J&K)**

#### TECHNICAL BID FORM – PART A

**TENDER NO. T-14/07, Dated: 16/06/2014, Due On: 07/07/2014**

|  |  |  |
| --- | --- | --- |
|  1 | Name of Contract | Supply of HK guest supplies on as & when required basis at Centaur Lake View Hotel Srinagar (J&K) |
|  2 | Name of the Bidder / Co. |  |
|  3 | Status of the Bidder i.e. Whether applying as a Principal/Auth. Distributer/dealer/Merchant. Documentary proof to be enclosed. **(Must)** |  |
|  4 | Complete Address of the bidder/Co. |  |
|  5 | Telephone No. / Mobile No. / Fax No./email ID |  |
|  6 | Name of Contact Person & mobile. |  |
|  7 | Whether copy of latest electricity bill of bidder / Co. enclosed. **(Must)** | Yes / No |  |
|  8 | Whether EMD of **Rs. 2500/-** enclosed. Original DD/Cash receipt to be enclosed. **(Must)** | Yes/No | DD/Cash Receipt No. ……Date…………………. |
| 9 | Whether EMD exemption sought, if yes, attach valid requisite regn. certificate | Yes/No |  |
| 10 | Whether Tenderer (Principal/Authorized Distributor/ Dealer/Merchant.) is having 2-3 years experience in relevant trade/business, (**Must). Note: -** list of Purchasers together with the order copies to be enclosed in support of experience.  | Yes/No |  |
| 11 | Whether having PAN/GIR regn. No. A self attested copy to be enclosed. **(must)** | Yes/No |  Regn No…………………..Date……………………… |
| 12 | Whether Tenderer is having an average turnover of **Rs. 1.67 Lacs per year for last 02 Fin yrs**. Self Certified copy of Company’s Bank Account statement to be enclosed in support for verification. **(Must)**  | Yes/No | 2012-13: Rs………….2013-14: Rs………….. |
| 13 | Whether having Sales Tax / TIN No. / C.S.T regn.., Self attested copy to be enclosed. **(must)** | Yes/No |  |
| 14 | Whether Certificate for unconditional acceptance of all the terms & conditions, specifications of the tender on the Bidder’s letter head enclosed as per format (Annexure-IV). **(Must)** | Yes/No |  |
| 15 | Whether having shop registration, self attested copy to be enclosed. **(Must)** | Yes/No |  |
| 16 | Whether details of institutional customers enclosed. **(Opt)** | Yes/No |  |
| 17 | Are you already doing business with HCI or any of HCI Units? If so, under what name? | Yes/No |  |
| 18 | Has your company been Black Listed by any agency of the Airport/HCIL or elsewhere? If yes, please give details.  | Yes / No | If yes, details. ……………… |
| 19 | Any other information which you feel would qualify you to be enlisted in your list of suppliers. |  |  |

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***ANNEXURE- VI***

**Undertakings: To be agreed & signed by the tenderer(S)**

1. It is confirmed that we have the capability & capacity to supply the material for which we have quoted rates in the Financial Bid Form – Part –B as per terms & conditions of the tender.
2. It is also confirmed that we have carefully gone through and have understood and hereby agree to abide by all the General Terms & Conditions and Specifications governing the tender.
3. It is also confirmed that I am authorized to sign the tender documents and the information given is true and correct to the best of my knowledge and belief and nothing material is concealed.
4. It is also confirm that the documents attached in support of the details filled in the Technical Bid Part – (A) above are correct.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name & Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Co. Name & Seal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Mobile No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date: \_\_\_\_\_\_\_\_\_\_\_**

**Place: \_\_\_\_\_\_\_\_\_\_**

**\*\*\*\*\*\*\*\*\*\*\*\*\***

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***ANNEXURE- VI***

 **HOTEL CORPORATION OF INDIA LIMITED,**

 **UNIT: CENTAUR LAKE VIEW HOTEL CHESHMASHAHI SRINAGAR (J&K)**

**“Price Bid Form”**– **PART B**

**Yearly requirement of Housekeeping Guest supplies on as when required basis**

**TENDER/ENQUIRY NO.T-14/07 Dated: 16/06/2014, due date 07/07/2014**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Name of the item/specifications** | **Unit** | **Qnty.** | **Rate** |
| 1 | Guest Soap small 20 grm. (Hotel pack) as per sample | No | 13000 |  |
| 2 | Match Box small size (Hotel pack) as per sample | No | 3000 |  |
| 3 | Tooth Kit (Brush & Paste) (Hotel pack) as per sample | Set | 5000 |  |
| 4 | Shaving Kit (Machine, Gel-10 grm) (Hotel pack) as per sample | Set | 6000 |  |
| 5 | Shampoo Herbal 30 ml duly packed in transparent seamless matt finish, soft feel tubes/btls ( Hotel pack) as per sample | No | 3500 |  |
| 6 | Moisturizer Herbal 30 ml duly packed in transparent seamless matt finish, soft feel tubes/btls ( Hotel pack) as per sample | No | 3000 |  |
| 7 | Telecom powder 30 grm duly packed in transparent seamless matt finish, soft feel. (Hotel pack) as per sample | No | 3000 |  |
| 8 | Sewing Kit (Hotel pack) as per sample | Set | 1500 |  |
| 9 | Guest Ball Pen with logo | No | 1500 |  |
| 10 | Comb small size with logo | No | 1000 |  |
| 11 | Shower Caps as per sample | No | 2500 |  |
| 12 | Shoe Mitt as per sample | No | 2000 |  |
| 13 | Candle Stand as per sample | No | 100 |  |
| 14 | Ashtray  | No | 100 |  |
| 15 | Glass Cover (printed) as per sample | No | 1000 |  |
| 16 | Glass Coaster as per sample | No | 300 |  |
| 17 | Laundry Bags cotton ECO friendly (printed) | No | 2000 |  |
| 18 | Candles Plain medium size 50 grms | No | 1500 |  |
| 19 | Soap 70 grm ( Lux)  | No | 100 |  |
| 20 | Shampoo 50 ml ( Sun Silk)  | No | 100 |  |
| 21 | Moisturizer 40 ml ( Ponds/Lakme)  | No | 100 |  |
| 22 | Shaving Machine ( Gillette/standard quality ) | No | 50 |  |
| 23 | Shaving Gel 50 grms ( Palmolive/standard quality)  | No | 100 |  |
| 24 | Tooth Paste 50 grms ( Colgate/ Pepsodent/Palmolive)  | No | 100 |  |
| 25 | Tooth Brush ( Colgate/Pepsodent)  | No | 100 |  |
| 26 | Telecom Powder 50 grm ( Ponds)  | No | 100 |  |
| 27 | Toilet Roll white 50 GMS | No | 3000 |  |
| 28 | Facial Tissue Box (Hotel pack) | No | 2500 |  |
| 29 | Hair oil 50 ml | No | 150 |  |
| 30 | Leather Port Folio as per sample | No | 100 |  |
| 31 | Air freshener – Rose | No | 350 |  |
| 32 | Plastic Hangers superior quality | No | 500 |  |
| 33 | Soap Dish Ceramic as per sample | No | 100 |  |

**Note: -** **All the items should be Hotel Pack with our Logo where-ever possible.**

**Samples for the same can be inspected while obtaining Tender Documents.**

 **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Name & Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Co Name & Seal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Place : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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***ANNEXURE- VI***

|  |
| --- |
| **IMPORTANT NOTES** :  |
| 1 | The bidder must confirm that the above amount of quoted rates shall include all the Govt. Taxes i.e. Excise duty , VAT , Octroi (if any) and other costs due to packing, transportation, handling, insurance etc. |
| 2 | The Bidder Must confirm that the above quoted rates are “Net” rates. |
| 3 | THE TENDERER(S) IN HIS OWN INTEREST HAS TO ENSURE THAT THE PRICES AND OTHER DETAILS ARE FILLED CORRECTLY AND COMPLETELY IN THE ABOVE FORMAT. SUBMISSION OF INCORRECT OR INCOMPLETE INFORMATION, AND / OR SUBMISSION OF THE ABOVE FORMAT WITH ARITHMETICAL ERRORS IN COMPILATION OF THE DATA WOULD BE AT THE TENDERER’S SOLE RISK AND THE DECISION OF HCIL IN SUCH CASES WOULD BE FINAL AND BINDING. |
| 4 | CONDITIONAL BIDS SHALL NOT BE ACCEPTABLE AND SHALL BE REJECTED OUT RIGHTLY. PLEASE DO NOT ATTACH ANY OTHER SHEET TO THE “PRICE BID- PART B”. |
| 5 | **L-1 CRITERIA :** L-1 BIDDER SHALL BE DECIDED BASED ON THE L-1 RATES AS QUOTED ABOVE.  |
| 6 | The above mentioned quantities are indicative only and are subject to increase/decrease depending upon the actual operational requirements prevailing from time to time. |

**Certification by the bidder:**

1. It is also certified that there are no hidden costs to ‘HCIL’ over and above the price as indicated above.
2. It is agreed that the benefit of reduction in statutory govt. taxes/ levies, if any, arising during the term of the contract, if awarded in our favour, would be passed on to ‘HCIL’.

**Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name & Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Co Name & Seal : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Place : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**