



TENDER FORM

TENDER FORM FOR THE SUPPLY OF: _____

Sealed tenders are invited for the Supply of items _____ at **The Leela Gandhinagar (TLGN) & Mahatma Mandir Exhibition and Convention Centre (MMCEC)**. Please be informed that the attached Annexure to the tender form are valid till 12 months from 1st January 2024 to 31st December 2024 on terms and conditions mentioned below.

The contract of supply of material will be initially for 1 year for the said period and same can be extended the further one more year on the same terms and condition same rate with mutually concern.

TENDER SUBMISSION FORMAT:

Tenders should be submitted intact in the prescribed tender forms in sealed covers in two cover bid system. The main covers should be subscribed with the name of **Request for Proposal (RFP)** for so as to reach it to the office of Purchase Manager, Mahatma Mandir Exhibition and Convention Centre.

- i. 1st cover **Sealed Envelope/Tender bid** Subscribed with name of Technical bid should comprise the following documents:
 - (a) **Technical bid** comprising of Tender Fee **Rs.1000/- (In DD only)** and DD of in favor of **Gandhinagar Railway & Urban Development Corporation Ltd.** and following technical documents.
 - (b) Attached copy of PAN, TIN, GST Certificate, Copy of Cancelled Cheque, MSME, FSSAI Certificate, Shops & Establishment certificate & other relevant certificates if any along with tender documents. Vendors from unorganized sector need to submit at least copy of PAN card, Copy of Cancelled Cheque and MSME declaration.
- i. **2nd cover Superscribed with name of financial bid** comprising filled Annexure with Financial Bid duly sealed and signed.
1. GARUD/Mahatma Mandir Exhibition and Convention Centre reserves the right to refuse to issue the tender documents to any person or firm without assigning any reasons for it.
2. Tenders will be considered firm for acceptance for a period of twelve months from the 1st day of January 2024 to 31st December 2024. Tenderers are not free to withdraw or modify the tenders during this firm period. The tenderer must sign all pages of tender form.
3. The accepted tender form of the tender notification, terms & conditions of this contract, specifications and general conditions shall form part of the agreement.

4. The tender should be free from errors and corrections, if any should be made neatly and attested by the tenderer. The number of corrections in each page of tender schedule should be noted in words at the bottom of each page.
5. The quoted rates should be Exclusive of GST but Inclusive of insurance/packing/ forwarding/freight charges/monogram printing charges and all other incidental charges if any. The quoted rates should be given both in figures and words. Alternative proposals/rates are liable to be rejected.
6. The material shall be of the best quality and of the exact kind, quality and description demanded and if any stage these are found unsuitable/sub-standard shall be liable to be rejected by the Authority, the decision shall be final and binding on the supplier. In case of any of the said material being rejected or being supplied as aforesaid, the Authority shall be at liberty to purchase the same at the cost and expenses of the supplier and the supplier shall on demand, pay to the Authority all such extra costs incurred on account of such purchases shall be deducted from the running bills. In case of repeated defaults, the Authority reserves the right to terminate/cancel the deal/contract and the supplier shall have no right to any compensation or damages in this regard.
7. Any additional or extra item of Supply/Service/Installation made by the contractor without the written authority of the Managing Director or Officer authorized by him will not be paid for.
8. The financial bid will of the technically qualified bidders along-with approved sample will be open/ask at later stage by the management of GARUD/The Leela Gandhinagar.
9. Rates should be quoted strictly according to the unit of the measurement specified against each item. Tenderers have to Supply/Service/Installation the items to the respective units according to the requirements.
10. Any further information regarding this tender, can be obtained from the Purchase Office of The Leela Gandhinagar, Airspace above Gandhinagar Railway Station, Sector-14, Gandhinagar – 382014 during working hours on any day prior to the last date fixed for receipt of the tenders.

The Leela Gandhinagar / GARUD will have full authority to award the Order for the tendered items on part or full and the number of units to which the Supply/Services/Installation is to effected

NOTE:

- Tender bids to be submitted through Speed Post/RPAD, Courier or Hand delivered at The Leela Hotel Sector 14, Airspace above Gandhinagar Railway Station, Gandhinagar - 382014 security desk latest by or before **20/01/2024 at 1700 Hrs**. The envelope/cover should be subscribed with the name of RFP for _____ of Tender. Both the Technical & Financial Bid need to keep inside the cover/envelope.

GENERAL TERMS AND CONDITIONS:

1. The tenderer must quote through approved tender form only maintaining the same format at sequence given in item list. These item lists are consolidation of all items required at Mahatma Mandir Exhibition and Convention Centre.
2. Tender materials should be delivered within stipulated time as mentioned in final Order.
3. Your sealed tender should be addressed to **The Leela Gandhinagar, Sector 14, Airspace above Gandhinagar Railway Station, Gandhinagar – 382014**, duly super scribed with the category of the items and should reach at the above-mentioned address latest by **20/01/2024 at 1700 Hrs.** Late and incomplete tender will not be accepted.
4. Tenders should specifically state GST and other levies, if applicable as extra failing which, the prices quoted will be deemed to be exclusive of such levies. If particular vendor is not registered under the GST act the prices quoted by him is treated as net and inclusive of all taxes and statutory levies and any future claim made by him for reimbursement of these levies on account of retrospective registration under the GST act will in no circumstances be entertained by the hotel and liability for payment of these levies will be wholly and of exclusively that of the tenderer.
5. Please quote only for the materials/services as per specification laid down in the attached annexure
6. Delivery of goods will be accepted at The Leela Gandhinagar / Mahatma Mandir Exhibition and Convention Centre as per specifications & order quantities. The company reserves the right to reject any item delivered if they do not match the specifications and are not delivered at the schedules time.
7. The specification of goods mentioned in the tender should not be changed at the later stage without prior discussion and approval from the Purchase Manager of the hotel.
8. You will Supply/Services/Installation the material at TLGN / MMCEC premises without any delivery/transportation charges.
9. Descriptions of goods required are attached with their respective packing and unit of measurement to quote in desired fashion.
10. The Supply/Service/Installation shall be made as per the order. Samples should be produced and got approved before executing the Order.
11. Quantity mentioned in tender Annexure is approximate. The quantity may increase/decrease as per actual requirement.
12. The management reserves the rights to accepts or reject the tender in part or full without assigning any reason thereof.
13. GARUD/The Leela has the right to let other suppliers in connection with this Order at any time, if found necessary. In case the tenderer refuses to accept the award or refuses to comply with any of the terms and conditions for the award of Order, the EMD shall be forfeited
14. In case of dispute or differences between the two parties arise during the deal of Tender, the same shall be referred to Civil Courts of Gandhinagar/ Ahmedabad and the jurisdiction of such matter will be at Gandhinagar/ Ahmedabad Courts only.
15. If the tenderer fails to Supply/Services/Installation any of the items as per quotations, the security deposit/Balance payment will be forfeited in addition to other legal remedies available including termination of the Order.
16. In case any losses/damages in transit of goods, TLGN/GARUD shall not be responsible.
17. The successful tenderer will deliver the items to the Hotel on demand of requirement.
18. You will submit attached vendor empanelment form, ABC Form, PAN, TIN, GST Certificate, Cancelled Cheque, MSME, FSSAI Certificate & other along with tender documents.
19. Price bid is annexed at "A" and detailed specification is annexed at "B".

TERMS AND CONDITIONS:-

1. Price

Except as otherwise agreed in writing the stated prices are inclusive of raw material, manufacturing cost, lead & lift, packaging, forwarding & Freight etc. excluding GST which should be quoted separately. The price is not variable for all this orders. Any amendment expressly referring to this order shall invalidate the said Purchase order.

2. Insurance

The liability of insurance till delivery at TLGN / GARUD will be of the vendor unless agreed in writing.

3. Quality

All vendors must confirm to drawing, specifications and samples. The company shall be free to reject goods unless the quality is approved by the competent officer, whose decision shall be final and binding on the vendor.

4. Confidentiality

The vendor shall not use any blueprint, drawings, designs, manufacturing data of specifications received for the manufacture or Supply/Services/Installation of the material for Mahatma Mandir Exhibition and Convention Centre in any manner whatsoever, or by anyone on the vendor's behalf for the purpose of sale.

5. Delivery

- a. The goods supplied should strictly confirm to the specifications / brands indicated on the order and/ or advance samples approved. Acceptance is subject to inspection and approval at the place of delivery/ or destination. Goods not found according to specifications etc. will be rejected at the vendors cost and expenses. The vendor must remove the rejected delivery and it should be made free at the premises.
- b. Delivery should be completed within the period specified on the order unless otherwise extended or relaxed by a competent authority. Should suppliers fail to execute order or any part thereof as stipulated, the company shall be free, without giving any notice to suppliers to purchase the undelivered goods from the market at the prevailing prices and the vendor shall be obliged to reimburse the company in respect of any loss or damage arising from their failure to deliver the goods.
- c. The P.O. number must appear on all the packages Invoice & Challans.

6. Packing & Labelling

The goods shall be securely and suitably packed as per FSSAI ACT packaging and labelling ACT and safely delivered at Leela Gandhinagar or the place decided by the authority on this order in Gandhinagar. Any non-compliance will be compensated by the Supplier. Any breakage, damage or pilferage in transit arising from faulty packing shall be borne by Suppliers.

7. Quantity

Goods will be paid for on the basis of net quantity received not exceeding the ordered quantity at work, as found irrespective of the quantity in the supplier's invoice.

8. Payment

- a. Payment will be made within **60 to 90 days** from receipt of bill or as may be otherwise specified in this order for the material supplied by the vendor and received and accepted by Authority. The vendors should submit their bill to the accounts office within 7 days from the date of receipt of goods.

9. Samples

- a. Before proceeding to execute this order, suppliers shall obtain the approval of samples of such goods as have to be obtained or manufactured to suit the requirements.
- b. If any samples are furnished to suppliers by the Authority, the same should be returned in good condition.

10. Rejected Goods

Rejected goods lying with the Authority will be at supplier's risk and should be removed by them at their own cost immediately on receipt of advice from the Authority to this effect. The Authority shall be entitled to recover from the suppliers this full amount of freight and other charges, if any incurred in respect of rejected goods.

11. Disputes

Any disputes arising out of this order will fall under the jurisdiction of Ahmedabad/Gandhinagar court.

12. Warranty/Guarantee

The supplier/vendor/manufacturer/aggregators must submit warranty/Guarantee certificate issued by the original manufacturer to GARUD/TLGN in original. Warranty/Guarantee in writing, either separately or on the Bill/Challans should accompany each Supply/Services/Installation made by the Seller as per prevailing Regulations of the Food & Adulteration Act (if applicable).

13. GST Registration number

GST Registration number must be shown on the invoice.

Purchase Department
Mob: - 9714930700
7229048652
Email:-nilesh.patni@theleela.com
pur.tlgn@theleela.com
Place: - Gandhinagar

TENDER ANNEXURE-2024

PART-A :-Printing Form

Sr.No.	Descriptions	Unit	Annual rate	GST @ %	Remark
1	Material Inward Register Legal size 80 gsm ledger paper single colour printing with register binding	NOS			Legal size 80 gsm ledger paper single colour printing with register binding
2	Key Register	NOS			Legal size 80 gsm ledger paper single colour printing with register binding
3	Visitor Register	NOS			Legal size 80 gsm ledger paper single colour printing with register binding
4	Contractor Register	NOS			Legal size 80 gsm ledger paper single colour printing with register binding
5	Food Sticker Veg. / Non-Veg.(44sticer in 1 Sheet)	NOS			A4 size sticker sheet with multi-colour printing, half cutting
6	Food safety Management system(Records) kitchen log book	NOS			A4 size white paper single colour printing with spiral binding
7	In Room Dining order Control Sheet	NOS			A3 Size 80 gsm white paper single colour printing with register binding.
8	weekly Breakage sheet	NOS			1+2 A4 size self-carbon paper single colour printing with register binding.
9	Daily Log book	NOS			A4 size 80 gsm white paper single colour front back printing with register binding.
10	Reservation Register	NOS			A4 size 80 gsm white paper single colour front back printing with register binding.
11	Cake Order book	NOS			A5 size 1+2 self-carbon paper single colour printing with register binding.
12	Minibar Inventory Register	NOS			A3 size 80 gsm white paper single colour printing with register binding.
13	Inter Department Transfer book	NOS			B5 size 1+1 self-carbon paper single colour printing with register binding.
14	Deposit of Cash Collections Envelopes	NOS			9.25 X 5.50 Inch size 80 gsm paper single colour printing back side gumming
15	Cake Shop Control sheet	NOS			A4 size 80 gsm white paper single colour printing with register binding
16	Customer Complaint form	NOS			A4 size 80 gsm white paper single colour front back printing with register binding.
17	Errand card	NOS			A5 size 250 gsm white card single colour front back printing.
18	Weekly Personal Hygiene Checks for Employees book	NOS			A4 Size 80 gsm white paper single colour front back printing with register binding.
19	Temperature Monitoring	NOS			A4 size 80 gsm white paper single colour front

	Record Book			back printing with register binding.
20	KOT Book	NOS		1 x 2 self-carbon paper single colour printing with gum pad.
21	Buffet tag (veg. and non-veg.) (8 nos. tag in 1 sheet)	NOS		A4 size 210 gsm white card with multi-colour printing, perforation
22	Desk Message Register	NOS		A4 size 80 gsm white paper single colour printing register binding.
23	Key Register	NOS		A4 size 80 gsm white paper single colour printing register binding.
24	Lost & Found Register	NOS		A4 size 80 gsm white paper single colour printing register binding
25	Room attendant Work sheet register	NOS		A4 size 80 gsm white paper single colour printing register binding
26	Supervisor work sheet register	NOS		A4 size 80 gsm white paper single colour printing register binding
27	Staff Placement Register	NOS		A4 size 80 gsm white paper single colour printing register binding
28	Lost & Found Gate Pass book	NOS		A5 size white+Pink+Yellow self-carbon paper single colour printing with book binding
29	Lost & Found book	NOS		A5 size white+Pink+Yellow self-carbon paper single colour printing with book binding.
30	Uniform Issue card	NOS		Size 11 x 8.5 inch 250 gsm white card single colour printing.
31	RGP Book	NOS		B5 Size white+Pink+Yellow self-carbon paper single colour printing with sr.no. Book binding.
32	NRGP book	NOS		B5 Size white+Pink+Green+Yellow self-carbon paper single colour printing wht sr.no. book binding
33	Security Log book Register	NOS		Legal size 80 gsm ledger paper single colour printing with register binding
34	Material Inward Register	NOS		Legal size 80 gsm ledger paper single colour printing with register binding
35	Material Outward Register	NOS		Legal size 80 gsm ledger paper single colour printing with register binding
36	Returnable Gate Pass Register	NOS		Legal size 80 gsm ledger paper single colour printing with register binding
37	Non-Returnable Gate Pass Register	NOS		Legal size 80 gsm ledger paper single colour printing with register binding
38	Key Register	NOS		Legal size 80 gsm ledger paper single colour printing with register binding
39	Visitor Register	NOS		Legal size 80 gsm ledger paper single colour printing with register binding
40	Contractor Register	NOS		Legal size 80 gsm ledger paper single colour printing with register binding
41	Supplier Register	NOS		Legal size 80 gsm ledger paper single colour printing with register binding
42	Article Register	NOS		Legal size 80 gsm ledger paper single colour printing with register binding
43	Fire Alarm Register	NOS		Legal size 80 gsm ledger paper single colour printing with register binding
44	Master Ledger of Key Register	NOS		Legal size 80 gsm ledger paper single colour printing with register binding
45	Master card & access key	NOS		Legal size 80 gsm ledger paper single colour

	Register			printing with register binding
46	Key Lost / Damage Register	NOS		Legal size 80 gsm ledger paper single colour printing with register binding
47	Courier Inward Register	NOS		Legal size 80 gsm ledger paper single colour printing with register binding
48	Courier Outward Register	NOS		Legal size 80 gsm ledger paper single colour printing with register binding
49	Valuable Lost & Found Register	NOS		Legal size 80 gsm ledger paper single colour printing with register binding
50	All Passes	NOS		50 x 88 mm size 250 gsm card Front & back multicolour printing with 175 micron lamination, plastic socket, and neckless plain.
51	Butter Paper Round	NOS		2.25 inch round 90 gsm butter paper with multicolour printing, round die cutting.
52	Check Deposit Register	NOS		A4 size 80 gsm white paper single colour printing with register binding.
53	Cold Room Temperature Log book	NOS		A4 size 80 gsm white paper single colour printing with register binding.
54	small Tray mats round	NOS		14.5 inch round, 130 gsm white paper with multicolour printing with round die cutting.
55	Big Tray mats round	NOS		16 inch round, 130 gsm white paper with multicolour printing with round die cutting.
56	Rectangle Tray mats	NOS		24 x 16.25 inch size, 130 gsm white paper with multicolour printing with corner round die cutting.
57	Cheque pad (Micro bills)	NOS		White/Yellow/Pink self-carbon paper single colour printing with Sr. No. & Gum Pad
58	IOU book	NOS		80 gsm white paper single colour Printing with gum pad
59	IBR Steam Boiler Log book register	NOS		Legal size 80 gsm ledger paper front back single colour printing with register binding
60	Fire Plant Log book register	NOS		Legal size 80 gsm ledger paper front back single colour printing with register binding
61	Heat Pump Log book register	NOS		Legal size 80 gsm ledger paper front back single colour printing with register binding
62	WTP Plant Log book register	NOS		Legal size 80 gsm ledger paper front back single colour printing with register binding
63	LT Room Log book register	NOS		Legal size 80 gsm ledger paper front back single colour printing with register binding
64	DG Log book register	NOS		Legal size 80 gsm ledger paper front back single colour printing with register binding
65	HLP (Utility) Data book register	NOS		A-3 size 80 gsm ledger paper front back single colour printing with register binding
66	Chiller Plant book register	NOS		A-3 size 80 gsm ledger paper front back single colour printing with register binding
67	Cold Room Temp. book register	NOS		A-3 size 80 gsm ledger paper front back single colour printing with register binding
68	Luggage tag	NOS		240 gsm gal go card with single side printing with Hole & Elastic, Bobin Elastic, Sr. No., perforation
69	Car valet tag	NOS		240 gsm gal go card with both side printing with hole & Elastic, Bobin Elastic, sr. no., Perforation
70	Crew key card jacket	NOS		240 gsm gal go card with both side printing with die cutting pasting

71	Group luggage tag	NOS		240 gsm gal go card with both side printing with hole & Elastic, Bobin Elastic.
72	GM Welcome card	NOS		270 gsm gal go card with both side printing centre crazing.
73	Amenity Voucher book	NOS		white/Pink/yellow paper single colour printing with sr. no. book building
74	Cash Handover register	NOS		Legal size, ledger paper single colour printing with register binding.
75	Cash Drop Envelopes A4 Size	NOS		A4 Size, 120 gsm paper, single colour printing Envelopes.
76	I. Card	NOS		laser paper multi-colour both side printing with lamination, socket
77	Fire extinguisher report card	NOS		Size 3 x4 inch 300gsm matt card single side single colour printing
78	Duty Pass	NOS		250 gsm card with multi-colour printing, 6 x 4 inch plastic pouch and satin neck less
79	Shoes Issuance Record Register	NOS		80 gsm white Maplitho paper single colour front back printing with register binding
80	F&B Linen Exchange Register	NOS		80 gsm white Maplitho paper single colour front back printing with register binding
81	Laundry Log book	NOS		80 gsm white Maplitho paper single colour front back printing with register binding
82	Uniform Register	NOS		80 gsm white Maplitho paper single colour front back printing with register binding
83	Guest Laundry Record Register	NOS		80 gsm white Maplitho paper single colour front back printing with register binding
84	Guest Laundry delivery Register	NOS		80 gsm white Maplitho paper single colour front back printing with register binding
85	Fabric Register	NOS		80 gsm white Maplitho paper single colour front back printing with register binding
86	Discard Linen Register	NOS		80 gsm white Maplitho paper single colour front back printing with register binding
87	Daily Laundry Sales Summary Register	NOS		80 gsm white Maplitho paper single colour front back printing with register binding
88	Laundry Pickup & Delivery card	NOS		Size 6 x 5 inch 250 gsm white card single colour front back printing
89	Hanger tag	NOS		250 gsm white card single colour printing with bobin elastic and hole punch.
90	Articles found in Laundry book	NOS		White/yellow self-carbon paper single colour printing with book binding.
91	Damaged Laundry book	NOS		White/yellow self-carbon paper single colour printing with book binding.
92	Discrepancy in Laundry book	NOS		White/yellow self-carbon paper single colour printing with book binding.
93	Laundry Inform book	NOS		White/yellow self-carbon paper single colour printing with book binding.
94	Stain card	NOS		Size 6.5 x 2.5 inch 250 gsm white card single colour printing
95	A4 Letter Head	NOS		130 gsm gel go paper with multi-colour printing
96	Note pad B-5 Size (5 page in 1 pad) with title covered	NOS		B -5 size 120 gsm buff paper with printing and title covered 240 gsm card with printing
97	Minibar Menu	NOS		Size 100 x 220 mm, 240 gsm gal go paper with single side printing.

98	Business card	NOS		300 gsm gal go card sheet front back printing with foils
99	Laundry List	NOS		size 9 x 14 inch self-carbon paper single colour printing with book binding.
100	DND card	NOS		size 4.75 x 3 inch 270 gsm gal go card with front back printing
101	Cake base 10 x 10 inch	NOS		3 mm capa board with front and back 170 gsm card, front side Leela logo printing with matt lamination.
102	Cake base 12 x 12 inch	NOS		3 mm capa board with front and back 170 gsm card, front side Leela logo printing with matt lamination.
103	Cake base 8 x 8 inch	NOS		3 mm capa board with front and back 170 gsm card, front side Leela logo printing with matt lamination.
104	Cake base 6 x 6 inch	NOS		3 mm capa board with front and back 170 gsm card, front side Leela logo printing with matt lamination.
105	pastry base	NOS		3 mm capa board with front and back 170 gsm card, front side Leela logo printing with matt lamination.
106	A4 Sales folder	NOS		240 gsm linen buff card with printing, foils, die cutting, pasting & crazing.
107	Comb box	NOS		240 gsm gel go card with printing, die cutting & pasting
108	Shawar cap box	NOS		240 gsm gel go card with printing, die cutting & pasting
109	Shaving kit box	NOS		240 gsm gel go card with printing, die cutting & pasting
110	Dental Kit box	NOS		240 gsm gel go card with printing, die cutting & pasting

TERMS & CONDITIONS:-

1. We are assuring that; we will not increase/ revise contracted item's rates during the contracted period i.e. up to 31st December 2024.
2. If we fail to supply contracted items on contracted rates with in required time frame, The Leela /GARUD can buy from open market & debit difference amount to us with actual transportation cost if any.
3. All above items should be supplied all 365 days against order, If any seasonal availability please mentioned in remarks Colum.
4. Ordered items should be supplied in original cartoons stating brand name, Product name & origin and cartoons will not be returned for security reason.
5. Fixed prices should not be exceeded form MRP & Scheme products should be come if mentioned on product packing.
6. Payment terms: within 60-90 days

7. Delivery schedule:- Order shall be placed by individual hotel
1700 TO 1900 the same by next day between 0900 to 1200
hours

8. Taxes:- Extra if applicable