

**Tender for the
Supply of Charcoal
At The Leela Gandhinagar / MMCEC
(Mahatma Mandir Convention & Exhibition Centre)
(A unit of GARUD)**



E-1 Wing, Block No. 3, 3rd Floor,
Karmayogi Bhavan, Sector - 10 A,
Gandhinagar – 382010, Gujarat.

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SECTION - 1 - NOTICE INVITING TENDER

THE LEELA GANDHINAGAR - A UNIT OF GARUD

**TENDER NOTICE FOR SUPPLY OF CHARCOAL AT THE LEELA HOTEL & MMCEC
GANDHINAGAR, GUJARAT**

Tenders are invited from Suppliers/Dealers/Agencies for Supply of Charcoal at The Leela Hotel & MMCEC Gandhinagar.

The details of tender are as below:

1.	Name of the project	Providing Charcoal at The Leela Hotel & MMCEC Gandhinagar, Gujarat
2.	Project duration	12 months Initial from the date of issuance of LoA. Further can be extended for other 12 months on same terms & condition
3.	Date of Issue of Invitation	04.10.2025
4.	Type of tender	e-tender on https://tender.nprocure.com/
5.	Bid Due Date	17.10.2025 before 14:00 hours For Submission of Technical Bid @ E-1 Wing, Block No. 3, 3 rd Floor, Karmayogi Bhavan, Secotr-10A, Gandhinagar – 382010, Gujarat And Financial Bid on https://tender.nprocure.com/
6.	Estimate (Excluding GST)	Rs. 8, 00,000 Per Annum.
7.	Date and Time of Opening Bids	17.10.2025 at 1400 hrs @ E-1 Wing, Block No. 3, 3 rd Floor, Karmayogi Bhavan, Sector - 10 A, Gandhinagar – 382010, Gujarat.
8.	Opening of Financial Proposal	Will be inform to technically qualified bidders.
9.	Authorized Representative	Managing Director, GARUD
10.	Email for correspondence	Prakash Prajapati Mo-9099043502 garud.gandhinagar@gmail.com

		and Nilesh Patni – 9512044200 pur.mmcc@theleela.com
11.	Address for submission of Technical Bids	E-1 Wing, Block No. 3, 3rd Floor, Karmayogi Bhavan, Sector - 10 A, Gandhinagar – 382010, Gujarat.
12	Tender Fees (Non-refundable)	Rs. 1,500/- (by Demand Draft in favour of Gandhinagar Railway and Urban Development Corporation Limited)

Section: 2 INTRODUCTIONS

About GARUD

A SPV named Gandhinagar Railway & Urban Development Corporation Limited (GARUD) has been formed with equity contribution of Government of Gujarat (GoG) (74%) and Ministry of Railways (through IRSDC) (26%) which is as a Joint Venture Company for redevelopment of Gandhinagar Capital Railway Station, development of Hotel on the Airspace above Railway Station and Management of Mahatma Mandir Convention & Exhibition Centre and Exhibition Centre at Helipad Ground, Gandhinagar.

The project involves:

- Development of a 318 room five-star business hotel
- Redevelopment of Gandhinagar Capital Railway Station
- Approach ramps to the hotel 937 m long and of 22 m height
- Construction of 18 m wide underpass connecting East & West of the railway line (Mahatma Mandir and Hotel main entry)

Entire new development of Railway Station and the hotel in airspace is in alignment of the central axis drawn from the Vidhan Sabha of Gujarat. The Redeveloped Gandhinagar Railway Station has been inaugurated by Hon'ble Prime Minister on 16 July 2021.

About The Leela Gandhinagar (318 room five-star business hotel)

- Blending modern splendour with the vibrant old-world traditions of Gujarat, The Leela Gandhinagar is located atop the concourse of the Gandhinagar railway station, near the Mahatma Mandir Convention and Exhibition Centre managed by The Leela. This elegant hotel, India's first-ever luxury hotel built over a railway station.
- From flooring inspired by vav or the archaeological stepwells to traditional textiles and beadwork, local crafts and architectural elements find a home here. Coupled with the renowned Leela hospitality and signature services, this iconic hotel promises to become the quintessential stopover for the most sophisticated global traveller to this multifaceted state.
- The hotel offers a myriad of facilities, from a world-class spa, a swimming pool, and a state-of-the-art fitness centre, to exceptional dining venues spanning a host of cuisines in an idyllic setting.
- With the legendary Leela hospitality and signature services, this iconic hotel promises to become the quintessential stopover for the sophisticated global traveller to this multifaceted state. It is in operation w.e.f. 1 September 2021.

- The hotel is a part of a 43-acre complex, which houses the Mahatma Mandir Convention and Exhibition Centre and the Dandi Kutir museum and hotel.

The Leela Gandhinagar is a 318 room 5-star hotel with a distinctive sense of arrival - 15 acres of lush landscaped lawn, water bodies and an elevated driveway to access the hotel. It stands on the concourse of the Gandhinagar Rail Station. It is approximately 40 minutes' drive from the international airport. The state of art meeting rooms and the banquet area of over 666,000 sq ft, 03 spectacular dinning outlets include the Citrus Junction our all-day dining, Diya our Indian specialty and Moksha our Tea lounge makes the hotel stand out.

Section 3

LETTER FOR SUBMISSION OF TENDER FOR SUPPLY OF CHARCOAL

To,

The Tender Authority

GARUD

E-1 Wing, Block No. 3, 3rd Floor,
Karmayogi Bhavan, Sector - 10 A,
Gandhinagar – 382010, Gujarat.

Sir,

In response to the Tender dated XX.XX.2025 issued on behalf of the Gandhinagar Railway & Urban Development Corporation Limited, Gandhinagar hereinafter mentioned as the GARUD for the works of Supplies of Charcoal Products with the terms and conditions, laid down herein.

I/We do hereby submit my/our tender duly signed by me/us for the supply of products/ services/etc.

- 1) I/We agree to execute all the supplies at the rates quoted by me/us within a specified period.
- 2) I/We undertake to effect the supplies at the Leela Hotel Gandhinagar Railway Station, Gandhinagar in all respects on receipt of the order from Leela Gandhinagar/GARUD.
- 3) In the event of the whole supplies as tendered by me/us is not given to me/us, I/we do agree to accept and carryout such portions of the supplies/provide services included in my/our tender or may be allocated to me/us.
- 4) We are enclosing herewith following documents as desired.

Signature of the Tenderer with Stamp

Tender Fee of Rs. 1,500/- (Rupees one thousand five Hundred only) in form of Demand Draft in favour of Gandhinagar Railway and Urban Development Corporation.

Section 4: TECHNICAL QUALIFICATION:

Bidders must qualify the below specified criteria for technical proposal consideration. The bidders are supposed to provide the supporting documents and compliances as mentioned below. Any deviation from the same will lead to the disqualification.

Sr. No	Qualification Points	Minimum Criteria	Supporting Docs. to be sent in technical proposal
1	Bidder Turnover	The bidder should have minimum average turnover of INR 16, 00,000 per annum in last 3 years from FY 2022-23, 2023-24 and 2024-25.	Attached the Turnover certificate of the company for the FY 2022-23, 2023-24 and 2024-25 duly certified by Chartered Accountant
2	Similar nature of work	The bidder should have experience of Supplying of Charcoal with/to 5-star Hotel for at least continuous period of 1 year in last 3 years.	Attach the copy of contract/work order/Purchase order/LOA issued with work completion certificate or GST Invoice with payment receipt.
3	Experience (In years)	At least 5 years in Similar business	Attach Company Incorporation / Registration Certificate (self-attested)

The bidder shall submit the 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.

Section 5: INSTRUCTION TO BIDDERS

1. The agency will be selected on L1 basis.
2. 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.
3. Tenders will be considered firm for acceptance for a period of twelve months from the date of issuance of LoA. Tenderers are not free to withdraw or modify the tenders during this firm period. The tenderer must sign all pages of tender form.
4. The accepted tender form of the tender notification, terms & conditions of this contract, specifications and general conditions shall form part of the agreement.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.

10. 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.
11. 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.
12. The bidder need to quote at the competitive rates as compared other city hotels consider it as a quote authorized contracting.
13. If selected agency fails 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.
14. Quantity mentioned in tender Annexure is approximate. The quantity may increase/decrease as per actual requirement.
15. Price bid with detailed specification is annexed at “A”.

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

Section 6: TENDER SUBMISSION FORMAT:

The Tenders are to be submitted as per two bid system i.e.- Technical Bid and Financial Bid. The technical bid should contain the papers to fulfil all the eligibility criteria, certificate of experience, satisfactory performance certificate, undertakings as per instructions.

NOTE:

Technical Tender documents to be submitted through Speed Post/RPAD/Courier/Hand delivered at the office of GARUD (E-1 Wing, Block No. 3, 3rd Floor, Karmayogi Bhavan, Sector - 10 A, Gandhinagar – 382010, Gujarat. latest by or before 17/10/2025 at 1400 Hrs. The envelope/cover should be subscribed with the name of RFP for Charcoal supply's Tender. Both the Technical documents & Tender Fees DD need to keep inside the cover with separate envelopes.

A. Technical documents to be submitted in hard copy at GARUD's office:

- i. The agency must submit the Tender Fees as per section 3 in hard copy at the office of GARUD (E-1 Wing, Block No. 3, 3rd Floor, Karmayogi Bhavan, Sector - 10 A, Gandhinagar – 382010, Gujarat)
- ii. The agency must submit the tender document duly signed and sealed.
- iii. Turnover certificate certified by Chartered Accountant for the last 3 financial years.
- iv. Attach the copy of contract/work order/Purchase order/ LOA.
- v. Attach Company Incorporation/Registration Certificate.
- vi. Attach the copy of the concerned licenses as per required products.
- vii. Any other relevant document/s, if required.

“The authority reserves right to call for any documents or clarification during the stage of technical evaluation”

B. Financial bid to be submitted on <https://tender.nprocure.com/> only

Section 7: GENERAL CONDITIONS

1. The Technical Bid should be submitted in the prescribed form at E-1 Wing, Block No. 3, 3rd Floor, Karmayogi Bhavan, Secotr-10A, Gandhinagar – 382010, Gujarat
2. The supplies shall be made as per the order.
3. Any additional supplies made by the suppliers without written authority of the authorized officer, will not be paid for.
4. If the bidder fails to provide supplies in the agreed time, he has to pay to authority 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 pending payments from any other dues.
5. Authority has the right to order the supplies/services to any other bidders in connection with this contract at any time, if found necessary. In case the bidder refuses to accept the award or refuses to comply with any of the terms and conditions for the award of contract, the Pending Payments/from any other dues shall be forfeited.
6. The successful bidder shall complete all necessary formality & obtain permission/licence etc. as per rules before delivering the supplies/services to our premises.
7. The Authority reserves the right to modify one or more or any of the terms and conditions of this tender on genuine grounds.
8. Payments will be made based on the acceptance of the conditions in tender.
9. Authority has the power to terminate the contract at any time, if found unsuccessful, and to award the contract to another agency, which cannot be questioned anywhere. Authority reserves the right to negotiate for reduction in the rates or to reject any or all tenders without assigning any reasons.
10. In case of dispute or differences between the two parties arises during the course of contract, the same shall be referred to Civil Courts of Gandhinagar (Gujarat) and the jurisdiction of such matter will be at Gandhinagar (Gujarat) Courts only.
11. The Authority reserves the right to call upon the supplies/services to continue the supplies/services at the contractual rates & bidder is bound to provide supplies/services at the same rate and Terms & Conditions.

12. The successful bidder must give an undertaking that the bidder will make supplies/services will be provided as per GARUD's/Leela requirement and as per the specification of the rates offered.
13. If the bidder fails to provide supplies/services of any of the items as per rates, the security deposited/any other due amount will be forfeited, in addition to other legal remedies available including termination of the contract & purchase of supplies/services at bidder's risk & cost.
14. In case any losses/damages/theft/embezzlement in transit of goods, GARUD/Leela shall not be responsible. Thus, suppliers advised to take Transit Insurance.
15. The successful tenderer will deliver the supplies to the Leela Hotel at Gandhinagar on demand of requirements.

16. Force Majeure

- a. Neither party shall be liable to the other for any loss or damage occasioned/caused by or arising out of act of God and in particular "Unprecedented floods", volcanic eruption, earthquake or other convulsion of nature and other acts, such as but not restricted to invasion, the act of foreign countries, hostilities or war like operations before or after declaration of war rebellion military or usurped power (but excluding strikes and lockouts) which prevent performance of the contract and which could not have been foreseen or avoided by a prudent person.

Note: "Unprecedented flood" means the flood crossing the highest observed flood level which is on the available record.

- b. If any loss of damage happens to the works, or any part thereof, or materials or plant for incorporation therein, during the period for which the contractor is responsible for the care thereof, from any cause whatsoever, other than the risk defined in the clause 30 (a) as above, the contractor shall at his own cost, rectify such loss of damage so that the permanent works conform in every respect with the provision of the contract to the satisfaction of Owner.

17. Damages

If the Supplier/Service provider or his workmen, or servant if break, deface, injure or destroy or damage any part of the work in question in / on which they may be working or any building, road, fence, enclosure or grassland or cultivated ground continuous to the premises on which the work or any part thereof is being executed or if any damage shall occur to the work from any cause; Employer's Representative, or such other officer as he may appoint and the estimates of the Employer's

Representative, subject to the decision of the Employer, on appeal, shall be final and the Supplier/Service provider shall be bound to pay the amount of the assessed compensation on demand, failing which the same will be recovered from the Supplier/Service provider as damages in the manner as decided by the Employer's Representative and deducted from any sums that may be due or become due from the Employer to the Supplier/Service provider.

18. Extension of Contract (if required):

The contract of Supplying items/Services will be initially for 1 year from the contract and same can be extended for further one more year on the same terms and condition, same rate with mutual consent.

19. Penalty: If the bidder fails to deliver supplies or services within the agreed time frame, The Leela Gandhinagar is entitled to get the Contracted Items from the market and the difference amount will be debited from the selected agency.

20. If the such instances arise more than twice/thrice in a month, The Leela Gandhinagar is entitled to initiate the process of black listing the agency and forfeiting the any pending payment. The agency will have to abide by the decision of The Leela Gandhinagar.

Section 8: TERMS AND CONDITIONS

1. Price/rate

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

Fixed/contracted prices should not be changed during the contract period and not be exceeded form MRP & Scheme products should be come if mentioned on product packing. 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 the Leela Gandhinagar will be of the vendor unless agreed in writing.

3. Quality

All vendors must confirm to drawing and specifications. 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. Although this order is placed for supplies to a definite destination, suppliers shall dispatch the goods to any other works or site under the company's management if so required by the GARUD.

- c. 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 GARUD in respect of any loss or damage arising from their failure to deliver the goods.
- d. 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 have to be compensated by the Supplier. Any breakage, damage or pilferage in transit arising from faulty packing shall be borne by Suppliers. Thus, rejected items will have to be replaced immediately.

7. Quantity

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

8. Payment

Payment will be made within 45-60 days from receipt of bill or as may be otherwise specified in Purchase order for the material supplied by the vendor and received and accepted by Authority. The vendors should submit their bill to the Leela Gandhinagar within 7 days from the date of receipt of supplies/services by GARUD at Hotel.

9. Samples

- a. GARUD/Leela reserves right for sampling round 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 competent court at Gandhinagar District court only.

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) or any other rules or regulations.

13. GST Registration number

GST Registration number must be shown on each invoice.

- 14.** The Vendor shall not offer or give or agree to give to any person in the Authority any gift or consideration of any kind as an inducement or reward for doing or for bearing to do or for having done or forborne to do any act in relation to the obtaining or execution of this or any other order or for showing or for bearing to show favor or disfavor to any person in relation to this or any one employed by him or acting on his behalf whether with or without his knowledge shall entitle the Authority to terminate the order forthwith and to recover from the Vendor the amount of loss or damage suffered by the Authority.

Section 9: PRICE BID

FINANCIAL PROPOSAL – To be submitted on <https://tender.nprocure.com/> only

Annexure A – 2025 Category: Charcoal

Sr.#	Product's Name	Specification	Unit	Approx. Consumption	Yearly Rates INR
1	Charcoal	4"	Kgs	31,923	

The rate quoted by the agency shall be deemed to be exclusive of GST

TERMS & CONDITIONS: -

1. Selected agency is assuring that; it will not increase/ revise contracted item's rates during the contracted period.
2. If selected agency fails 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. Delivery schedule: - Order shall be placed by individual hotel 1700 TO 1900 the same by next day between 0900 to 1200 hours
5. Taxes: -Extra if applicable