**HOTEL CORPORATION OF INDIA LTD**.



**CENTAUR HOTEL, IGI AIRPORT**

**NEW DELHI-110037**

**Tender No. DEL/08/2023 Dated: 03.04.2023 Due Date: 17.04.2023**

**Sub: Tender inviting bids/quotations for Supply of Fresh Dairy items at**

**Centaur Hotel, Chefair Flight Catering, T-3 Lounges & Staff Cafeteria**

**IGI Airport, New Delhi.**

Hotel Corporation of India Limited, referred as ‘HCIL’ invites sealed/closed bids/ quotations in Two Bid system (i.e. Tech. Bid-Part A & Price Bid-Part B) from reputed suppliers / dealers for the (“Supply of Fresh Dairy items at Centaur Hotel, Chefair Flight Catering,T-3 Lounges & Staff Cafeteria at IGI Airport, New Delhi)” offering best institutional price and quality. Offers made should be best/lowest rates as applicable to Govt. Depts., Public Sector Companies or Institutional bulk buyers.

**1. Tender details:**

|  |  |  |
| --- | --- | --- |
| **1.1** | **Tender Enquiry No.** | **DEL/08/2023** |
| **1.2** | **Tender date.** | **03.04.2023** |
| **1.3** | **Tender Subject** | **Supply of Fresh Dairy items at Centaur Hotel, Chefair Flight Catering, T-3 Lounges & Staff Cafeteria, New Delhi.** |
| **1.4** | **Last date/time of submission of tender** | **17.04.2023 by 1500 hrs.** |
| **1.5** | **Date/time of opening of technical bid** | **17.04.2023 at 1530 hrs.** |

**2. Tenderers are 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** | **Specifications Of the Material/Scope of supplies** | **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. 86.34 LACS + applicable GST (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. DEL/08/2023, dated: 03.04.2023 Due Date: 17.04.2023 Name of the Tenderer / 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 – V) together with the self-attested photocopies of supporting documents & EMD to be submitted on or before due date & time.

(c) **EMD of Rs.45,700/- 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.**

(a) To be superscribed with ENVELOPE TWO - “Price Bid – Part B” Tender **No.** **DEL/08/2023 dated: 03.04.2023, Due Date: 17.04.2023 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) 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) 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 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. DEL/08/2023, dated: 03.04.2023, Due Date: 17.04.2023 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 17.04.2023.

**Head- Corporate Purchase**

**CENTAUR HOTEL & CHEFAIR FLIGHT CATERING,**

**HOTEL CORPORATION OF INDIA LTD.,**

**CENTAUR HOTEL, IGI AIRPORT,**

**NEW DELHI-110037.**

4.4 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 17.04.2023 **by 1500 hrs. However, responsibility of late receipt or non-receipt of same in time shall be of the tenderer.**

4.5 The tender closes on 17.04.2023 **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 HCI 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 Tenderers who wish to attend tender opening may do so & 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 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.**

Sd/- **Head**-**Corporate Purchase**

**HOTEL CORPORATION OF INDIA LTD**.



**CENTAUR HOTEL, IGI AIRPORT**

**NEW DELHI-110037**

**Annexure-I**

**Tender No. DEL/08/2023 Dated: 03.04.2023 Due Date: 17.04.2023**

**Sub: Tender inviting quotations for Supply of Fresh Dairy items at Centaur Hotel, Chefair Flight Catering, T-3 Lounges & Staff Cafeteria at IGI Airport, New Delhi.**



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 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.

5.3 The tenderer 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. 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 tenderers 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, and also reserves the right to award the contract to another party at the cost and risk of the successful tenderer.

**5.10** 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.

**6.0 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.

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

1. The Tenderer will furnish along with Technical Bid, an **EMD of Rs. 45,700/-** in the form of DD/ Pay order only in favour of “Hotel Corporation of India Ltd.” payable at New Delhi Or deposit cash with HCIL and shall enclose original Receipt 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 MSME” 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:** It may be noted that Exemption from payment of EMD shall be available only to those MSME Units in India which are registered with the MSME under its single point registration scheme up to the monetary limit as specified by the MSME in their favour. The tenderer(s) are required to attach a self-attested copy of the MSME valid certificate granted by the MSME in their favour wherein the specific production unit/item registered along with the monetary limit for which the MSME unit has been covered.
7. **Forfeiture of EMD:** EMD will be forfeited, if the bidder withdraws their bid, within 120 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:**
8. 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 / from Starting supply of material. SD may be in the form of Bank Guarantee or Demand Draft only.
9. In case, SD is in the form of Bank Guarantee (BG), the BG shall be valid for contract period plus 3 months more time.
10. The cost of submission of the SD or BG would be borne by the successful bidder.
11. In case SD is not deposited by the vendor, it may be deducted from their running bills @ 5%.
12. SD will not carry any interest.

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.

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

* 1. Rates quoted should be FOR delivery basis at HCIL/Centaur Hotel/Chefair Flight Kitchen, IGI A’pt, New Delhi.
  2. The tenderer must quote rates based on “Total landed cost at HCIL / Centaur Hotel, IGIA, New Delhi”as mentionedin “Quoted Rates Column” of Price Bid Form-Part B.
  3. The quoted rates shall include all the Govt. Taxes i.e.GST, Octroi etc. 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.

In case of reduction of Statutory Taxes / Govt. levy during the contract period, the successful tenderer would pass on to ‘HCIL’, the benefit of reduction in statutory taxes / levies. If any.

* + 1. **Price Preference:**

MSME units in India, registered with MSME Udyog Aadhaar 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 MSME units registered with MSME Udyog Aadhaar shall have to match the Lowest (L-1) quoted by the Large Scale Units. The supply point of any such units should exist in Delhi / 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 MSME units which are registered with MSME Udyog Aadhaar as on date of closing of the tender and would not be extended to the MSME units which obtain registration with MSME subsequent to the date of closing of the tender. The supply point of any such units should exist in Delhi / NCR so that supplies are made on as and when required basis and without taking much of delivery time.

9.3 If the eligible MSME 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.

9.4 In tender, participating MSME quoting price within price band of L-1 + 15% shall also be allowed to supply a portion of requirement by bringing down their price to L-1 price, In a situation where L-1 price is from someone other than a MSME then such MSME shall be allowed to supply upto 25% (twenty five percent) of the total tendered value. The 25 ( twenty five ) percent quantity is to be distributed proportionately among these bidders, in case there are more than one MSMEs within such price band matching L-1 quotation of Large Scale Units.

9.5 Within this 25% ( twenty five percent ) quantity, a purchase preference of five percent is reserved for MSMEs owned by Scheduled Caste (SC)/Scheduled Tribe (ST) entrepreneurs if they participate in the tender process and match the L-1 price.

9.6 Also a provision of 3 % reservation for women owned MSMEs within the above mentioned 25% (twenty five percent) will also be incorporated as per MSME guidelines.

9.7 The Policy is meant for procurement of only goods produced and services rendered by MSMEs and not for any trading activities by them.

**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 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:**

**Sr. Manager-Kitchen**

**Hotel Corporation of India Ltd,**

**Centaur Hotel, IGI Airport, New Delhi-110037.**

**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:**

13.1 Successful tenderer 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 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’.**

**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 / Stockiest / 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 shall be required to deliver the **Fresh Dairy items** at Centaur Hotel /Chefair Flight Catering / Canteen at IGI Airport, New Delhi – 110 037 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. Noncompliance 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**: The purchase order / contract shall be awarded to the successful Bidder who had quoted L-1 Rates based on net landed cost to HCIL.

19. **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 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.

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 CEO-HCI for appointment of sole arbitrator as per the provisions of the arbitration and conciliation Act, 1996 as amended from time to time. The sole arbitrator so appointed shall not have any direct or indirect of any past or present relationship or interest in any of the parties. The arbitration proceedings shall be held in Delhi 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 New Delhi/Delhi Courts only.

**ANNEXURE – II**

**HOTEL CORPORATION OF INDIA LTD**.



**CENTAUR HOTEL, IGI AIRPORT**

**NEW DELHI-110037**

**Tender No. DEL/08/2023 Dated: 03.04.2023 Due Date: 17.04.2023**

**PREQUALIFICATION CRITERIA FOR BIDDERS**



**Sub: Tender inviting quotations for Supply of Fresh Dairy items at Centaur Hotel , Chefair Flight Catering,T-3 Lounges & Staff Cafeteria at IGIA, New Delhi.**

**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 tendererbe experienced Principal or an authorized distributor / dealer / Merchant of **Fresh Dairy items** **for last three years**. A list of customers/clients together with the order copies may be enclosed in support of experience.
2. The tendererhave Tin No., PAN /GIR No. Self-Certified copy of each to be enclosed.
3. The tendererhave an average turnover of **Rs. 27.40 Lacs per year for last three** Financial Yrs. – i.e. 2019-20, 20-21 & 21-22 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 **must** furnish **EMD of Rs 45,700/**- 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 New Delhi. In case, EMD is paid in cash, it must be paid to HCIL, New Delhi 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. MSME units seeking exemption of EMD shall have to enclose photocopy of valid certificate of Regn. With MSME under their **“Single Point Regn. Program”** (Parties Regd. With SSIC are not eligible for EMD Rebate).

1. The tendererenclose self-certified copies of all necessary documents with the Technical Bid Form-Part A.
2. The tenderer **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 has to provide self-attested photo copy of PFA License / the tenderer must have FSSAI License for doing **Fresh Dairy Items** business.

9. The tenderer must have Registration of supplier under Delhi Shop & Establishment Act / SSIC / NSIC/ GST, etc.

**BB: TECHNICAL EVALUATION CRITERIA:**

1.1 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.

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

**CC: PRICE BID EVALUATION CRITERIA:**

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

1.2 The price comparison shall be made in respect of technically qualified tenderers 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.

**ANNEXURE – III**

**HOTEL CORPORATION OF INDIA LTD**.



**CENTAUR HOTEL, IGI AIRPORT**

**NEW DELHI-110037**

**Tender No.DEL/08/2023 Dated: 03.04.2023 Due Date: 17.04.2023**



**SCOPE OF SUPPLIES**

**Sub: Tender inviting quotations for Supply of Fresh Dairy items at Centaur Hotel, Chefair Flight Catering,T-3 Lounges & Staff Cafeteria, at IGIA, New Delhi.**

1. The approx. quantities required in a year on staggered delivery basis and on as & when required basis at Centaur Hotel, Chefair Flight Catering & Canteen at IGIA, New Delhi.

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. 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 samples and as per laid down specifications as approved by Govt. including FSSAI / 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 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 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 Tenderers /contact representative should be available on the telephone round the clock so that the deliveries can be affected as and when required.

**ANNEXURE –IV**

**HOTEL CORPORATION OF INDIA LTD**.



**CENTAUR HOTEL, IGI AIRPORT**

**NEW DELHI-110037**

**Tender No. DEL/08/2023 Dated: 03.04.2023 Due Date: 17.04.2023**



**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,

Head – Purchase,

Corporate Purchase Section,

Hotel Corporation of India Ltd,

Centaur Hotel,

IGI Airport,

NEW DELHI-110037.

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.** **DEL/08/2023, Dated: 03.04.2023**, Due On: 17.04.2023 for Supply of **Fresh Dairy items** at Centaur Hotel, Chefair Flight Catering & Canteen at IGIA, New Delhi.

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 **Fresh Dairy items** at Centaur Hotel, Chefair Flight Catering, T-3 Lounges & Staff Cafeteria at IGIA, New Delhi.

**AUTHORISED SIGNATORY**

**COMPANY SEAL**

***ANNEXURE- V***



**HOTEL CORPORATION OF INDIA LTD**.

**CENTAUR HOTEL, IGI AIRPORT**

**NEW DELHI-110037**

**Tender No. DEL/08/2023 Dated: 03.04.2023 Due Date: 17.04.2023**

**TECHNICAL BID FORM – PART A**



|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Name of Contract | **Supply of Fresh Dairy items at Centaur Hotel, Chefair Flight Catering, T-3 Lounges & Staff Cafeteria at IGIA New Delhi.** | |
| 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. |  | |
| 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 address proof enclosed such as latest electricity bill/ Water bill/ House tax receipt/Rent agreement/MOU etc.of bidder / Co.  **(MUST)** | Yes / No |  |
| 8. | Whether EMD of Rs.45,700./- 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 MSME under its single point Regn. | Yes / No |  |
| 11 | In case, yes to 10 above, whether self -attested copy of valid MSME Regn. Certificate enclosed. | Yes / No |  |
| 12 | Whether Tenderer is having 3 years’ experience in supply of **Fresh Dairy Items** business.  **Note-** A list of clients together with the order copies and balance sheet & P&L A/c be enclosed in support of experience**.(MUST)** |  | |
| 13 | Whether having PAN/GIR Regn. No. A self- attested copy to be enclosed. **( MUST )** | Yes/No | Regn. No……,Date…. |

|  |  |  |  |
| --- | --- | --- | --- |
| 14 | Whether Tenderer is having an average turnover of **Rs. 27.40 Lacs per year for last 03 Fin years** i.e. 2019-20, 20-21 & 21-22. Self- Certified copy of ITR , Balance Sheets, Profit and loss accounts duly verified by Regd. Chartered Accountant to be enclosed in support.(**MUST)** | Yes/No | 2019-20: Rs…………..  2020-21: Rs………….  2021-22: Rs………….. |
| 15 | Whether having GST Number 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) | Yes/No |  |
| 18 | Whether details of institutional Customers enclosed**.(Optional )** | Yes/No |  |
| 19 | Whether details of applicable Taxes GST, Octroi & 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 | Whether copy of valid municipality veterinary license of Food Safety/FSSAI enclosed **(MUST).** |  |  |

**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, Scope of Supplies 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 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: \_\_\_\_\_\_\_\_\_\_**

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

**ANNEXURE- VI**

**HOTEL CORPORATION OF INDIA LTD**.



**CENTAUR HOTEL, IGI AIRPORT**

**NEW DELHI-110037**

**Tender No. DEL/08/2023 Dated: 03.04.2023 Due Date: 17.04.2023**



**PRICE BID FORM – PART B**

**Name of Contract: Supply of Fresh Dairy items at Centaur Hotel, Chefair Flight Catering, T-3 Lounges & Staff Cafeteria at IGIA New Delhi.**

**Name of Bidder/Co………………………………………………………………….**

**FINANCIAL OFFER FOR SUPPLY OF FRESH DAIRY ITEMS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.NO.** | **DESCRIPTION** | **UOM** | **QTY** | **QUOTED RATE**  **(IN RS.)+Taxes**  **If Applicable** |
| 1 | **Yoghurt Bucket (5 KG)** | **KG** | **1500** |  |
| 2 | **Fresh Cream Low Fat** | **KG** | **2500** |  |
| 3 | **Fresh Cream Bakery** | **KG** | **400** |  |
| 4 | **Khoya Pindi** | **KG** | **3400** |  |
| 5 | **Chaina** | **KG** | **1200** |  |
| 6 | **Paneer** | **KG** | **25000** |  |

**Total Amount inclusive of Taxes: ………………………**

**Amount in words:** ……………………………………………………………………….

|  |  |
| --- | --- |
| **IMPORTANT NOTES :** | |
| 3.1 | Total amount shall include all the Govt. Taxes, if applicable. |
| 4.1 | 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. |
| 4.2 | 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”. |
| 4.3 | L-1 CRITERIA :  L-1 BIDDER SHALL BE DECIDED BASED ON THE L-1 RATES AS QUOTED ABOVE BASED ON TOTAL LANDED COST TO HCIL. |
| 4.4 | The above mentioned quantities are indicative only and are subject to increase/decrease depending upon the operational requirements prevailing from time to time. |

* 1. **CERTIFICATION BY THE BIDDER:**
  2. It is certified that the above quoted rates are in conformation to the above mentioned clauses from 3.1 to 4.4.
  3. It is also certified that there are no hidden costs to ‘HCIL’ over and above the price as indicated above.
  4. 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’.
  5. The rates quoted / agreed shall remain firm for one year contract period.

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

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

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

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

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