

**INDIA TOURISM DEVELOPMENT CORPORATION**  
**THE ASHOK, NEW DELHI**  
Tender Notice

Online tenders are invited only from the reputed form / agencies for the supply of **Bakery Products** as per specification given in the tender documents for Ashok Hotel, New Delhi. The tenders are required to be submitted online in two bids system in the prescribed format. The tenders can be applied from the website <https://etenders.gov.in/eprocure/app> or through a link- About us > E-Tenders on website [www.itdc.co.in](http://www.itdc.co.in) The EMD of **Rs.20,730/-** (Refundable without interest to unsuccessful parties on finalization of contract) is to be deposited electronically by NEFT/ RTGS at the below mentioned account details:-

BANK Details for EMD Payment through NEFT/RTGS:

Account Name - Ashok Hotel  
Bank Account No. - 1021764261,  
Bank Name - Central Bank of India  
Branch Name - Ashok Hotel, New Delhi  
IFSC Code - CBIN0280298  
MICR Code - 110016007

Bidders are required to upload the scanned copy (UTR) of the details of EMD payment along with the technical bid. The cost of money transfer (including Payment Gateways Commission and taxes etc) has to be borne by the bidder. It is advised that the bidders should consider the time taken to process the payment electronically (i.e. NEFT/ RTGS) to Ashok Hotel, into consideration before submitting the bid. Ashok Hotel will not liable (in any case) for delay/ non-payment in this regard.

The quoted item must strictly comply with our requirement given in the tender document. Incomplete / conditional offer or tender without EMD will be rejected out rightly. The tender completed in all respect must be applied online before bid submission last date and time. The Technical Bid will be opened on the scheduled date and time in presence of intending bidders. Financial bids of only technically qualified bidders shall be opened at a later date; the date of opening of financial bid will be intimated to only technically qualified bidders. The Management reserves the right to accept/reject any or all bids in part or all without assigning any reason thereof. Any corrigendum/ addendum/ amendment regarding the tender will be put up on the websites only and all intending tenderers are requested to regularly monitor the same. No separate notifications will be issued for such notices/ amendments/ clarifications etc. in the print media or individually to any bidders. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened online on the next working day at the same time.

Bidders are advised to follow the "Instructions for submitting E-Tender" provided in the tender document for online submission of e-tender. By no other means (Fax, email, off-line tender), the bidder is allowed to submit its tender other than through electronic mode in CPPP website only. In case the bid submitted through other means shall be rejected.

The **CRITICAL DATES** for applying the tender is as follows :

Tender Announcement Date	<b>03.03.2023</b>	
Last Date and Time of Document Available	<b>27.03.2023</b>	<b>15:00 hrs</b>
Bid Submission Closing Date and Time	<b>27.03.2023</b>	<b>15:00 hrs</b>
Technical Bid Opening	<b>29.03.2023</b>	<b>15:30 hrs</b>
Contact Person	<b>Chief(MM&amp;D)/Manager MM&amp;D – (Tel No.) 011- 24123481/3463/3037.</b>	

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For any clarification regarding online registration and online submission etc. intending bidders may visit website <https://etenders.gov.in/eprocure/app> or contact 24X7 CPPP e-procurement helpdesk no. 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787.

Intending bidders in their own interest may approach the e-procurement helpdesk well in advance to ascertain the requirements to participate in the tender.

Chief (MM&D)  
Ashok Hotel,  
50-B, Chanakyapuri,ND-110021

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## INSTRUCTIONS

1. Online tenders are invited only from the reputed firms/agencies having the relevant experience for supplying “Bakery Products.” to Ashok Hotel, New Delhi under two bids tender system. The tenders can be applied from the website <https://etenders.gov.in/eprocure/app> or through a link- About us > E-Tenders on website [www.itdc.co.in](http://www.itdc.co.in)
2. Only tenders from experienced parties having the requisite capacity to satisfactorily carry out the contract will be considered - having experience of at least one year of supplying the tendered items/similar items/same trade to 4 star / 5 star / 5 star deluxe hotel or any large institution/s

**Please upload the following signed and stamped documents with the “Techno Commercial Bid”**

- i) Copies of Purchase Order/Agreement/Work Order etc. in support of having the experience of at least one year of supplying the tendered items/similar items/same trade to 4 star / 5 star/ 5 star deluxe hotel or any large institution/s.
  - ii) Covering letter by the tenderer on letterhead.
  - iii) List of major clients on letterhead.
  - iv) Copy of PAN No.
  - v) Copy of GSTIN No.
  - vi) Copy of valid FSSAI License
  - vii) Copy of Valid MSME certificate, if applicable
  - viii) Duly signed and stamped Annexure – 1 (Part-A & B) and Annexure “RF”
  - ix) Pre Contract Integrity Pact.
  - x) Copy of last three years Annual Accounts (i.e. Profit & Loss statement, Balance Sheets and Income Tax Return received by I.T. Deptt./Income & Expenditure Account prepared in place of Profit & Loss A/C but not in place of balance sheet for the financial year 2019-20, 2020-21 & 2021-22.
3. Requests for negotiations from Tenderers will not be entertained at any stage during the tender process.
  4. Micro and Small Enterprises are exempted from payment of EMD for which they need to enclose self-attested copies of the relevant certificate & documents. However, they need to pay the performance security deposit in case of award of contract. Please specify whether SC/ST, a women entrepreneur under MSME policy.
  5. The intending tenderers are requested to study the tender document carefully and the submission of the tender bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of the implications thereof.
  6. Best Institutional Rates should be offered on the basis of bulk quantity & according to the unit of the measurement specified against each item in the tender document and to be mentioned **only** in the online “Financial Bid/ (BOQ)”. Please **avoid any cutting or overwriting**, wherever corrections exist they should be clearly readable and attested by the authorized signatory.
  7. The rates quoted should be inclusive of all other charges and delivered to the following premises :-

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S. No.	Name of the unit	Address
1.	Ashok Hotel	50B Chanakyapuri, New Delhi-110021.

8. For the evaluation of the tender, the rates quoted shall be presumed for per kg. of the measurement given in the tender document.

The evaluation of “Financial Bid” to determine the lowest bid (L-1) shall be carried out on the item wise lowest per unit basis. Rates can be quoted for any individual item. The rates of financial bid are to be quoted in the online financial bid (BOQ) only. In case the rates are quoted in the technical bid or elsewhere, then the tender will be summarily rejected.

9. In case of eligible Micro and Small Enterprises (MSE) quoting within the price band of L-1 rates + 15% may be allowed to supply up to 25% of the total Tender Value (including 4% reserved for SC/ST entrepreneurs, 3% reserved for women entrepreneur) provided that it matches the final negotiated rates of the L-1 party. In case of more than one such eligible MSE the specified quantum of supply will be divided equally provided all eligible MSME’s match the final negotiated rates of the L-1 party.
10. Staggered delivery on as and when required basis of freshly packed material closest to the date of manufacturer shall be to be supplied. The delivery of material shall be FOR at the Ashok Hotel, New Delhi as per the demand placed from time to time.
11. Please note that “Terms & Conditions” accompanying the tender documents are for general guidance and the successful tender will have to agree by the tender “Terms & Conditions” with amendments, if any, considered necessary by the Corporation.
12. Tenders will be summarily rejected and no correspondence in this regard shall be entertained:-  
i) In case of Conditional Offers.  
ii) In case the rates are found anywhere else other than the online financial bid (BOQ).  
iii) If samples not submitted to the MM&D Department for the quoted product.  
iv) If it is found that the bidder does not have the required capacity/operational facility etc. to supply the tendered item.  
v) If the prescribed Earnest Money Deposit (EMD) is not deposited, in case exemption of MSE is not claimed.
13. The tenderer must have their shop / office / distribution office or storage facility in Delhi/ NCR with proper infrastructure, transportation facility and requisite manpower to undertake the work.
14. The tenderers / authorized signatory must sign & stamp each page of the Tender Document and upload the same in the relevant column of the online tender.
15. The tender complete in all respect should be submitted online before the last date and time of submission. The Technical Bids of the tender will be opened at the scheduled date and time in the presence of intending tenderers or their representatives who wish to be present. The Financial Bids of only technically qualified tenderers will be opened at a later date which will be intimated only to the technically qualified tenderers.

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16. The Corporation reserves the right to accept or reject one or all bids without assigning any reason thereof.
17. In case it is found during the evaluation or at any time before signing of the contract or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the applicant or the applicant has made material misrepresentation or has given any materially incorrect or false information the applicant shall be disqualified forthwith if not yet appointed as the contractor /supplier and if the applicant has already been issued Letter of Acceptance or has entered into the contract as the case may be the same shall notwithstanding anything to the contrary contained therein be liable to be terminated along with forfeiture of Earnest Money Deposit (EMD) and performance security by a communication in writing by the corporation to the applicant without the corporation being liable in any matter whatsoever to the applicant and without prejudice to any other right or remedy which the corporation may have under the Bidding Documents the contract or under applicable law. Besides the corporation reserves the right to blacklist the applicant for any future dealing along with intimation of any appropriate penal action as per the applicable law.
18. The tender is liable to be rejected in case of establishing contact with any person connected with or employed or engaged by ITDC with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding process or having a Conflict of Interest.
19. Sampling will be an integral part of the evaluation of the technical bids and in case of non submission of samples the bids are liable to be rejected on this ground. Samples for items mentioned in the “Techno Commercial Bid” are to be submitted with the MM&D Department, Ashok Hotel, New Delhi as per the date and time schedule informed by the MM&D department, Ashok Hotel. The packing should clearly mention date of packing, best before, context as per packaging norms of FSSAI in force. In case of sample failure, the responsibilities shall solely rest on the tenderer.
20. Since the quantity of the material required in the tender is approximate as such it cannot be promised that under this rate contract and during the period of its currency how much quantity shall be purchased by the Corporation except that may be requisitioned by a Purchase Order.
21. Hotel shall be entitled to enter into rate contract with one or more than one contractor/ supplier as may deem fit.
22. The “Financial Bids” of only those parties who qualify technically on the basis of the evaluation of “Techno Commercial Bid”, and Sampling and the same will be opened on a later date which will be informed to the technically qualified parties only.
23. In the event of inadequate response, the date of opening of technical bid/s would be extended.
24. The tender submitted will be valid for a period of 120 days from the date of opening of technical bids.
25. All the bidders will have to provide their GST number. In case the bidders are exempted, an affidavit to this effect is to be attached to the tender.

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26. Any Corrigendum/ amendments regarding the tender will be put up on the websites only. All intending tenderers are requested to regularly monitor the same.

**I have read and understood the above mentioned Instructions and will comply with them.**

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

Name: \_\_\_\_\_

Designation: \_\_\_\_\_  
of the authorized signatory  
with official stamp

## TERMS & CONDITIONS

1. **E.M.D. (Earnest Money Deposit)-** EMD (Refundable without interest to unsuccessful parties on finalization of contract) of Rs.20,730/- is to be deposited electronically by NEFT/ RTGS at the below mentioned account details. The cost of money transfer (including Payment Gateways Commission and taxes etc) has to be borne by the bidder. No interest will be payable on EMD. In the case of successful bidder, earnest money deposit will be adjusted towards the security deposit or it may be forfeited in case the successful bidder refuses to accept the award of supply or fails to complete the required formalities within the specified and permitted time. The earnest money is refundable within 30 days to the unsuccessful bidders only after the finalization of the tender. Tender without EMD will be summarily rejected.

**BANK Details for EMD Payment through NEFT/RTGS:**

Account Name	-	Ashok Hotel
Bank Account No.	-	1021764261
Bank Name	-	Central Bank of India
Branch Name	-	Ashok Hotel, New Delhi
IFSC Code	-	CBIN0280298
MICR Code	-	110016007

**Note:** "The bidders are requested to ensure the EMD refund from (Annexure New RF) is filled accurately and all details have been correctly mentioned. The EMD will be refunded through online mode as per the bank details furnished by the bidders in the EMD Refund Form (Annexure-RF). We will not be responsible for any non/ wrong payment made on account of any incorrect/ wrong information provided in the EMD Refund Form. "

2. Please **do not alter or modify the tender document downloaded from the website(s) in any way** and the tenders should be submitted online in the prescribed format only.
3. Only tenders from experienced parties having the requisite capacity to satisfactorily carry out the contract will be considered, who are having experience of at least one year of supplying the tendered items/similar item/ same trade to 4 star /5 star / 5 star deluxe hotel or any large institution/s.
4. The successful tenderer (Contractor) will have to make a **Security Deposit @ 2.5%** of the tender value through Bank Draft/ RTGS/NEFT favoring 'Ashok Hotel, New Delhi' within 15 days of the receipt of Purchase Order from the Corporation. The EMD already paid can be adjusted towards the Security Deposit at the request of the successful tenderer. In case the tenderer refuses to accept the award or refuses to comply with any of the Terms & Conditions for the award of contract, the EMD shall be forfeited. No interest shall be paid on the Security Deposit.
5. The contractor shall supply the material as per this Contract at the premises of Ashok Hotel during the period of this Contract commencing from the date of signing of the contract till the expiry of the Contract, unless it is terminated earlier.
6. The supplies will be delivered by the Contractor as per the demand and date/time schedule conveyed over telephone or in person by the Officer of the Corporation at the premises of the Ashok Hotel. Ashok Hotel reserves the right to refuse supplies brought after the date/time schedule. In the event of failure on the part of the "Contractor " to supply the material, in accordance with the conditions entered herein the corporation shall have the right to make alternative arrangement at the risk and cost of the Contractor .
7. The material of the nature and descriptions specified in the tender form here to shall be taken as part of this contract, in such number and quantity as may from time to time be required for and on behalf of the Hotel at the rates and prices agreed to.

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- 8 The material supplied shall be of best quality, freshly packed material close to the date of manufacture of exact kind and description as demanded and if at any stage these are found unsuitable /substandard the same shall be liable to be rejected by the Hotel or by any Officer authorized by the Corporation who is not bound to assign or give any reason for such rejection. The decision of such Officer shall be conclusive, final and binding on the Contractor who shall immediately arrange to remove the rejected material or within specified time. In case of any or all of the said material being rejected or not being supplied as aforesaid, the Hotel shall be at liberty to purchase the same at the risk & cost of the Contractor.
- 8.1 In case of repeated defaults the Corporation reserves the right to terminate the contract and forfeit the Security Deposit and the Contractor shall have no right to any compensation or damages in this regard but shall continue to be liable for risk and cost of procurement till the original expiry date of the agreement any liquidated damages to be recovered from him as well as legal proceedings against him for recovery of the same.
- 8.2 In case of the above clauses 8, 8.1 and 8.2 the Contractor shall on demand pay to the Corporation as reimbursement all such extra costs, charges and expenses as shall or may be incurred or sustained in procuring the same or the extra amount spent by the Corporation on account of such purchases shall be deducted from the Security Deposit from any/all kinds of amount due and payable by any of the HCE unit/units of ITDC to the Contractor.
- 8.3 It is clearly understood that the Corporation's right and the Contractor's obligation for compensation is not limited to the extent of Security Deposit and/or the dues owned to the Contractor and the corporation shall have the right to proceed against the Contractor for the recovery of its claim in excess of the Security Deposit and/or the dues available with the Hotel. The Corporation has the right to withhold the Security Deposit and appropriate the same if need be until the dues of the contractor are fully settled.
- 8.4 As 100% inspection of the material is not possible or practical at the time of the supply, the contractor shall be responsible to accept back and replace at their own expense/free of cost, any or all of the material which are on inspection/actual use that are found unsuitable or below the standard required by the Corporation. The Corporation shall have the right to proceed in the same manner as in the case of the above mentioned clauses above in respect of these rejected commodities as well.
9. **Rejected Material** – All the rejected material will be stored by us at the supplier risk for the period of 15 days from the date of advice forwarded to the supplier. If the supplier fails to lift the rejected material within 15 days from the date of rejection, this shall entitle Ashok Hotel to dispose of and send the proceeds thereof to the supplier after deducting the actual cost incurred by Ashok Hotel, New Delhi.
10. The quantities shown in the "Techno Commercial Bid" Annexure-I (Part B) are only the estimated annual requirements for the guidance of the tenderers. The Corporation reserves the right to demand any quantity in excess or less than the above referred estimated requirements. The Corporation also reserves the right to demand any particular item in any quantity shown in the "Techno Commercial Bid" Annexure-I (Part B) throughout the currency of the contract and the Contractor shall not be entitled to claim any compensation or damages. No argument of any kind shall be entertained on this account.
11. The Contractor will maintain proper date-wise record of all telephonic indents placed on them by the Hotel for effecting supplies and shall ensure that such telephonic indents are followed by written indents. The supplies must be accompanied by a proper dated challans/ advice mentioning therein the name and the quantity supplied in respect of each item.

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12. The contractor shall be solely responsible for maintaining good hygiene and ensuring Good Manufacturing Practices in his facilities as well as ensuring good quality and purity of the raw material used in the preparation of the material supplied. In case of any adulterated or substandard material is found supplied, the Contractor shall be solely liable for the Civil and Criminal actions under the Food Safety Act 2006 (FSA) and applicable Rules and the standards & specifications for additives, microbiological parameters, nutritional information and packaging material etc. stipulated by the Food Safety Standards Authority of India (FSSAI) as amended from time to time or any other Act in force at the time. The Contractor shall be solely responsible for the compliance of provisions of the relevant Acts.
13. In case of breach of any of the conditions stipulated herein the Corporation shall be at liberty to terminate the contract without prejudice to the right of the Corporation to claim damages on account of breaches thereof as well as risk cost till the original expiry date of the agreement in the same manner as at 8 above.
14. The Contractor shall not directly or indirectly promise to pay or give, or permit to be given to any officer or any other persons employed by or under the authority of the Corporation money or gratuity, commission, fee or reward for any reason, matter, thing or any in way relating to the obtaining, in making the supplies hereby contracted for or performance of the contract.
15. The Contractor shall not assign or subcontract the present Contract or in any manner allow any other person or persons to interfere in the management or performance of the Contract, without the written permission of the Corporation.
16. No price increase will be allowed in respective of change in requirement / market condition during the commencing of the rate contract and rate approved shall remain in force during the commencing of rate contract. The quantity of supply can be increased or decreased at the decision of the Corporation.
17. The Bills for the supplies delivered satisfactorily as aforesaid may be submitted by the contractor on the Corporation within a month from the last date of the billing period. The bills should be made on proper printed bill form serially numbered and in no case on letterhead.
18. Any overpayment of the Contractor's bills for the supplies made under these Terms and Conditions shall be recovered from the Contractors from his bills subsequently submitted for payment and if such over payments or any portion thereof or thereafter remitted by the Contractor, the amount so recovered will be refunded to the Contractor. The Corporation shall have the right to recover the overcharges, from the Security Deposit as well.
19. The Corporation shall pay for only for the material supplied by the Contractor which is accepted by the designated Officer for and on behalf of the Hotel under or by virtue of these Terms and Conditions at the rates and prices which will be specified and contained in the Purchase Order after the tender has been approved. Payment will be released by the Ashok Hotel directly to the Contractor usually within 30 days in the name of the firm at its given account.
20. **“Governing Law, Jurisdiction & Dispute Resolution:** In the event any dispute and or difference arises between the parties out of or in connection with this Agreement/Contract, the parties hereto shall make an endeavor to settle such dispute amicably.  
This agreement shall be governed by and interpreted in accordance with the laws in force in India and the Courts at Delhi shall be exclusive jurisdiction in all matters and no settle any disputes arising out of the Agreement/Contract.”
21. In case of breach of any of the conditions stipulated herein the Corporation shall be at liberty to terminate the contract without prejudice to the right of the Corporation to claim damages on account of breaches thereof as well as risk cost till the original expiry date of the agreement.
22. The “Pre Contract Integrity Pact” as per Annexure-III has to be signed by the intending tenderers and uploaded online along with the “Techno Commercial Bid” **Date of stamp paper should be on or before the date of submission of tender.**

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23. All the tenderers have to enter into the Integrity pact on a non-judicial stamp paper of Rs.100/-. The bidder will mention the date and other relevant details as per the documents.
24. A scanned copy of the integrity pact signed by the authorized signatory/partner/consortium members is to be uploaded along with the Techno-Commercial bid and the original documents is to be submitted in the Tender Box placed in Security Room at Ashok Hotel on or before the due date/extended due date of submission of the bids. Cost of stamp paper will be borne by the bidder.
25. In case the tenderer wants an original copy of the integrity pact for his reference/record, the will have to submit two sets of the integrity pact on non-judicial stamp paper of Rs.100/- or the amount as may be applicable in the respective state-whichever is higher by the bidder.
26. The Security Deposit amount to the extent not appropriated by the Hotel in the manner aforesaid, shall be refundable after due performance of the contract.
27. In the event of contract being extended, the Hotel reserves the right to call upon the Contractors to continue the supplies for **Six months** in excess of the contract period at the contracted rates. Similarly, the Corporation reserves the right to defer the commencement of the supply period by one month.
28. The Corporation reserves the right to:
  - i) Negotiate only with L-1 party for reduction in the rates offered
  - ii) Reject any or all tenders without assigning any reasons.
29. The validity of the rates offered should be for a period of one year.
30. Subject to above clauses, DELHI COURTS alone will have the jurisdiction.
31. The terms used in the foregoing paragraphs shall have the meaning as mentioned below:

**Corporation** means **The Ashok Hotel, New Delhi.**

**Contractor** means the **successful tenderer to whom the contract is awarded**

**Officers of the Corporation** or **Officer** means the **Officer designated by the Corporation or by the receiving HCE unit to inspect the supplies**

**Chairman and Managing Director** means the **Chairman and Managing Director of India Tourism Development Corporation Limited**

**I agree to abide with the Terms & Conditions as mentioned above**

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

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

of the authorized signatory  
with official stamp

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**INDIA TOURISM DEVELOPMENT CORPORATION LTD**

**Unit: The Ashok Hotel, Delhi**

**INSTRUCTIONS FOR SUBMITTING E- TENDERS**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://etenders.gov.in/eprocure/app>.

**REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>.) by clicking on the link “Online bidder Enrollment” on the CPP Portal **which is free of charge**.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

**SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.
- 4) The bidder requires minimum system requirement for e-tendering as given below-  
COMPUTER /LAPTOP SYSTEM REQUIREMENT

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- A computer system with at least 1 GB RAM and internet connectivity.
- Internet Explorer 7.0 or Mozilla Firefox 3.0 or above. Internet connectivity with at least 2 MBPS Speed.
- Java Run Time Engine (JRE-1.7.0) or higher.
- Valid Class III digital signature certificate with encryption.

### **PREPARATION OF BIDS**

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

**Note:** My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

### **SUBMISSION OF BIDS**

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) In case of Offline payments, the details of the EMD submitted physically to the department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.

4) Bidder should arrange the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be

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downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **ASSISTANCE TO BIDDERS**

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

**NOTE:** Bidders are requested to kindly mention the URL of the portal & Tender ID in the subject while emailing any issue along with their contact details.

CPP Portal 24X7 Help Desk:

Telephone	Customer Support (Multiple lines) 0120 – 4200462; 0120 – 4001002; 0120 – 4001005.
Email	support-eproc@nic.in

For any further instructions on the e-submission of the bids, interested bidders may refer the weblink given below :-

<https://etenders.gov.in/eprocure/app?page=HelpForContractors&service=page>

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**“Techno Commercial Bid”**

- Name of the firm : \_\_\_\_\_
- Address : \_\_\_\_\_
- Telephone No : \_\_\_\_\_
- Mobile No : \_\_\_\_\_
- Email Id : \_\_\_\_\_
- Contact Person : \_\_\_\_\_

- Address of manufacturing/ Operational facility/ Storage/ Godown (Only Delhi/NCR) : \_\_\_\_\_
- Where the order will be placed \_\_\_\_\_
- Name & contact Number : \_\_\_\_\_

- Status of firm - Proprietary / Partnership/ Registered or Pvt. or Public Ltd Co./ Regd. Co-operative Society/ Members : \_\_\_\_\_

- Micro or Small Scale Enterprise : \_\_\_\_\_  
(If yes pl attach self-attested certificate & relevant documents)  
Pl. specify if whether SC/ST or women entrepreneur under MSME policy & enclose relevant documents

- Bank Details of the firm :

Name of the Banker	
Branch Name	
Branch Address	
A/c Name	
IFSC Code	
Contact No. of the Bank	

- GSTIN No. : \_\_\_\_\_  
(Please attach self-attested copy)
- PAN No. : \_\_\_\_\_  
(Please attach self-attested copy)
- FSSAI License No. : \_\_\_\_\_  
(Please attach self-attested copy)
- Details of previous experience in the same trade: \_\_\_\_\_  
(Please enclose client list and documentary evidence of experience - copies of Purchase Orders etc for at least one year of supplying the tendered items/similar items/same trade to 4/5 star Deluxe Hotel or any large institution/s.  
Copy of last three years Annual Accounts (i.e. Profit & Loss statement, Balance Sheets and Income Tax Returns received by I.T. Deptt/Income & Expenditure Account prepared in place of Profit & Loss A/c but not in place of balance sheet for financial year 2019-20, 2020-21 & 2021-2022.
- Year of Establishment : \_\_\_\_\_
- Vendor Category : Manufacturer/Distributor/ Authorized Dealer
- Specialized in ( Product) : \_\_\_\_\_

**THE ASHOK HOTEL  
NEW DELHI  
SCHEDULE OF REQUIREMENT OF TECHNICAL BID**

S.No	Name of the Items	Quantity	UOM	HSN Code	Brand Quoted
1.	Eggless Cake Mix Vanilla.	1125-kg.			
2.	Eggless Cake Mix Chocolate	700-kg.			
3.	Eggless Muffin Vanilla Mix	400-kg.			
4.	Eggless Muffin Chocolate.	225-kg.			
5.	Eggless Browine Mix	950-kg.			
6.	Eggless Red Velvet Mix	200-kg.			
7.	Cake Gel	55-kg.			
8.	Multi Grain Mix	150-kg.			
9.	Coco Powder	200-kg.			
10.	Paletta Gel	20-kg.			
11.	Liquid Glucose	66-kg.			
12.	Sugar Paste favourable – Red, Yellow, White, Pink, Black,Blue.	88-kg.			
13.	Blueberry filling	90-kg.			
14.	Strawberry filling	54-kg.			
15.	Kiwi Filling(2.5-kg.-1-Jar)	15-Jars.			
16.	Rasberry Filling	06-kg.			
17.	Caramel Colour	24-kg.			
18.	Multigrain Flour Mix	50-kg.			
19.	Bread Crumb	1775-kg.			
20.	Corn Flour	1600-kg.			

**\* As per the food Safety Act 2006 (FSA) & applicable Rules and the standards & specifications stipulated by the Food Safety Standards Authority of India ( FSSAI) for additives, microbiological parameters, nutritional information and packing material etc.**

**Validity of rates:** One Year

**Terms of Payment:** Within 30 days after Supply

**Delivery:** “Staggered delivery on as and when required basis of freshly packed material closest to the date of Manufacture shall be supplied” . The delivery of material shall be FOR at the Ashok Hotel, New Delhi as per the demand placed from time to time.

**Delivery Period:** Within 07 Days

**\* NO RATES TO BE MENTIONED IN TECHNICAL BID, OTHERWISE BIDS WILL BE REJECTED.**

**“Financial Bid”**

**THE ASHOK HOTEL, NEW DELHI  
SCHEDULE OF REQUIREMENT OF FINANCIAL BID**

S.No.	Item /Specification	Approx. Qty. For One year	Unit Rate per Kg.	GST	Amount
1.	<b>(Please refer the 'BOQ' available online)</b>				

**Note:- Please refer the BoQ available online for financial bid submission  
Follow the instruction to upload the BOQ as per INSTRUCTIONS FOR  
SUBMITTING E- TENDERS**

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**EMD REFUND FORM**

Name of the tender applied for : \_\_\_\_\_ Date \_\_\_\_\_

**Details of the bidder**

Name of the firm; \_\_\_\_\_

Address : \_\_\_\_\_

Name of the Authorized Signatory : \_\_\_\_\_

Contact No: \_\_\_\_\_

Email id : \_\_\_\_\_

**Details of EMD submitted :**

Cash Deposited : Rs. \_\_\_\_\_ with : \_\_\_\_\_

Receipt No.: \_\_\_\_\_ Date \_\_\_\_\_

Pay Order / DD No. : \_\_\_\_\_ Dated : \_\_\_\_\_ Drawn on \_\_\_\_\_

Bank transaction reference number : \_\_\_\_\_

In case of payment through NEFT please provide the

UTR number : \_\_\_\_\_

In case of bidding through E-proc website please provide the

OPGR no: \_\_\_\_\_

**Particulars for online refund ( Please attach scanned copy of cheque)**

Name of the Bank : \_\_\_\_\_

Branch name & Address ; \_\_\_\_\_

IFSC Code : \_\_\_\_\_

Account no: \_\_\_\_\_ Account Type \_\_\_\_\_

I hereby declare that the particulars given above are correct and complete and accord our consent for receiving EMD without claiming any interest.

Signature of the authorised signatory

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Official Seal

**INTEGRITY PACT**

*( To be executed on a non-judicial stamp paper of Rs. 100/- or the amount as may be applicable in the respective state- whichever is higher )*

**{Note to Bidder: “Do Not Insert this blue colour para in the Integrity pact”**

*All pages of the **INTEGRITY PACT** shall be initialled by the same authorized representative of the firm/agencies who signs the tender. The bidder will mentioned the date and other relevant details as per tender document. A scanned copy of the integrity pact signed by the authorized signatory/partners members is to be uploaded along with the Techno-commercial bid and the original document is to be submitted in the tender Box labeled as ‘MM&D’ kept in Security Control Room of Ashok Hotel, New Delhi on or before the due date/ extended due date of submission of bids. Kindly mention the tender details on the envelope.}*

This Integrity pact (hereinafter referred to as the Agreement) is made on this \_\_\_\_\_ day of the month of \_\_\_\_\_ 20\_\_\_\_\_.

Between

India Tourism Development Corporation Ltd. (hereinafter referred to as ITDC is a Government of India Undertaking) a company duly incorporated and existing under the provisions of the companies Act. 1956, having its registered office at having its Registered Office at SCOPE Complex, Core 8, 7 Lodi Road, New Delhi – 110003 (hereinafter referred to as the Principal, which expression shall unless repugnant to the meaning of context hereof include its successors and permitted assigns).

And

M/s. \_\_\_\_\_ (name and address of the Individual/firm/company/consortium members) through \_\_\_\_\_ [mention details of the duly authorized signatory](hereinafter referred to as the Bidder/Contractor which expression shall unless repugnant to the meaning of context hereof include its successors and permitted assigns).

**Preamble**

Whereas, the principal has floated a Tender \_\_\_\_\_ [Tender No.](hereinafter referred to as Tender) and intends to award under laid down procedures, \_\_\_\_\_ contract(s)/purchase \_\_\_\_\_ order/work order/for \_\_\_\_\_ [name of the contract/order] or items covered under the tender (hereinafter referred to as the Contract).

Whereas, the principal values full compliance with all relevant law of the land, rules, regulations, economic use of resources and of fairness/ transparency in its relations with its Bidder(s) and /or Contractor (s).

Whereas, in order to achieve these goals, the Principal has appointed competent and credible Independent External Monitor (IEM's) for this Pact after approval of Central Vigilance Commission.

Whereas to meet the aforesaid purpose both parties have agreed to enter into this Integrity Pact (hereinafter referred to as the Agreement), the terms and conditions of

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which, shall be read as an integral part of the tender document and contract between the parties.

Now, Therefore, in consideration of the mutual covenants contained in this Pact, both parties hereby agree as follows:-

### **Section 1 – Commitments of the Principal**

1. The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-
  - a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - b. The Principal will during the tender process treat process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidders(s) the same information and will not provide to any Bidder(s) confidential/ additional information through which the Bidder(s) could obtain an advantage in relation to the process or the contract execution.
  - c. The principal will exclude from the process all known prejudiced persons.
2. If the principal obtains information on the conduct of any of its employees which is a criminal offense under the IPC/PC Act, or if there is a substantive suspicion in this regard, the principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

### **Section 2 – Commitments of the Bidder(s)/ Contractor (s)**

The bidder(s)/Contractor(s) commit them self to take all measures necessary to prevent corruption.

1. The bidder(s)/ Contractor(s) commit them self to observe the following principles during participation in the tender process and during the contract execution:-
  - a. The bidder(s)/Contractors will not, directly or through any other persons or firm, offer promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
  - b. The bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
  - c. The bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act further the Bidder(s)/ Contractors will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

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- d. The bidder(s)/ Contractor(s) of foreign origin shall disclose the name and address of the Agents/ representatives in India, if any. Similarly, the bidder(s)/ Contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. And the details as mentioned in the 'Guidelines on Indian Agents of Foreign suppliers' shall be disclosed by the bidder(s)/Contractor(s). Further, as mentioned in the guidelines all the payments made to the Indian agent/ representative have to be in Indian Rupee only.

In a tender, either the Indian Agent on behalf of the Principal/OEM or the Principal/OEM itself can bid but both cannot bid simultaneously for the item/product in the same tender. If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender of the same item/product.

- e. The bidder(s)/Contractor(s) will when presenting their bid, disclose any and all payments made is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
  - f. Bidder(s)/Contractors who have signed the integrity pact shall not approach the courts while representing the matter to IEM's and shall wait for their decision in the matter.
2. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

### **Section 3: Disqualification from tender process and exclusion from future contracts**

If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or terminate the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of the transgression and action will be taken as per the procedure prescribed in the "Guidelines on banning of business dealings" of the Principal.

### **Section 4: Compensation for Damages**

Without prejudice to any rights that may be available to the Principal under law or Contract or its established policies and laid down procedures, the principal shall have the following rights in case of breach of this Agreement by the Bidder(s)/Contractor(s).

1. If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to the Earnest Money Deposit/ Bid Security Amount of the Bidder/Contractor.
2. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

### **Section 5: Previous Transgression**

1. The Bidder declares that no previous transgression occurred in the last three years with any other company in any country conforming to the anti-corruption approach or with any other Public sector enterprise in India that could justify his exclusion from the tender process.

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2. If the bidder makes incorrect statement in this subject, he can be disqualified from the tender process or action can be taken as per the as per the as per the procedure mentioned in the “Guidelines on Banning of business dealings” of the Principal.

**Section 6: Equal treatment of all Bidders/Contractors.**

1. In case of sub-contracting, the principal contractor shall take the responsibility of the adoption of Integrity Pact by the sub-Contractor(s).
2. The Principal will enter into Agreements with identical conditions as this one with all bidders, contractors.
3. The Principal will disqualify from the tender process all bidders who do not sign and submit this Integrity Pact along with their Technical Bid for this Tender or violate its provisions at any stage of the tender process.

**Section 7: Violations of the Integrity Pact**

If the Principal obtains knowledge of conduct of a Bidder, Contractor, or of an employee or a representative or an associate of a Bidder, Contractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

**Section 8: Independent External Monitor/Monitors (IEM)**

1. The Principal will appoint competent and credible Independent External Monitor for this Pact after approval of Central Vigilance Commission.

The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

2. The Monitor is not subject to instructions by the representative of the parties and performs his functions neutrally and independently. The monitor would have access to all contract documents whenever required. It will be obligatory for him/her to treat the information and documents of the bidders/Contractors as confidential. He/she reports to the C&MD, ITDC.
3. The Bidder/Contractor accepts that the Monitor has the right to access without restriction to all project documentation of the principal including that provided by the contractor. The contractor will also grant the monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to sub-contractors (if any).
4. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s)/ sub-contractor(s) with confidentiality. The monitor has also signed declarations on ‘Non – Disclosure of Confidential Information’ and of ‘Absence of conflict of interest’. In case of any conflict of interest arising at a later date, the IEM shall inform C&MD (ITDC) and recuse himself/herself from that case.
5. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

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6. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/ she will inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit nonbinding recommendations. Beyond this, the monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
7. The Monitor will submit a written report to the C&MD, ITDC within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.
8. If the Monitor has reported to the C&MD, ITDC a substantiated suspicion of an offence under relevant IPC/PC Act, and the C&MD, ITDC has not, within the reasonable time taken visible action to proceed against such offences or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
9. The word 'Monitor' would include both singular and plural.
10. **Name and Contract details of the two Independent External Monitors (IEM's) appointed by I.T.D.C.**

**Name and Contract details of the two Independent External Monitors (IEM's)**  
**appointed by I.T.D.C.**

- **The role of the Independent External Monitors (IEM's) is detailed at Sr.No.8 in the Integrity Pact annexed to the tender document.**
- **The main task of the IEM's is to review independently and objectively. Whether and to what extent the parties comply with the obligations under the Integrity Pact.**
- **The IEM's are not be contacted for any clarification or help regarding the tender, in all such cases please cont the concerned officials whose details are given in the tender document.**

Details of IEM's

Smt. Meenakshi Mishra , IA& AS (Retd.) Email: <a href="mailto:pcmishra@hotmail.com">pcmishra@hotmail.com</a>	Shri M. Akhaya , IPS (Retd.) Email : <a href="mailto:akhaya61@gmail.com">akhaya61@gmail.com</a>
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**Section 9 – Pact Duration**

1. This pact begins when both parties have signed this Agreement. It expires for the Contractor 12 months after the last payment under the contract and for all other bidders 6 months after the contract has been awarded.
2. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.
3. If any claim is made/ lodged during this time, the same shall be binding and continue to be valid despite the lapse of this Agreement as specified above, unless it is discharged/ determined by C&MD of ITDC.

**Section 10 – Other provisions**

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1. This Agreement is subject to Indian Law, the place of performance and jurisdiction is the registered office of the Principal i.e. New Delhi.
2. Changes and supplements, as well as termination notices need to be made in writing. Side agreements have not been made.
3. This agreement must be signed by the duly authorized signatory only. If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members. In case of any change in partnership/consortium the new partner or member will have to sign this document.
4. Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
5. Issues like Warranty/ Guarantee etc. shall be outside the purview of IEMs.
6. In the event of any contradiction between this Agreement and its annexure, the clause of the Agreement will prevail.

For the sake of brevity, both the parties agree that this Agreement will have precedence over the Tender/Contract documents with regard to any of the provisions covered in this Agreement.

\_\_\_\_\_  
(For & on behalf of the Principal)  
Bidder)  
(Office Seal)

\_\_\_\_\_  
(For & on behalf of the  
(Office Seal)

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

**Witness - 1**

Signature:  
Name:  
Address:

**Witness-2**

Signature:  
Name:  
Address:

Signature and Stamp of Tenderer

**COVERING LETTER BY THE TENDERER  
(ON THE LETTER HEAD OF THE TENDERER)**

To,

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**Sub: TENDER FOR BAKERY PRODUCTS**

Dear Sir,

I / We have read and understood the various forms and documents and am/are submitting tender, complete in all respects. I/We agree to the terms and conditions, as detailed in the tender documents. We understand that you are not bound to accept lowest/highest or bid you may receive. I / We undertake that we have not been blacklisted / debarred in the past by any Government department / undertaking.

Thanking you,

Yours faithfully

Signature \_\_\_\_\_

Name & Address of the Firm \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone Nos. \_\_\_\_\_



**CHECKLIST FOR TENDERERS**

Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents (duly signed and stamped by the tenderer) may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- Covering letter by the tenderer on letterhead.
- EMD (UTR No./ any other details if submitted through online/ for Rs.20,730/- )
- Copies of Purchase Order/Agreement/Work Order etc. in support of having the experience of at least one year of supplying the tendered items/similar items/same trade to 4 star / 5 star/ 5 star deluxe hotel or any large institution/s.
- List of major clients on letterhead.
- Copy of PAN No.
- Copy of GSTIN No.
- Copy of FSSAI License
- Copy of Valid MSME certificate, if applicable
- Duly signed and stamped Annexure – 1 (Part-A & B) and Annexure “RF”
- Pre Contract Integrity Pact (Duly signed and stamped)
- An undertaking to the effect that the tenderer has not been blacklisted by Central/ State Govt./ Public Sector Units as its contract have not been terminated on account of poor performance.
- Letter of authorization duly authorized to sign the bid.
- Duly signed Annexure RF
- Balance sheet , Profit & Loss statement & ITR for F.Y. 2019-20, 2020-21 & 2021-22.

Signature and Stamp of Tenderer