**HOTEL CORPORATION OF INDIA LTD.**

**Unit : Centaur Hotel, IGI Airport,**

**New Delhi-110037**

TENDER NOTICE

Sealed quotations are invited from the reputed contractors/suppliers for the following works in two bid system.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tender No. | Item | Estimated cost | EMD  | Due on |
| DEL/15/2018 dtd. 23.1.2018 | Supply, installation, testing and commissioning of Green Waste reprocessor unit for 250 kg. capacity per day at HCI, Delhi. | Rs.12.50 lac.  | Rs.6000/- | 14.3.2018 |

Quotations must contain the following:

Cover No.1 (Technical bid) shall contain the receipt for the payment of Earnest Money deposit in the form of DD/banker’s cheque, unconditional acceptance of the tender conditions and specifications, along with the following details:

1. Name of the Firm and Organization particulars.
2. Registration with Govt./Semi Government Organization, if any.
3. Income Tax Permanent Account Number.
4. Contractors who have successfully completed similar works during last five years ending 31.03.2017 as detailed enclosed.
5. List of works carried out, value of such completed works and certificate for work executed/under successfully completed similar works during last five years.

Cover No. 2 (Commercial Bid) : Shall contain the schedule of quantities with quote.

Tender Documents could be downloaded from our website [www.centaurhotels.com](http://www.centaurhotels.com) The completed tender documents will have to be deposited in the tender box placed at the Security Department in the above address latest by 1400 hrs. on 14.3.2018. The Technical Bids will be opened on the same day at 1500 hrs. in the presence of the intending tenderers. The financial bids (cover NO.2) of those contractors who are found technically suitable only will be opened.

The corporation reserves the right to accept or reject any quotation without assigning any reason.

Also visit website www.centaurhotels.com.

**HOTEL CORPORATION OF INDIA LTD.**

**Unit : Centaur Hotel, IGI Airport,**

**New Delhi-110037**

**Tender No. DEL/15/2018 dtd. 23.1.2018 for Supply, installation, testing and commissioning of Green Waste reprocessor unit for 250 kg. capacity per day at HCI, Delhi.**

Sealed / closed Tenders are invited by Hotel Corporation of India Limited, herein referred as ‘HCIL’ , a wholly owned subsidiary of “Air India Ltd ” in two bid system from reputed Service providers for fabrication of hi lifts that is i) Hotel Centaur, IGIA, New Delhi & ii) Chefair Flight Catering, IGI Airport, New Delhi. Prospective bidders should quote their best /lowest rates as applicable to Public Sector Cos., Govt. Deptts., or institutions of repute. Offers should be submitted as per following tender documents :

**1. Details of Tender documents :**

|  |  |  |
| --- | --- | --- |
| **S.N.** | **Particulars**  | **Annexure** |
| **1.1** | **General Terms & Conditions** | **I** |
| **1.2** | **Prequalification / Technical Evaluation Criteria , Specifications/** **Scope of work for fabricating hi lifts.** | **II** |
| **1.3** | **Certificate for unconditional acceptance of Terms &** **Conditions of the tender.**  | **III** |
| **1.4** | **Technical Bid Form- Part A.** | **IV** |
| **1.5** |  **Price Bid Form Part B** | **V** |

**2.0** **Important dates :**

**2.1 Last date / time of submission of tender : 14.3.2018 at 1400 hrs. on**

**2.2 Date/time of opening of technical bid : 14.3.2018 at 1430 hrs. on**

**3.0 METHOD OF SUBMISSION OF QUOTATIONS IN TWO BID SYSTEM**

**4.1 ENVELOPE ONE** - **“Technical Bid - Part A”**

a) Envelope one shall contain duly filled Technical bid Form, EMD, and required self attested documents as per check list .The envelop should be super scribed with Envelope one – “Technical Bid- Part A” for “Tender No. DEL/15/2018-19, dated : 23.01.2018, Due Date 14.3.2018. .Name of the Tenderer / Co. and address to be written at the bottom of envelope for identification purpose.

b) EMD of Rs.6000/-. Should be in the form of original Demand Draft / Pay Order or by Cash receipt (Cash deposited to HCIL before submission of tender).

c) EMD paid by way of Cheque or in any other form or with lesser amount shall not be acceptable and such Tenders shall be out rightly rejected.

1. Submission of EMD after opening of the Technical bids is not permitted.

**4.2 ENVELOPE TWO : “Price Bid Form – Part B” :**

a) Envelope two shall contain duly filled price bid as per format “Price Bid – Part B” (Annexure IV) given in the Tender. The envelop to be super scribed with Envelope two - “Price Bid – Part B” , Tender No. DEL/15/2018-19, dated : 23.01.2018 Name of the tenderer / Co.and Address to be written at the bottom of envelope for identification purpose.

b) The Price Bid must be signed by the authorized signatory of the Co and be stamped with Co. Seal.

**Contd..2/-**

**Page : 2**

**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 super scribed with “Quotation for Tender No. DEL/15/2018-19, dated: 23.01.2018 Due Date:14.3.2018.” Name of the tenderer / Co. and Address to be written at the bottom of envelope for identification purpose. The tenders should be submitted at the following address on or **before 1400 hrs. of**

**Dy. Manager,**

**Corporate Purchase Section,**

**Hotel Corporation of India Ltd.,**

**Centaur Hotel,**

**IGI Airport,**

**New Delhi-110037.**

1. 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 .Tenderer canuse their Co.’s letter head for submission of Bids but in this case, tender details have to be typed in the manner / format shown in our “Price Bid Form- Part B”(annexure-VI).
2. 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 14.3.2018 **by 1400 hrs.**
3. The tender closing date may be extended at the sole discretion of ‘HCIL’.
4. Tenderer(s) who wish to attend tender opening may do so OR send their representative with authorization letter on their Co.’s letter head signed by their authorized signatory which should be produced at the time of opening of tender at above address / time.
5. ‘HCIL’ reserves the right to reject any tender in part or full or annul the whole tender process without assigning any reason.
6. The Commercial Bids of only technically suitable vendors will be opened thereafter and date / time will be advised only to the technically qualified bidders. No enquiries / correspondence from bidders shall be entertained in this regard.

12.0 **Tender documents are also placed on our website: http://www.centaurhotels.com. and can be downloaded free of cost.**

 Sd/- **Dy.Manager-Purchase**

 **(Corporate Purchase)**

**HOTEL CORPORATION OF INDIA LTD.**

**Unit : Centaur Hotel, IGI Airport,**

**New Delhi-110037**

**GENERAL TERMS AND CONDITIONS**

**Annexure I**

1. **Place of Work:** The SITC work to be carried out near STP of Centaur hotel, Delhi.
2. **Scope of Work:**

SITC of Green Waste reprocessor new machine as per following specification:

1. WGR Unit to be a compact with processing capacity of 500 kg per day in 8 hrs. cycle.
2. Machine should take the input of horticulture green waste with 1 to 75 mm dia and upto 3 meter length.
3. Machine output 6 mm to 3 mm dia with not more than 15% moisture.
4. Machine should be compact unit with the dimension not more than 14’x11’x9’ and weight not more than 3.5 mtr.
5. The noise level of the machine should be less than 100 db from a distance of 5 meters.
6. The machine should be MCB controlled internal CKT and upward steam emission mechanism. There should not be use of any burning of chemical in the operation of the machine.
7. Machine should have (operator controlled quantity controller) unit for management of load while operation.
8. The output of the machine should be reusable as input as input of manures or other purposes.
9. Maximum load to be 40 HP.

10. The machine should come with all other standard sensors, indicators and fittings related to the operation.

11. Startup noise nil.

12. Steam emission-nil.

1. Three years Comprehensive Warranty with technical support.
2. All necessary and required cables and accessories.
3. Output-Organic manure.
4. Electric load upto 20 KW running with full load.
5. Emission- only steam
6. Startup noise-nil,
7. Burning& Chemical use-Nil.
8. Operation-Minimum 8 hours per shift per day.
9. Operator-Not more than 2 operators per installation.
10. Helper-Not more than 2 helper per installation.
11. Lubrication Service – Weekly.
12. Maintenance – quarterly

**General Terms & Conditions**

1. The bidder should have experience in supplying installation the Green Waste Reprocessor Machine (250 Kg capacity per day) to the office, certificate in this regard should be attached with the bid document.
2. The above mentioned items are to be supplied within a period of 3-4 weeks from the date of issue of Purchase Order (PO) by HCI.
3. Payment will be released after successful delivery & installation, testing and commissioning of the GWR machine at HCI.
4. Successful tender will construct a platform with shed of the GWR machine at the installation HCI site.
5. Successful tenderer will have to furnish a security deposit @ 5% in the shape of deduction from the Green Waste Reprocessor machine of the value of the machine.
6. The item should be supplied strictly in accordance with the supply order and with the approved specification.
7. The supply should be made between 09.30 AM to 04.00 PM on any of the working day. However in case due to any reason part supply has been made the payment will be made only after the completion of complete work.
8. Supplier must ensure that every challan is to be submitted in the concerned department along with the supplies. The number and date of delivery challan must be indicated on the bill.
9. Triplicate bill duly pre receipted should be submitted in the name of the HCI, Centaur Hotel, Delhi-110037. Bill should quote challan No.
10. All rejected items shall be at the risk of the supplier and must be removed and replaced without any extra payment.
11. **Guarantee/warranty-** i) The bidder will have to certify and guarantee that their equipment would continue to conform to the description and quality during the warranty period, which is defined for each scope of work item from the date of installation/commissioning for all items. (Guarantee/Warranty means full functionality of the equipment). Ii) Supplier shall visit at least once every 3 months to carry out the preventive maintenance and fine-tune of the machine besides regular service call during the warranty period. Vender has to submit the P.M.R. duly signed by the users during warranty period.
12. For the CMC charges for the next 3 years or otherwise as indicated in column 3 of specification after expiry of the comprehensive warranty period.
13. The contractor will provide necessary ladders, scaffoldings, tools, tackles, khapachi, safety shoes, safety belt, safety gloves, helmet, ropes, buckets, safety gas masks, hand lamps etc. wherever required.

xiv. Rates quoted will be inclusive of all GST, levies, duties, labour and transportation charges, tools, tackles, hardware etc all complete.

xv. The rates quoted shall be valid for a period of 90 days.

xvi. The rates quoted shall be inclusive of all tests required to be carried out as required

at site or at their works.

xvii. No escalation clause is applicable for this work.

1. All safety precautions will be strictly adhered to at site and all the workmen will also be made aware of the safety precautions and firefighting norms by the Contractor.
2. The Contractor will ensure that proper firefighting arrangements viz: fire extinguishers, sand buckets, etc. are available at site.
3. The Contractor will strictly adhere to the Security Rules & Regulations of the Hotel and obtain necessary gate passes, entry permit, etc. from its Security Department.
4. The Contractor will indemnify HCI against any theft, loss or damage to any of its property during the course of installation. The Contractor will also indemnify HCI from loss of life or accidents at site to their workmen during the course of installation.
5. The decision of GM-Technical, HCI, will be final in case of any technical dispute.
6. All the work will be carried out as per the laid down norms and procedures of the related statutory bodies or Govt. Institutions wherever required and available.
7. All materials required for this work are to be checked-in through the Security Department of the hotel, and the Security checked-in Receipts to be accompanied with the bills.
8. All scrap to keep in scrap yard otherwise cleaning will not be considered as completed and suitable deduction will be done from bill.
9. Power & Water supply will be made available at one point free of cost and

cost of all further extensions will be borne by the Contractor. 0.5 % each for water and electricity will be charged to the contractor.

3. **Terms of Payment:**

1. Payment after satisfactory completion of job works duly certified by the Engg deptt after SITC of WGR machine.
2. Statutory deductions shall be made from the bills towards ESI, PF and IT etc as per govt. norms.

7. **Engineer-in-charge:**

The Manager-Engineering of the Hotel shall be the Engineer-in-charge of this work.

8. **Liquidity Damages**:

The work shall throughout the stipulated period of this contract proceed with expedition and diligence. In case of delay, a penalty 1% per day (subject to maximum 10%) will be deducted from the bill on the non-completed portion of the work. After receipt of letter/massage the work to be completed within 45 days.

9. **Extension of Time**:

In case of the delay of work which is beyond the control of the contractor with proper justification shall be considered by Centaur Hotel, New Delhi. However granting / not granting of extension of time shall be based on the facts and is at the discretion of the Centaur Hotel, New Delhi.

1. **Post qualification requirement**: The tenderer is advised to visit and examine the site of works and its surroundings at his/her cost and obtain for himself on his/her own responsibility, all information that may be necessary for preparing the tender and entering into a contract.
2. **The contractor have to declare that no legal/financial irregularities are pending against the tendering firm or manufacturer**.

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**HOTEL CORPORATION OF INDIA LTD.**

**ANNEXURE –III**

**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,

Dy. Manager – Purchase,

Corporate Purchase Section,

Hotel Corporation of India Ltd,

Centaur Hotel, IGI Airport-II,

NEW DELHI-110037

 **Dated:………….**

Dear Sir,

 **Sub: C E R T I F I C A T E FOR UNCONDITIONAL ACCEPTANCE OF TERMS & CONDITIONS, SPECIFICATIONS OF THE TENDER No.** **DEL/15/2018-19, Dated: 23.01.2018**, Due On: 14.3.2018 for Supply, installation, testing and commissioning of Green Waste reprocessor unit for 250 kg. capacity per day at HCI, Delhi.

It is certified that we have studied and understood and hereby agree for the terms and conditions and specifications of the subject Tender issued by “HCIL” for Supply, installation, testing and commissioning of Green Waste reprocessor unit for 250 kg. capacity per day at HCI, Delhi.

**Authorised Signatory**

**Company Seal**

**ANNEXURE- IV**

**HOTEL CORPORATION OF INDIA LTD.**

**Tender No. DEL/15/2018-19, dated : 23.01.2018, Due Date: 14.3.2018.**

PublicTender forSupply, installation, testing and commissioning of Green Waste reprocessor unit for 250 kg. capacity per day at HCI, Delhi.

**TECHNICAL BID FORM – PART A**

|  |  |  |
| --- | --- | --- |
| 1 | Name of Contract | Supply, installation, testing and commissioning of Green Waste reprocessor unit for 250 kg. capacity per day at HCI, Delhi. |
| 2 | Name of the Bidder / Co. |  |
| 3 | Status of the Bidder i.e. Whether applying as a Principal/Auth Distributor/dealer/ Merchant. Documentary proof to be enclosed. |  |
| 4 | Complete Address of the bidder/Co. |  |
| 5 | Telephone No. / Mobile No./ Fax No./email ID |  |
| 6 | Name of Contact Person & mobile. |  |
| 7. | Proof of address : copy of latest electricity bill / MOU having address/ MCD receipt for House Tax etc having address of bidder / Co.  | Yes / No |  |
| 8. | Whether **EMD of Rs.6000/-** enclosed. Original DD/Cash receipt to be enclosed. **(Must)** | Yes/No | DD/Cash Receipt No. ……Date…………………. |
| 8.1 | Exemption – Tenderer registered with Central Purchase Organisation/National small Industries Corporation (NSIC) may be considered /are exempted from submission of EMD. However, they have to submit a valid exemption certificate along with the tender. |  |  |
| 9. | Whether tenderer is having 3 yrs experience for Supply, installation, testing and commissioning of Green Waste reprocessor unit for 250 kg. capacity per day at HCI, Delhi. | Yes / No |  |
| 10 | Whether list of clients. | Yes / No |  |
| 10.1 | Whether order copies as proof of 3 yrs experience attached. | Yes / No |  |
| 10.2 | Whether copy(s) of performance certificate from the user(s) attached .in support of 3 yrs 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 annual turnover of **Rs. 4.00 Lacs for last 03 Fin yrs** i.e. 2014-15, 15-16 & 16-17. *Self Certified copy of ITR , Balance Sheet, Profit and loss account duly verified by Regd. Chartered Accountant to be enclosed in support.* | Yes/No | 2014-15: Rs………….2015-16 Rs………….2016-17 Rs…….. |
| 13 | Whether having Service tax No./GST NO.*Self attested copy to be enclosed.* | Yes/No |  |
| 14 | 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-III). **(Must)** | Yes/No |  |
| 15 | Are you already doing business with HCIL or any of HCIL Units under some other name? If so, what name? | Yes/No | ………………… |
| 16 |  Has your company been Black Listed by any agency of the Airport or else where. If yes, please give details.  | Yes / No | If yes, details. ……………… |
| 17 | Any other information which you feel would qualify you to be enlisted in our list of suppliers. |  |  |

**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.

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 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 no

 material is concealed.

1. It is also confirmed 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

 **ANNEXURE V**

**HOTEL CORPORATION OF INDIA LTD.**

**Unit : Centaur Hotel, IGI Airport, New Delhi-110037**

**PRICE BID**

**Waste Green Reprocessor Machine at Centaur Hotel, New Delhi**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr.No. | Description of works | Unit. | Qty. | Rate(Rs.) | Amount (Rs.) |
| 1 | 1. WGR Unit to be a compact with processing capacity of 500 kg per day in 8 hrs cycle.
2. Machine should take the input of horticulture green waste with 1 to 75 mm dia and upto 3 meter length.
3. Machine output 6 mm to 3 mm dia with not more than 15% moisture.
4. Machine should be compact unit with the dimension not more than 14’x11’x9’ and weight not more than 3.5 mt.
5. The noise level of the machine should be less than 100 db from a distance of 5 meters.
6. The machine should be MCB controlled internal CKT and upward steam emission mechanism. There should not be use of any burning of chemical in the operation of the machine.
7. Machine should have (operator controlled quantity controller) unit for management of load while operation.
8. The output of the machine should be reusable as input as input of manures or other purposes.
9. Maximum load to be 18 kw.

10. The machine should come with all other standard sensors, indicators and fittings related to the operation.11. Startup noise nil.12. Steam emission-nil.GST | No. | 01 |  |  |
| 2 | Construction of platform and shade and provision of electricity paneling-1. Cement concrete platform of dimension. 25’x20’ dimension with height 2’ from foundation and its shading& fencing for the installation of the machine at site.
2. Electrification of the site from the point of electric line termination(up to 50 mtrs), and electric panel ending at the point of operation.

GST GRAND TOTAL  | No. | 01. |  |  |
| 3 | Annual Comprehensive maintenance contract of waste to green reprocessor machine capacity of 250 kg/day 8 hrs cycle.1. Year 2018-19
2. Year 2019-20
3. Year 2020-21
 |  |  |  |  |
|  |  |  |  |  |  |

**Timestamp 11:29 28th Feb 2018**