



## TENDER FORM

### **TENDER FORM FOR THE SUPPLY OF:**

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 12 months 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. The covers should be super scribed with the name of **RFP for Eco Car (staff usages) Tender** so as to reach it to the office of Purchase Manager, The Leela Gandhinagar.

- i. The **Sealed Envelope/Tender bid** should comprise the following documents:
  - a) The Annual business turnover should be minimum INR 10 Lacs or above. Attach the proof of turnover
  - b) Years in business should be 3 years or above. Attach the proof registration.
  - c) The bidder should have the existing supply contract with minimum 3 star or above category hotels/Resorts /Clubs. Attach the copy of contract/Purchase order/LOA/ Certificate.
  - d) 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.
  - e) **Financial bid** comprising filled Annexure with Financial Bid duly sealed and signed.

### **NOTE:**

- Tender bids to be submitted through Speed Post/ RPAD, Courier or Hand delivered at The Leela Gandhinagar security desk latest by 29<sup>th</sup> August 2023 at 1800 Hrs. The envelope/cover should be super scribed with the name of RFP for Eco car (staff usages) 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/services. These item list/services are consolidation of all items/Services required at The Leela Gandhinagar & MMCEC.
2. The Period of contract will be for 12 months from the date of approval
3. Your sealed tender should be addressed to "**The Tender Committee**" **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 **29<sup>h</sup> August 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 inclusive 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. Prices should remain fixed throughout the contract period and no increase in price, whatsoever, will be allowed irrespective of any reason except change in our requirement/ unforeseen change in market conditions. However, any inflation occurs more than 40% in the price of any particular item for at least one month, the same shall be evaluated by the first party and final decision will be taken by the management. In case of non-supply, supplier will be black listed and the security deposit amount will be forfeited.
6. Please quote only for the materials / services as per specification laid down in the attached annexure
7. Delivery of goods / services will be accepted at The Leela Gandhinagar Hotel as per specifications & order quantities / requirements. 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.
8. The specification of goods / services mentioned in the tender should not be changed at the later stage without prior discussion and approval from the Purchase Manager of the hotel.
9. You will supply/services the material at our hotel premises without any delivery/transportation charges.
10. The daily supplies / services will be delivered against formal bills only. However, supplies / services made against challans will be followed with fortnightly/monthly bills with valid supported documents.
11. In case of food supplies, tenderer will supply material according to local P.F.A. or Health department laws or any other government regulations (such as PFA, ISI, HACCP, Agmark, FPO, ISO, FSSAI ACT). Tenderer will permit the hotel staff along with purchase team authorized by Material Manager for any official visit or survey time to time without prior information.
12. The management reserves the rights to accepts or reject the tender in part or full without assigning any reason thereof.
13. You will submit attached vendor empanelment form, ABC Form, PAN, TIN, GST Certificate, Cancelled Cheque, MSME, FSSAI Certificate & other along with tender documents.

**Purchase Manager**

The Leela Gandhinagar,  
Airspace above Gandhinagar Railway Station,  
Near K Road  
Sec-14, Gandhinagar - 382014  
Contact: - 9714930700  
Contact: - 7486008349

Annexure: 1

Eco Car Required as per mentioned details

Air Conditioning Requirement - A/C  
 Vehicle Type - 7 seater  
 Fuel type - Any  
 Area of Operation - Gandhinagar & Ahmedabad

Request for Proposal of Day / Monthly hiring of vehicles

Sr. No.	Category of Vehicle	Duty Hours	Kilometres	Rates per Month	Extra Km Rates	Extra Hour Rates	Remarks
1	Eco Car (7 Seater)	12 Hours	100 per day				
2	Eco Car (7 Seater)	24 Hours	3,00 per day				
3	Eco Car (7 Seater)	24 Hours	4,500 per month				
4	Eco Car (7 Seater)	12 Hours	3,000 per month				
5	Eco Car (7 seater)	Per trip	Hotel to Ahmedabad				

1. Above rate does not include any toll charges, parking charges etc.
2. Timing of services will be between 10:00 AM to 10:00 PM.(as per user department requirements)
3. Driver must hold valid driving license.
4. All vehicles deployed shall arrive at designated location on time with full or sufficient tank of fuel
5. Km shall start from user's regular destination any Km used to arrive vehicle from owner's parking till destination will not counted for payment
6. The vehicle deployed shall be parked at the buyer's/User's premises after the duty hours if desired so by the buyers/User and cannot be taken-out without the permission from the Buyer/user
7. GST Extra at Actual