

TENDER FORM

TENDER FORM FOR THE SUPPLY OF: Linen

Sealed tenders are invited for the supply of items at **The Leela Gandhinagar** Hotel. Please be informed that the attached Annexure to the tender form are valid till _____ from the date of acceptance of your quotation on terms and conditions mentioned below.

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 **RFP for Linen** so as to reach it to the office of Purchase Manager, The Leela Gandhinagar.

- i. 1st cover **Sealed Envelope/Tender bid** Subscribed with name of Technical bid should comprise the following documents:
 - a) The Annual business turnover should be minimum INR 50 Lacs or above. Attach the proof of turnover
 - b) Years in business should be 5 years or above. Attach the proof registration.
 - c) EMD of Rs 5,000 in form DD in favor of **Gandhinagar Railway & Urban Development Corporation Limited**.
 - d) The bidder should have the supply the said item category with minimum 3 star or above category hotels/resorts /Clubs. Attach the copy of contract/Purchase order/LOA/ Certificate.
 - e) Attached copy of PAN, TIN, GST Certificate, 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, Cancelled Cheque and MSME declaration.
 - ii. 2nd cover **Superscribed with name of financial bid** comprising filled Annexure with Financial Bid duly sealed and signed.
1. GARUD/The Leela Gandhinagar 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 three months from the last date of receipt of tenders. 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 tendered rates should be Net rates Exclusive of GST but Inclusive of insurance/packing/ forwarding/freight charges/monogram printing charges and all other incidental charges if any. The 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 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 The Leela Gandhinagar.
9. Rates should be quoted strictly according to the unit of the measurement specified against each item. Tenderers have to supply 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, Near K Road, 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 is to effected

NOTE:

- Tender bids to be submitted through Speed Post/ RPAD, Courier or Hand delivered at The Leela Gandhinagar security desk latest by or before **19/01/2023 at 1800 Hrs.** The envelope/cover should be subscribed with the name of RFP for Linen 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 The Leela Gandhinagar.
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, Airspace above Gandhinagar Railway Station, Near K Road, Sector-14, Gandhinagar – 382014**, duly super scribed with the category of the items and should reach at the above-mentioned address latest by **19th January 2023, 1800hrs.** 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 as per specification laid down in the attached annexure
6. Delivery of goods will be accepted at The Leela Gandhinagar Hotel 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 the material at our hotel 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 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 Gandhinagar 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. If the supplier fails to supply the agreed items in time, he has to pay GARUD/The Leela Gandhinagar the cost of damage and loss occurred due to his delay. If he fails to pay this sum in time, such sum arrived at shall be recovered from his tendering payments made to GARUD.
15. 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.
16. If the tenderer fails to supply any of the items as per quotations, the security deposited will be forfeited in addition to other legal remedies available including termination of the Order.
17. In case any losses/damages in transit of goods, The Leela Gandhinagar shall not be responsible.
18. The successful tenderer will deliver the items to the Hotel on demand of requirement.
19. You will submit attached vendor empanelment form, ABC Form, PAN, TIN, GST Certificate, Cancelled Cheque, MSME, FSSAI Certificate & other along with tender documents.
20. 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 this order. Any amendment expressly referring to this order shall invalidate the said Purchase order.

2. Insurance

The liability of insurance till delivery at the Leela Gandhinagar 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 of the material for The Leela Gandhinagar 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 in original. Warranty/Guarantee in writing, either separately or on the Bill/Challans should accompany each supply 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.

PRE-QUALIFICATION CRITERIA

Sr. No	Qualification Points	Minimum Criteria	Supporting Docs. to be sent in technical proposal
1.	Annual Business Turnover	The bidder should have minimum average turnover of INR 50 lacs per annum in any of the 3 years from FY 2017-18, 2018-19 2019-20 and 2020-21 and 2021-22.	Attached the Turnover certificate of the company for the FY 2017-18, 2018-19 2019-20 and 2020-21 and 2021-22 duly certified by Chartered Accountant
2	Years in Business	At least 5 years in business of the same categories	Attach Company Incorporation / Registration Certificate (self-attested)/ Udyog Andhra Certificate.
3	Experience	The bidder should have experience of working with at least 1(one) 3 star or above category hotels/resorts /Clubs. Attach the copy of contract/Purchase order/LOA/ Certificate.	Attach the copy of contract/work order/Purchase order/ LOA issued with work completion certificate.

Place: - Gandhinagar

Sd/-
Purchase Department
Mob: - 7229048652
7486008349
Email: - pur.tlgn@theleela.com
nilesh.patni@theleela.com

For: TLG Works

Annexure

Sr. No.	Item's Description	Sizes	Specification (Bed Linen)	Quantity	Rates
1	Duvet Cover Double	107" x 108"	100% Cotton (Compact) 300 tc percale 2.5 cm hem on top and 2.5 cm hem on botton and 1.25 cm hem on sides	50	
2	Duvet Cover Single	88" x 108"	100% Cotton (Compact) 300 tc percale 2.5 cm hem on top and 2.5 cm hem on bottom and 1.25 cm hem on sides	50	
3	Bed Sheet Double	114" x 120"	100% Cotton (Compact) 300 tc percale Bag model with 3 cm hem at open without innerflap	100	
4	Bed Sheet Single	88" x 120"	100% Cotton (Compact) 300 tc percale Bag model with 3 cm hem at open without innerflap	50	
5	Pillow Cover	22" x 45"	100% Cotton (Compact) 300 tc percale Bag model with 3 cm hem at open without innerflap	500	
6	Mattress Protector King	78" x 80"	Filling Polyfill color white	20	
7	Mattress Protector Twin	44" x 80"	Filling Polyfill color white	16	
Sr. No.	Item's Description	Color	Specification (Bath Linen)	Quantity	Rates
1	Bath Towel	White with Logo	(Size 100 cm x 165 cm)600 GSM with Leela Logo	700	
2	Hand Towel	White with Logo	(Size 45 cm x 80 cm) 630 GSM with Leela Logo	2500	
3	Face Towel	White	(Size 33 cm x 33 cm) 600 GSM	3500	