**HOTEL CORPORATION OF INDIA LTD**.



**CHEFAIR FLIGHT CATERING**

**PURCHASE DEPARTMENT**.

**CSI AIRPORT,SAHAR, ANDHERI (EAST)**

**MUMBAI-400 099**

##### TEL.NO. 26828787/EXT 7234. 26828180/26828183-FAX NO.022-26828648

##### 

##### Tender No. CFCM//HCI-400/2014-15/P&P/14(EXTENDED) Dated: 21.06.2014

##### Due Date of Supply Revised: 01.08.2014

**Sub: Tender inviting quotations for Supply of Packing Materials & Plastic items at Chefair Flight Catering & Cafeteria, CSI Airport, Mumbai**

## 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 Packing Materials & Plastic items at Chefair Flight Catering & Cafeteria at CSI Airport, Mumbai)” offering best institutional price and quality. Offers made should be best/lowest rates as applicable to Govt. Deptts, Public Sector Companies or Institutional bulk buyers.

## Tender details :

|  |  |  |
| --- | --- | --- |
| **1.1** | **Tender Enq. No.** | **CFCM//HCI-400/2014-15/P&P/14(EXTENDED)** |
| **1.2** | **Tender date.** | **21.06.2014** |
| **1.3** | **Tender Subject** | **Supply of Packing Materials & Plastic items at Chefair Flight Catering & Cafeteria, Mumbai** |
| **1.4** | **Extended Last date/time of submission of tender** | **02.07.2014 by 1500 hrs.** |
| **1.5** | **Date/time of opening of technical bid** | **02.07.2014 at 1530 hrs.** |

## 2. Tenderer/s is requested to submit their quotations as per following documents:

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Particulars** | **Annexure** |
| **2.1** | **General Terms & Conditions** | **I** |
| **2.2** | **Prequalification / Technical Evaluation Criteria** | **II** |
| **2.3** | **Scope of Supplies Of the Material** | **III** |
| **2.4** | **Certificate for unconditional acceptance of Terms &**  **Conditions of the tender.** | **IV** |
| **2.5** | **Technical Bid Form- Part A.** | **V** |
| **2.6** | **Price Bid Form Part B** | **VI** |

**3. ESTIMATED TENDER VALUE :** Rs. **25 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:

(a) To be superscribed with: **ENVELOPE ONE –** “**Technical Bid- Part A”** for **“Tender No. CFCM//HCI-400/2014-15/P&P/14(EXTENDED) dated : 21.06.2014** Due Date of Supply Revised: 01.08.2014 **Name of the Tenderer/s / Co.** and address to be written at the bottom of envelope for identification.

(b) Duly filled in and completed “Technical Bid Form – Part A”( Annexure – III) together with the self attested photocopies of supporting documents & EMD to be submitted on or before due date & time.

(c) **EMD of Rs.12,500/- by way of original Demand Draft/Pay Order or by Cash receipt (Cash deposited to HCIL before submission of tender) shall only be accepted. 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.**

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##### 

##### Tender No. CFCM//HCI-400/2014-15/P&P/ 14(Extended) Dated: 21.06.2014

##### Due Date of Supply Revised: 01.08.2014

(a) To be superscribed with ENVELOPE TWO - “Price Bid – Part B” **“Tender No. CFCM//HCI-400/2014-15/P&P/14 (EXTENDED) dated: 21.06.2014 Name of the Tenderer/s / Co.** and Address to be written at the bottom of envelope for identification.

(b) Duly filled & completed “Price Bid Form- Part B” (Annexure IV) to be closed / sealed in Second Envelope– Price Bid. The Price Bid must be signed by the authorized signatory of the company and should bear Company Stamp also.

**Note :** The Tenderer/s(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/s / Co. For submission of Price Bid, **Tenderer/s can** use their Company letter head 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. CFCM//HCI-400/2014-15/P&P/14 (EXTENDED) dated: 21.06.2014, Name of the tenderer/s / Co. and Address to be written at the bottom of envelope for identification. The tenders should be submitted at the Purchase Deptt,Tender Box at Chefair Flight Catering, CSI Airport, Mumbai- 400 099 on or before 1500 hrs. of 02.07.2014.**

**4.4** The perspective Tenderer/s / bidder/s 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 **02.07.2014** **by 1500 hrs. However, responsibility of late receipt or non receipt of same in time shall be of the tenderer/s.**

4.5 The tender closes on **02.07.2014** **at 1500 hrs.** The closing date may be extended at the sole discretion of ‘HCIL’. In case of Extension / Amendment, if any, information shall be hosted on HCI web site. Hence, prospective bidder, in their own interest may keep visiting HCIL web site: [www.centaurhotels.com](http://www.centaurhotels.com) till tender is opened.

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

4.7 Tenderer/s/s 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.

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

4.9. HCIL reserves the right to split the business more than one tenderer/s in part or full or annual the tender process without assigning any reason.

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

**For further details regarding tender, tender documents please visit our website: http://www.centaurhotels.com. Tender documents can be downloaded free of cost.**

**B.H.KALE**

**MANAGER PERSONNEL**

**HOTEL CORPORATION OF INDIA LTD**.



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**CSI AIRPORT,SAHAR, ANDHERI (EAST)**

**MUMBAI-400 099**

##### TEL.NO. 26828787/EXT 7234. 26828180/26828183-FAX NO.022-26828648

**Annexure I**

**General Terms And Conditions**

##### Tender No. CFCM//HCI-400/2014-15/P&P/14 (Extended) Dated: 21.06.2014

##### Due Date of Supply Revised: 01.08.2014.

##### Sub: Tender inviting quotations for Supply of Packing Materials & Plastic items at Chefair Flight Catering & Cafeteria, Mumbai

1. ‘HCIL’ means Hotel Corporation Of India Ltd.
2. The “Tenderer/s/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/s 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 points 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.**

5.2 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/s.

5.3 The tenderer/s should sign on all the pages of the technical bid and the price bid as a proof of acceptance of terms & conditions.

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/s. 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 award the contract to one or more tenderer/s/s as per operational requirement.

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

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**Annexure I**

5.10 ‘HCIL’ is not registered with Sales Tax Authorities, hence 'D' form and 'C' form cannot be provided.

* 1. If prospective bidder(s) is 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 to ‘HCIL’ should not be higher than the same.

1. **DEPOSITS:**

**6.1 Tender Fee:**

There is no Tender Fee for this tender .Tender documents are available on our website: **www.centaurhotels.com** in downloadable form on FOC basis. Tender documents can also be obtained from the office of Executive Secretary- Purchase Section, Hotel Corporation of India Ltd, Chefair Flight Catering, CSI Airport, Sahar, Andheri (East), Mumbai- 400 099 on Free of Charge against a written request on the Letter head of the Tenderer/s/ Co.

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

1. The Tenderer/s will furnish along with Technical Bid, an **EMD of Rs. 12,500/-** in the form of DD/ Pay order only in favour of “Hotel Corporation of India Ltd.” payable at Mumb Mumbai deposit cash with HCIL and shall enclosed original Receipt with the tender. EMD in any other form shall not be acceptable.

1. The tenderer/s 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.
2. "Tenders" - without EMD shall be summarily rejected.
3. No interest will be payable on EMD.
4. The EMD of unsuccessful Tenderer/s/s will be refunded in due course.
5. **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.
6. **Forfeiture of EMD:** EMD will be forfeited, if the bidder withdraws their bid, within 60 days, from opening of Technical Bid of the tender or does not accept PO within the validity period of rates**.**
   1. **Security Deposit (SD) for Order completion / Performance Warranty:**
7. The successful Tenderer/s 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 / from Starting supply of material. SD may be in the form of Bank Guarantee or Demand Draft only.
8. In case, SD is in the form of Bank Guarantee (BG), the BG shall be valid for contract period plus 3 months more time.
9. The cost of submission of the SD or BG would be borne by the successful bidder.
10. In case SD is not deposited by the vendor, it may be deducted from their running bills @ 5%.

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**Annexure I**

1. SD will not carry any interest.
2. SD will be refunded only on successful completion of contract and on completion of 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 Income Tax at source, if applicable, 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 by the tenderer/s 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 HCIL/Chefair Flight Kitchen, CSI Airport, Sahar, Andheri (East), Mumbai.
  2. The tenderer/s must quote rates based on “Total landed cost at HCIL/Chefair Flight Kitchen, CSI Airport, Sahar, Andheri (East), Mumbai ”as mentionedin “Quoted Rates Column” of Price Bid Form-Part B.
  3. The quoted rates shall exclude all the Govt. Taxes i.e. Excise duty, VAT, Octroi (if any) and other costs due to Packing, Transportation, handling, insurance etc.
  4. The Quotations must be valid for at least 120 days from the opening of Technical Bid for our consideration and acceptance.
  5. 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.
  6. Further, no price increase will be applicable during the term of the contract, except on account of statutory taxes, if any, that may be imposed / revised by the govt.
  7. In case of reduction of Statutory Taxes / Govt. levy during the contract period, the successful tenderer/s would pass on to ‘HCIL’, the benefit of reduction in statutory taxes / levies, if any.

* + 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 Mumbai / 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 Mumbai / 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.

**Annexure I**

**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/s 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 clarification please contact :

1. Mr. Suhas Shirole (Officer-F&B)

Chefair Flight Catering, CSI Airport, Sahar, Andheri (East) Mumbai- 400 099.

E-mail ID: [chefair.controls@gmail.com](mailto:chefair.controls@gmail.com)

2. Ms. Padmini Shrivastav (Executive Secretary-Purchase),

Chefair Flight Catering CSI Airport, Sahar, Andheri (East), Mumbai- 400 099.

E-mail ID: [purchasecfcm@gmail.com](mailto:purchasecfcm@gmail.com)

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**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/s 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/s.
  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/s at their cost and risk. Such supplies shall be replaced free of charge within the same day by the tenderer/s.

**13.**  **Self certification of quality:**

13.1 Successful tenderer/s shall have to inspect the material to be supplied at his end in conformance to the specifications laid down in the order.

13.2 The successful tenderer/s shall endorse on bill / challan of each supply that the material supplied is “fit for human consumption.”

* + - 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 and without any liability on it.

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’.**

**Annexure I**

**15. Agency Clause :**

15.1 The bids would be accepted from the Principals /from duly Authorized distributor / Dealer/ Merchant with due certification of the manufacturer / Stockist / Distributor.

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

15.3 ‘HCIL’ will entertain bids **either from** the Principal or from an Authorized Distributor/ Dealer duly authorized by the Principals 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/s shall be required to deliver the **Packing Materials & Plastic items** Chefair Flight Catering at CSI Airport, Sahar, Andheri (East), Mumbai – 400 099 on as and when required basis as per the instructions from Stores Department.

16.2 Our exact requirements will be intimated 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.

17. **Rejection Of Tender:** Bids may be rejected, based on any one of the following reasons : -

* 1. Receipt of offers by fax / email.
  2. Receipt of offers in an unsealed/open envelope.
  3. Receipt of offers in an unsigned form.
  4. Tenders received without EMD (without valid proof of exemption) and receipt of EMD in any other form as mentioned in the tender.
  5. Receipt of offers after the due date and time of the tender.
  6. Non compliance of Technical parameters.
  7. Non acceptance of General Terms and Conditions of the tender.
  8. In case the tender offer is conditional.
  9. In case price bid is also submitted in the envelope of technical bid.

18. **Award of PO/Contract** :

18.1 The purchase order / contract shall be awarded to the successful Bidder who had quoted L-1 Rates based on net landed cost to HCIL.

18.2 HCIL reserves the rights to distribute the business more than one successful bidder and may issue Purchase Order/Contract accordingly to the more than one successful bidder if the successful bidder (rated L2, L3, L4…….) agreed to match the L1 rates, terms and conditions

18.3. **Corrections / Overwritings 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 at all these places where overwriting/cutting appears.

19. **Status/ Type Of The Tenderer/s:** The Tenderer/s 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 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.

**Annexure I**

20. **Settlement of Disputes:**

20.1 **Arbitration:** Any dispute or difference whatsoever arising between the parties out of or relating to the construction, interpretation, application, meaning, scope, operation or effect of this contract or the validity or the breach thereof, shall be referred to “SCOPE FORUM OF CONCILIATION AND ARBITRATION” Govt. of India for settlement and the award made in pursuance thereof shall be binding on the parties.

20.2 **Jurisdiction:** Any dispute whatsoever shall be subject to within the jurisdiction of Mumbai Courts only.

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##### ANNEXURE - II

##### QUALIFICATION CRITERIA FOR BIDDERS

##### Tender No. CFCM//HCI-400/2014-15/P&P/14(EXTENDED) Dated: 21.06.2014

##### Due Date of Supply Revised: 01.08.2014

##### Sub: Tender inviting quotations Supply of Packing Materials & Plastic items at Chefair Flight Catering & Cafeteria CSI Airport, Mumbai .

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

1. The tenderer/s **must** be experienced Principal or an authorized distributor / dealer / Merchant of **Packing Materials & Plastic items for last three years**. A list of suppliers together with the order copies may be enclosed in support of experience.
2. The tenderer/s **must** have Tin No., PAN /GIR No. Self Certified copy of each to be enclosed.
3. The tenderer/s **must** have an average turnover of **Rs. 8.50 lakh per year for last three** Financial Yrs. – i.e. 2011-12, 12-13 & 13-14. Self Certified copy of **ITR , Balance Sheet, Profit and loss** **account** duly verified by Regd. Chartered Accountant to be enclosed in support.
4. The tenderer/s **must** furnish **EMD of Rs. 12,500/**- by way of DD/Pay Order / Cash Receipt. DD/ Pay order has to be in favour of Chefair Flight Catering, HCIL and Payable at Mumbai. In case, EMD is paid in cash, it must be paid to HCIL/ Chefair Flight Catering, Sahar, Andheri (East), Mumbai before submission of tender and original receipt to be enclosed with the tender.

**Note:** 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 Registration with NSIC under their **“Single Point Regn. Program”** (Parties Regd. With SSIC are not eligible for EMD Rebate).

1. The tenderer/s **must** enclose self certified copies of all necessary documents with the Technical Bid Form-Part A.
2. The tenderer/s must also enclose signed copy of General Terms & Conditions, work scope along with the Technical Bid Form–Part A, as proof of unconditional acceptance of specifications, 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.

8. The tenderer/s must have Registration of supplier under Maharashtra/Mumbai Shop & Establishment Act / SSIC / NSIC/ Sales Tax, etc.

**BB: TECHNICAL EVALUATION CRITERIA :**

1.1 Technical bids of the responding tenderer/s/s shall be evaluated based on the parameters mentioned in the tender and based on the information and supporting documents submitted by the tenderer/s/s.

1.2 In case any of the terms have not been complied with by the tenderer/s, their offer shall be technically rejected.

##### ANNEXURE - II

**CC: PRICE BID EVALUATION CRITERIA :**

1.1 Price Bids of only those tenderer/s who qualify in technical bid, shall be opened and processed further.

1.2 The price comparison shall be made in respect of technically qualified tenderer/s for the total landed cost as mentioned in financial bid form and after following loading criteria, if applicable.

1.3 Based on above comparison, the lowest offer (L-1 party) would qualify as successful bidder in this tender.

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##### SCOPE OF SUPPLIES

##### ANNEXURE - III

##### Tender No. CFCM//HCI-400/2014-15/P&P/14(EXTENDED) Dated: 21.06.2014

##### Due Date of Supply Revised: 01.08.2014

##### Sub: Tender inviting quotations for Supply of Packing Materials & Plastic items at Chefair Flight Catering & Cafeteria CSI Airport, Sahar, Andheri (East), Mumbai

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1. The approx. quantities required in a year on staggered delivery basis and on as & when required basis at Chefair Flight Catering at CSI Airport, Sahar, Andheri (East), Mumbai.

2. The quantities supplied should be inspected, weight, 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/s. The Tenderer/s 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/s.

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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 samples and as per laid down specifications as approved by Govt. / Law abiding agencies of Govt. of India.

1. In the event of transpiring that the material delivered is not in accordance with the approved sample, the entire quantity may be rejected and the Tenderer/s will be responsible for replacing the rejected material with supplies conforming to proper specifications and /or reimbursing the Company for loss sustained on this account.

7. Time 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 supplier.

8. 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/s should be able to deliver at a shorter notice also.

9. The deliveries of items called for may be required at night in an emergency and successful Tenderer/s/s /contact representative should be available on the telephone round the clock so that the deliveries can be affected as and when required

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**ANNEXURE –IV**

**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,

Manager Personnel,

Purchase Section,

Chefair Flight Catering

Hotel Corporation of India Ltd,

CSI Airport, Sahar, Andheri (East)

Mumbai-400 099.

Dated:

Madam/Sir,

##### Sub: C E R T I F I C A T E FOR UNCONDITIONAL ACCEPTANCE OF TERMS & CONDITIONS, SPECIFICATIONS OF THE Tender No. CFCM//HCI-400/2014-15/P&P/ 14 (Extended) Dated: 21.06.2014 Due Date of Supply Revised: 01.08.2014 of Packing Materials & Plastic items at Chefair Flight Catering & Cafeteria CSI Airport, Sahar, Andheri (East),Mumbai

It is certified that we have studied and understood and hereby agree for the terms and conditions, Scope of Supplies and specifications of the subject Tender for Supply of Packing Materials & Plastic items at Chefair Flight Catering & Cafeteria CSI Airport, Mumbai

**AUTHORISED SIGNATORY**

**COMPANY SEAL**

**HOTEL CORPORATION OF INDIA LTD**.



**CHEFAIR FLIGHT CATERING**

**PURCHASE DEPARTMENT**.

**CSI AIRPORT,SAHAR, ANDHERI (EAST)**

**MUMBAI-400 099**

##### TEL.NO. 26828787/EXT 7234. 26828180/26828183-FAX NO.022-26828648

**ANNEXURE- V**

#### TECHNICAL BID FORM – PART A

##### Tender No. CFCM//HCI-400/2014-15/P&P/14 (Extended) Dated: 21.06.2014

##### Due Date of Supply Revised: 01.08.2014

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Name of Contract | Supply of Packing Materials & Plastic items at Chefair Flight Catering & Cafeteria CSI Airport, Sahar, Andheri (East), Mumbai. | |
| 2 | Name of the Bidder / Co. |  | |
| 3 | Status of the Bidder i.e. Whether applying as a Principle/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 as proof of 3 above. **(Must)** | Yes / No |  |
| 8. | Whether EMD of Rs. 12,500/- enclosed. Original DD/Cash receipt to be enclosed. **(Must)** | Yes/No | DD/Cash Receipt No. ……  Date…………………. |
| 9 | Whether EMD exemption sought | Yes / No |  |
| 10 | In case, yes to 9 above, whether the bidder is regd with NSIC under its single point regn. programme. | Yes / No |  |
| 11 | In case, yes to 10 above, whether self attested copy of valid NSIC Regn. Certificate enclosed. | Yes / No |  |
| 12 | Whether Tenderer/s( Principal / Authorised Distributor / Dealer/ Merchant.) is having 3 yrs experience in supply of **Packing Materials & Plastic items** business **(Must).**  **Note-** A list of suppliers together with the order copies and or balance sheet & Profit and loss A/c be enclosed in support of experience. |  | |
| 13 | Whether having PAN/GIR regn No. A self attested copy to be enclosed. **(Must)** | Yes/No | Regn No……,Date…. |

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***ANNEXURE- V***

|  |  |  |  |
| --- | --- | --- | --- |
| 14.0 | Whether Tenderer/s is having an average turnover of **Rs. 8.50 Lacs per year for last 03 Fin yrs** i.e. 2010-11, 11-12 & 12-13. Self Certified copy of ITR , Balance Sheet, Profit and loss account duly verified by Regd. Chartered Accountant to be enclosed in support. **(Must)** | Yes/No | 2010-11: Rs………..  2011-12: Rs………….  2012-13: Rs………….. |
| 14.1 | Whether self attested copy(s) of Income Tax Returns for last 03 Financial years- 2011-12, 12-13 & 13-14 enclosed. **(Must)** | Yes/No | 2011-12: Rs………..  2012-13: Rs………….  2013-14: Rs……….. |
| 14.2 | Whether self attested copy(s) of Profit & Loss a/c for last 03 Financial years- 2011-12, 12-13 & 13-14 enclosed in support of proof for Turn over. **(Must)** | Yes/No | 2011-12: Rs………..  2012-13: Rs………….  2013-14: Rs…………. |
| 15 | Whether having Sales Tax / TIN Number / C.S.T. Self attested copy to be enclosed. **(Must)** | Yes/No | Regn No………….,  Date…. |
| 16 | Whether Certificate for unconditional acceptance of all the terms and conditions of the tender on the Bidder’s letter head enclosed as per format (Annexure-IV). **(Must)** | Yes/No |  |
| 17 | Whether conditions of Scope of Supplies accepted (Annexure-III) **(Must)** | Yes/No |  |
| 18 | Whether details of institutional Customers enclosed**.(Optional )** | Yes/No |  |
| 19 | Whether details of applicable Taxes (VAT, Octroi ) / considered charges i.e., transportation, handling charges, insurance, etc. and their percentage mentioned together with the rates quoted in price bid form . | Yes/No |  |
| 20 | Are you already doing business with HCI or any of HCI Units under some other name? If so, what name? | Yes/No |  |
| 21 | Has your company been Black Listed by any agency of the Airport or elsewhere. If yes, please give details. | Yes / No | If yes, details. ……………… |
| 22 | Any other information which you feel would qualify you to be enlisted in our list of suppliers. |  |  |

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***ANNEXURE- V***

**Undertakings : To be agreed & signed by the tenderer/s(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.

1. It is also confirmed that we have carefully gone through and have understood and hereby agree to abide by all the General Terms & Conditions, Scope of Supplies and Specifications governing the tender.
2. 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.
3. It is also confirmed that the documents attached in support and details filled in the Technical Bid Part –A above are correct and nothing is concealed.

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

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

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

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

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

**HOTEL CORPORATION OF INDIA LTD**.



**CHEFAIR FLIGHT CATERING**

**PURCHASE DEPARTMENT**.

**CSI AIRPORT,SAHAR, ANDHERI (EAST)**

**MUMBAI-400 099**

##### TEL.NO. 26828787/EXT 7234. 26828180/26828183-FAX NO.022-26828648

**.**

## ANNEXURE- VI

#### PRICE BID FORM – PART B

##### Tender No. CFCM//HCI-400/2014-15/P&P/14(EXTENDED) Dated: 21.06.2014

##### Due Date of Supply Revised: 01.08.2014

|  |  |  |
| --- | --- | --- |
| **1** | **Name of Contract** | Supply of Packing Materials & Plastic items at Chefair Flight Catering & Cafeteria CSI Airport, Sahar, Andheri (East), Mumbai |
| **2** | **Name of the Bidder / Co.-**  **Address, e-mail ID, Contact.no.** |  |
| **3** | **FINANCIAL OFFER FOR SUPPLY OF PACKING MATERIALS & PLASTIC ITEMS** | |
|  |  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.NO** | **ITEM CODE** | **NAME OF ITEMS & DESCRIPTION** | **No** | **QTY- Weekly requirement** | **UNIT PRICE PER KG/nos (IN RS.)** | **TOTAL**  **PRICE**  **(IN RS.)** | **Remark/(Taxes/Levies)** |
| 1 | HCI-P-101 | Alum. Tipping dish (Sambar) with Lid | No | 1000 |  |  |  |
| 2 | HCI-P-102 | Paper Napkins (100 nos) | No | 100 |  |  |  |
| 3 | HCI-P-103 | Plastic spoon-80 | No | 6000 |  |  |  |
| 4 | HCI-P-104 | Plastic Fork-80 | No | 6000 |  |  |  |
| 5 | HCI-P-105 | Plastic Knife-80 | No | 6000 |  |  |  |
| 6 | HCI-P-106 | Plastic Salad Bowl | No | 12000 |  |  |  |
| 7 | HCI-P-107 | Plastic Tea Cup | No | 6000 |  |  |  |
| 8 | HCI-P-108 | Teflon Coated Tin Foil-Ecy Class | No | 12000 |  |  |  |
| 9 | HCI-P-109 | Aluminum Tin Foil Cover | No | 12000 |  |  |  |
| 10 | HCI-P-110 | Plastic Bag for Sandwich | No | 11000 |  |  |  |
| 11 | HCI-P-111 | Plastic Glass for Water/Juice | No |  |  |  |  |
| 12 | HCI-P-112 | Plastic Chutney Creamer with lid (Contain 10 gms) | No | 8000 |  |  |  |
| 13 | HCI-P-113 | Plastic Stirrer | No | 10000 |  |  |  |
| 14 | HCI-P-114 | Plastic Hand Gloves | No | 100 |  |  |  |
| 15 | HCI-P-115 | Plastic Bag for Chicken Packing-2 kg | Pkt | 150 |  |  |  |
| 16 | HCI-P-116 | Chicken Bag- 5 kg | No | 200 |  |  |  |
| 17 | HCI-P-117 | White Garbage Bag-34”x41” | No | 50 |  |  |  |
| 18 | HCI-P-118 | White Garbage Bag-40”x 54” | No | 50 |  |  |  |
| 19 | HCI-P-119 | White Garbage Bag-28”x36” | No | 50 |  |  |  |
| 20 | HCI-P-120 | Sandwich Bag- 6”x7” | No | 12000 |  |  |  |
| 21 | HCI-P-121 | Thermacol Plate –partition-4CP | No | 300 |  |  |  |
| 22 | HCI-P-122 | Disposable Cook Cap | No | 100 |  |  |  |
| 23 | HCI-P-123 | Cotton Cook Cap | No | 100 |  |  |  |
| 24 | HCI-P-124 | Disposable Surgical Face Mask | Mtr | 100 |  |  |  |
| 25 | HCI-P-125 | Head Gear/Cap- | No | 50 |  |  |  |
| 26 | HCI-P-126 | Oven Proof Bag (Capacity 24 Bread roll) | No | 30 |  |  |  |
| 27 | HCI-P-127 | Rubber Band | No | 03 |  |  |  |
| 28 | HCI-P-128 | Plastic Coated Paper Plate | No | 300 |  |  |  |
| 29 | HCI-P-129 | Cling Flim Roll-18” | No | 15 |  |  |  |
| 30 | HCI-P-130 | Cling Flim Roll-12” | No | 15 |  |  |  |
| 31 | HCI-P-131 | Ice Bag- 5 kg- 16’x19” | No | 150 |  |  |  |
| 32 | HCI-P-132 | Cutlery Bag (Lock type) | No | 12000 |  |  |  |
| 33 | HCI-P-133 | Bread Roll Bag | No | 12000 |  |  |  |
| 34 | HCI-P-134 | Paper Glass- for Tea/Coffee- 50 ML | No | 1000 |  |  |  |
| 35 | HCI-P-135 | Pastry Cover ( white colour ) | No | 2000 |  |  |  |
| 36 | HCI-P-136 | Muslin Cloth | No | 10 |  |  |  |

AUTHORISED SIGNATORY & COMPANY SEAL

The tenderer/s shall submit the certification along with the Financial Bid on their letter head with Seal and the format is as follow:

**CERTIFICATION**

Certified that:

1. There are no hidden costs to Hotel Corporation of India Limited over and above that indicated above, and

b) The benefit of reduction in statutory taxes/ levies, if any, arising during the term of the contract, if awarded in our favour, would be passed on to Hotel Corporation of India Limited.

Company Seal AUTHORISED SIGNATORY