

E-Tender Notice
SAMRAT HOTEL
50-B CHANAKYAPURI, NEW DELHI
PHONE-26110606, EXTN.2722/2841

Online tenders are invited for **Annual Rate Contract for E-Tender for supply of Uniform Saree for Executive and Non-Executive in Samrat Hotel**, New Delhi. Parties having experience in supplying to 4/5 star Hotels or Institutions. The tenders are required to be submitted online in two bid system in the prescribed format. The tenders are required to be submitted online bids under two bid systems in the prescribed format. The tenders can be applied from the website <https://etenders.gov.in/eprocure/app> on through a link- Tenders > E-procurement on website www.itdc.co.in. The tenders can be applied from the website <https://etenders.gov.in/eprocure/app> or through a link- (About Us > Tenders > E-procurement on website www.itdc.co.in).The **EMD of Rs. 4,000/-** (Refundable without interest to unsuccessful parties on finalization of contract) is to be paid which is to be deposited electronically by NEFT/RTGS payment in the account of ‘**Samrat Hotel**’ at the below mentioned details.

BANK Details of EMD Payment through NEFT/RTGS:

- Name – Central Bank of India
- Branch Name – Ashok Hotel, New Delhi-21
- IFSC Code – CBIN0280298
- Bank Account Number – 3722758474

Bidders are required to submit the details of EMD payment at the time of Bid Preparation. The cost of money transfer 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, Net banking) to ITDC, into consideration before submitting the bid. ITDC will not liable (in any case) for delay/non –payment in this regard.

The scope of work and terms and conditions are given in following pages. The format for financial Bid is at Annexure-III

Document Download: Interested Firms can download the Tender document form the ITDC website, www.itdc.co.in (for reference only) and Central Public Procurement Portal i.e. CPPP site <https://etenders.gov.in/eprocure/app> as per the schedule given in CRITICAL DATE SHEET as under:-

CRITICAL DATE SHEET

Tender Announcement Date	07.04.2025
Date and Time of Document Sale Starts	07.04.2025
Pre-bid Meeting, Venue Samrat Hotel	16.04.2025 at 15:00 hrs
Last Date and Time of Tender Submission	28.04.2025 at 16:00 hrs
Date and Time of opening of Tender	30.04.2025 at 16:00 hrs

Bid Submission:-

- Bids shall be submitted online only at website:-<https://etenders.gov.in/eprocure/app>
- Tender/Contractor are advised to follow the instructions “Instructions To Bidder for Online Bid Submission” provided in the Annexure (I) for online submission of bids.
- Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- The Intending tenderers are advised to visit the I.T.D.C. website: - www.itdc.co.in, <https://etenders.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum / amendment. The quoted item should 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 the last date and time of tender submission. The Techno Commercial Bid will be opened on the scheduled date and time of opening online bids. Financial Bids of only technically qualified tenders shall be opened at a later date which will be intimated to only technically qualified bidders. The Management reserves the right to accept/reject any of all bids in part or all without assigning any reason thereof.
- In the event of inadequate response i.e. receipt of minimum of three bids, the tender would be extended. Any Corrigendum / extension regarding the tender shall be uploaded on website only i.e. <https://etenders.gov.in/eprocure/app> or through the link: Tenders>E-procurement on website www.itdc.co.in. The prospective bidders are advised to visit the website regularly for any extensions /corrigendum.

Chief (MMD)
SAMRAT HOTEL
NEW DELHI-21

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 requirement and submitting their bids online on the CPP Portals. 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 Certificate with signing key usage) issued by any Certificate Authority recognize by CCA (Controller of Certifying Authority) India (e.g. Sify/ n-Code / e-Mudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidders are responsible to ensure that they do not lend their DSC’s to other which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/ 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 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

- A computer system with at least 1GB 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 document 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 document - including the names of content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidders, in advance, should get ready the bid document 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 (Dot per inch) 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 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 not be uploaded again and again. This will lead to a reduction in the time requires for bid submission process.

SUBMISSION OF BIDS

- 1) Bidders 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 bidders has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidders are requested to note that they should necessarily 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 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 bidders should save it and submitted it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- 4) The server time (which is displayed on the bidders' dashboard) will be considers as the standers 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.
- 5) All the documents being submitted by the bidders would be encrypted suing 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 files 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.
- 6) 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.
- 7) 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 BIDDES

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addresses 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.

CPP Portal Helpdesk	
Telephone	CustomerSupport: (MultipleTelephoneLines) 0120-4200462, 0120-4001002, 0120-4001005
Email-ID	support-eproc@nic.in

- 3) For further instructions on the e-submission of the bids interested bidders may refer the website link given below:

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

Names and contact details of the two Independent External Monitors (IEM's) appointed by ITDC	
<ul style="list-style-type: none">• 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 to be contacted for any clarification or help regarding the tender, in all such cases please contact the concerned officials whose details are given in the tender document.	
Smt. Meenakshi Mishra IA&AS (Retd.) Email: pcmishra@hotmail.com	Shri M. Akhya IPS (Retd.) Email: akhaya61@gmail.com

Chief (MMD)
SAMRAT HOTEL
NEW DELHI-21
011-24152841

INDIA TOURISM DEVELOPMENT CORPORATION LTD

TERMS & CONDITIONS

Subject: Annual Rate Contract for Supply of Uniform Saree for Executive and Non-Executive in Hotel Samrat

- Online Tenders are invited on NIC Portal for supplying the tendered items for supply of Uniform Saree for Executive and Non-Executive, New Delhi under two bids tender system.
- Only tenders from experienced parties having the requisite capacity to satisfactorily carry out the contract will be considered – having experience of supplying the tendered items/ similar items/ same trade to 4 star / 5 star / 5 star deluxe hotel or any large institutions.

Please upload the following signed and stamped documents with the “Technical Bid”

- I. Copies of Purchase Order/ Agreement/Work Order etc. in support of having the experience of supplying the tendered items / similar items/ same trade to 4 star / 5 star/ 5 star deluxe hotel or any large institutions.
 - II. Copy of PAN No.
 - III. Copy of GSTIN No.
 - IV. Copy of Valid MSME certificate, if applicable
 - V. Duly signed Tender Document
 - VI. Status of firm – copy of relevant documents
 - VII. An undertaking to the effect that the tenderer has not been blacklisted by Central/ State Govt./ Public Sector Units and its contract have not been terminated on account of poor quality / performance.
- Requests for negotiations from Tenderers will not be entertained at any stage during the tender process.
 - Micro and Small Enterprises are exempted from payment of EMD for which they need to enclose self-attested copies of the relevant certificate & documents.
 - 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.
 - **E.M.D-** EMD (Refundable) of **Rs. 4,000/-** (Refundable without interest to unsuccessful parties on finalization of contract) is to be paid/ deposited electronically by NEFT/RTGS payment in the account of **Samrat Hotel** at the below mentioned details. The parties must ensure that the E.M.D proceeds are remitted / deposited well in time so that the E.M.D proceeds are credited in see account before the closing date and time of receipt of online bids failing which the bid will be liable to be rejected.

BANK Details of EMD Payment through NEFT/RTGS:

- Name – Central Bank of India
- Branch Name – Ashok Hotel, New Delhi-21
- IFSC Code – CBIN0280298
- Bank Account Number – 3722758474

The UTR Number / transaction details of EMD deposited should be mentioned in the Form A of technical bid. It is advised that the bidders should consider the time taken to process the payment electronically (i.e. NEFT/RTGS) to SAMRAT HOTEL, into consideration before submitting the bid. ITDC will not liable (in any case) for delay/non-payment in this regard. The cost of money transfer (including payment gateway commission and taxes etc.) has to be borne by the bidder. No interest will be paid on EMD. The earnest money of unsuccessful bidder the same shall be refund on finalization of the tender. The amount will be remitted in the account details given in form-A by the bidder. In case of successful bidder the same shall be adjusted towards the security deposits. In case of successful bidder refuse to accept the award or refuses to comply with any of the terms and conditions of the award of contract, the EMD shall be forfeited. Bids without EMD shall be summarily rejected. Bidders withdrawing before the announcement of successful bidder shall be liable to have his earnest money forfeited.

- 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 “Financial Bid”. Please avoid any cutting or overwriting, wherever corrections exist they should be clearly readable and attested by the authorized signatory.
- The rates tendered shall be on the basis of bulk quantity. The rates should be inclusive of all charges. All Orders placed till last date of contract will have to be completed without fail. Conditional tenders containing proposals are liable to be rejected.
- For the evaluation of the tender, the rates quoted shall be presumed for the units of the measurement given in the tender document.
 - I. The evaluation of the “Financial Bid” shall be carried out on basis to determine the item wise lowest bid (L-1). The rates are to be quoted in the financial bid only. In case the rates are quoted elsewhere, then the tender will be summarily rejected.
- In case of eligible MICRO and small Enterprises (MSE) quoting within the price bond of L-1 + 15% may be allowed to supply up to 25% of total Tender Value (Including 4 % reserved for SC/ST entrepreneur and 3% reserved for woman entrepreneurs) provided that it matches the final negotiated rates of L-1 party. In case of more than one such eligible MSE the specified quantum of supply will be divided equally provided all eligible MSE’s match the final negotiated rates of the L-1 party.
- 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.

- 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.
- 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. The Financial Bids of only technically qualified tenderers will be opened at a later date.
- The Corporation reserves the right to accept or reject one or all bids without assigning any reason thereof.
- 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 false information, the applicant shall be disqualified forthwith, if not, yet appointed as the contractor/supplier and if the applicant has already been issued the L.O.A or has entered into the contract, as the case may be, the same shall, not with standing anything to the contrary contained therein be liable to be terminated along with forfeiture of E.M.D / performance security by a communication in writing by the corporation to the applicant, without the corporation being liable in any manner 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 dealings along with initiations of appropriate penal action as per the applicable law.
- 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.
- Hotel shall be entitled to enter into rate contract with one or more than one contractor/ supplier as may deem fit.
- The financial bids of only those parties who qualify technically on the basis of the evaluation of Technical Bid, will be opened on a later date of technically qualified parties only.
- In the event of inadequate response, the date of opening of technical bids would be extended.
- All the rejected material will be stored by us at the supplier risk for a period 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 Samrat Hotel to dispose of and send the proceeds thereof to the supplier after deducting the actual cost incurred by Samrat Hotel.
- The tenderers / authorized signatory must sign and stamp each page of the tender document and upload the same in the relevant column of the tender.
- The supply should be completed as per delivery schedule mentioned in the purchase order failing which a penalty of 1% per week will be imposed for the undelivered suppliers for first four weeks and 2% penalty be charged per week for next four week and after that the order stands cancelled.

- The security deposit @3% of the total value has to be deposited by the successful tender which will be refunded after one year from the date of supply / successful completion of the order. The EMD deposited by the tenderer can be adjusted in the security money and the balance amount has to be deposited within 15 days of issuing purchase order. No interest will be paid on security deposit.
- All supplies shall be of best quality and at any stage these are found unsuitable shall be liable to be rejected by the hotel or any officer of the hotel authorized in this behalf. The decision of such officer shall be final and binding on the supplier.
- In case the said articles or any of them shall be so rejected the said officer shall not be required to give any reason for such rejection and his decision shall be final and conclusive and binding upon the contractor who shall immediately arrange to remove the rejected goods.
- The supplies should conform to the requirement of the applicable laws and rules. The supplier will be responsible to maintain quality and standard of material supplier, the hotel reserves the right to get the material analyzed from any reputed laboratory.
- If the supplies are not as per specifications or approved sample or should be supplier fail to carry out any of the terms & conditions of supply, the Samrat Hotel reserve the right to cancel the order wholly or partially or can ask the suppliers for replacement or accept the quality subject to suitable reduction in the rates for which the supplier shall have no claim whatsoever Samrat Hotel. In event of such cancellation/item of penalty / risk purchase clause. The decision of the accepting authority shall be final and binding on the supplier.
- The contractor shall effect the supplies as per delivery schedule conveyed through phone or in person and hotel management reserves the right to refuse supplies received after scheduled date and as per the requirement and will be free to make purchase from open market at their risk and cost and any increase in rates would be debited to their account.
- The prospective bidders are required to submit the latest lab test reports from Govt. approved test labs for the quoted items along with the technical bid. Further, Samrat hotel reserves the right to get the testing of samples submitted by bidders along with the bids from any source and the expenses incurred thereon shall be payable by prospective bidder.

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

Signature: _____
 Name: _____
 Designation: _____
 Of the authorized signatory
 With official stamp

FRAUD PREVENTION POLICY

INTRODUCTION

ITDC has placed adequate systems and procedures commensurate to its nature of business such as Licensing Procedure, Purchase Procedure, Engineering Works Manual, Delegation of Power etc. for ensuring the orderly and efficient conduct of business in an honest, ethical and transparent manner without any bias or malafide.

Further as per Schedule V to SEBI (LODR) Regulations, 2015 relating to Corporate Governance Provisions requirement, ITDC has placed a whistle blower policy. This policy envisages the Corporation to put in place a mechanism for employees to report to the Management about Unethical behavior, actual or suspected fraud or violation of conduct rules.

Clause 34(2) (f) of the SEBI (LODR) Regulations, 2015 requires top 500 companies (based on market Capitalization) to give in its Annual Report the Business Responsibility Report describing the initiative taken by the Company from an environmental, social and governance perspective. Principal 1 of the policy requires that businesses should not engage in practices that are abusive, corrupt, or anti-competition. Pursuant to this, it is considered appropriate to formulate and implement a FRAUD PREVENTION policy in the Company.

OBJECTIVES

The objective of the "Fraud Prevention policy is to provide a system for detection, reporting and prevention of fraud, whether committed or suspected. The policy will provide a frame work and lay down a procedure for detection, reporting and prevention of fraud or suspected fraud. The policy will ensure that management is aware of its responsibilities for detection and prevention of fraud and for establishing procedures for preventing fraud and/or detecting fraud when it occurs.

SCOPE OF THE POLICY

The policy applies to all frauds committed or suspected linked to the business of the Company involving any employees as well as representatives of vendors, suppliers, contractors, consultants, service providers or any outside agency doing business with the company.

DEFINITION OF FRAUD

"Fraud" is a wilful act intentionally committed by an individual(s) - by deception, suppression, cheating or any other fraudulent or any other illegal means, thereby, causing unlawful gain(s) to self or any other individual(s) and wrongful loss to other(s), whether in cash or kind.

ACTIONS CONSTITUTING FRAUD

While fraudulent activity could have a very wide range of coverage, the following are some of the act(s) which constitute fraud. The list given below is only illustrative and not exhaustive:-

- i Forgery or alteration of any document or account belonging to the Company.
- ii Forgery or alteration of cheque, bank draft or any other financial instrument etc.
- iii. Misappropriation of funds, securities, supplies or others assets by fraudulent means etc.
- iv. Falsifying records such as pay-rolls, removing the documents from files and/or replacing it by a fraudulent note etc.
- V. Willful suppression of facts/deception in matters of appointment, placements, submission of reports, tender committee recommendations etc. as a result of which a wrongful gain(s)is made to one and wrongful loss(s) is caused to the others.
- vi. Utilizing Company funds for personal purposes.
- vii. Authorizing or receiving payments for goods not supplied or services not rendered.
Destruction, disposition, removal of records or any other assets of the Company with an ulterior motive to manipulate and misrepresent the facts so as to create suspicion/suppression/cheating as a result of which objective assessment/decision would not be arrived at.

Any other act that falls under the gamut of fraudulent activity. Suspected improprieties concerning an employee's moral, ethical, or behavioural conduct, should be resolved by departmental management and Employee Relations of Human Resources rather than under Fraud Policy.

REPORTING OF FRAUD

Any employee, representatives of vendors, suppliers, contractors, consultants, service providers or any outside agency doing business with the company as soon as he / she comes to know of any fraud or suspected fraud or any other fraudulent activity must report such incident(s). Such reporting shall be made to the designated Nodal Officer(s) nominated by the Company for this purpose from time to time. If, however, there is shortage of time such report should be made to the immediate HOD whose duty shall be to ensure that input received is immediately communicated to the Nodal Officer. The reporting of the fraud normally should be in writing. In case the reporter is not willing to furnish a written statement of fraud but is in a position to give sequential and specific transaction of fraud/suspected fraud, then the officer receiving the information/Nodal Officer should record such details in writing as narrated by the reporter and also maintain the details about the identity of the official / employee / other

person reporting such incident. Reports can be made in confidence and the person to whom the fraud or suspected fraud has been reported must maintain the confidentiality with respect to the reporter and such matter should under no circumstances be discussed with any unauthorized person.

All reports of fraud or suspected fraud shall be handled with utmost speed and shall be coordinated by Nodal Officer(s) to be nominated.

On receiving input about any suspected fraud/nodal officer(s) shall ensure that all relevant records documents and other evidence is being immediately taken into custody and being protected from being tampered with, destroyed or removed by suspected perpetrators of fraud or by any other official under his influence.

DUTY OF NODAL OFFICER

The "Nodal Officer" shall, refer the details of the Fraud/suspected fraud to the Vigilance Department of ITDC, immediately for further appropriate investigation and needful action.

During receipt of information of Fraud/Suspected Fraud, it would be the duty of Nodal Officer to verify the identity of the Complainant. Anonymous Complaint should not be acted upon. After verification of the identity of the Complainant, the Nodal Officer should keep the identity of the Complainant secret.

After completion of the investigation, due appropriate action, which could include administrative action, disciplinary action, civil or criminal action or closure of the matter if it is proved that fraud is not committed etc. depending upon the outcome of the investigation shall be undertaken.

Vigilance Department shall apprise "Nodal Officer" of the results of the investigation undertaken by them. There shall be constant coordination maintained between the two.

RESPONSIBILITY FOR FRAUD PREVENTION/CREATING OF POLICY

It is the responsibility of every employee, representatives of vendors, suppliers, contractors, consultants, service providers or any outside agency doing business with the company to ensure that there is no fraudulent action being indulged in, in their own area of activity/responsibility. As soon as they learn of any fraud or have suspicion regarding it, they should immediately report the matter as per the procedure laid down in the policy.

All vendors, suppliers, contractors, service providers, consultants and other agencies having business relations with the company are required to affirm to the Fraud Prevention policy of the company. As such this policy document shall form a part of the tender/RFP document and shall have to be concurred to by all bidders

All Departmental Heads shall be responsible for proper implementation of the Fraud prevention policy of the company. The Nodal officers have powers to take corrective actions as per this policy. Name and contact number of nodal officers shall be available on Website and all prominent locations. Efforts will be made to keep the name of the informer secret.

The company recognizes that employee/stakeholders awareness is essential for effective detection/prevention of fraud/suspected fraud. As such the company shall put in place adequate communication mechanisms for dissemination of information about the policy and its importance to the corruption free governance of the company.

Chief (MM&D)

FORM 'A'

TECHNO COMMERCIAL BID FOR UNIFORM SAREE FOR EXECUTIVE AND NON-EXECUTIVE

1. Name of the firm -----
Address -----
Telephone No. -----
Email ID -----
Name & Contact Number _____
2. Name of Bankers/Account no./ -----
RTGS/ IFSC Code/ details
3. Status of firm proprietary/ Partnership/ -----
Regd or unregd. Pvt. / Public Ltd. co.
4. PAN No. (Pl enclose self-attested copy)-----
5. GSTIN No. (Pl enclose self-attested copy)-----
6. Details of past experience in the _____
same trade please enclose copies
of work order/Agreement /Purchase
orders etc. for supplying the tendered
items to 4/5 star hotels or any large institutions)
7. Whether exempted from payment of _____
EMD Under M.S.M.E's act. (If yes, Pl enclose self-attested
copy of certificates issued by authorities.
8. Fraud Prevention Policy _____
(Self-attested copy must be submitted)
9. Self-Deceleration of not Blacklisted _____
(Annexure-B) Copy must be submitted
10. Please uploaded Latest Lab Test Certificates from _____
Govt. approved test house lab or Govt. recognized lab

**(SIGNATURE OF THE TENDERER DESIGNATION
OF THE SIGNATORY AND OFFICE DEAL)**

INDIA TOURISM DEVELOPMENT CORPORATION LTD

Techno Commercial Bid

Tender for supply of Uniform Saree for Executive and Non-Executive

Annexure “(A)”

Sr. NO	ITEM	Qty.	Brand Name (If any)
1	Crepe Saree (Executive) Printed Pure Crepe silk saree, 60-65 gms p.mtr, without blouses piece width: 46” approx., length : 5.50 mtr each for lady executive	45 Nos	
2	Crepe Saree for (Non-Executive) Printed Pure Crepe silk saree, 55-65 gms/p.mtr, without blouses piece width: 46” approx., length : 5.50 mtr each for lady non-executive	44 Nos	

**SIGNATURE WITH NAME, DESIGNATION AND OFFICE SEAL
OF THE TENDERER**

INDIA TOURISM DEVELOPMENT CORPORATION LTD

Financial Bid

Tender for supply of Uniform Saree for Executive and Non-Executive

Annexure "III"

<u>Sr. NO</u>	<u>ITEM</u>	<u>Estimated Requirement</u>	<u>Rate Per Nos</u>	<u>Amount</u>
1	Crepe Saree (Executive) Printed Pure Crepe silk saree, 60-65 gms p.mtr, without blouses piece width: 46" approx., length : 5.50 mtr each for lady executive	45 Nos	XXX	XXX
2	Crepe Saree for (Non-Executive) Printed Pure Crepe silk saree, 55-65 gms/p.mtr, without blouses piece width: 46" approx., length : 5.50 mtr each for lady non-executive	44 Nos	XXX	XXX

XXX – Rate not to be quoted here

Other Terms and Conditions:-

GST in %

Cartage-

NIL (FOR HOTEL)

Validity of offer-

120 days from the date of opening of bids.

Payment Terms-

30 Days Credit.

**SIGNATURE WITH NAME, DESIGNATION AND OFFICE
SEAL OF THE TENDERER**

SELF DECLARATION OF NOT-BLACKLISTED AND NO PENALTY IS PENDING

To

Date:

General Manager (Samrat)
ITDC-Samrat Hotel
50-B, Chankyapuri, New Delhi-110021

Dear Sir,

This is to declare that our company M/s _____ is not blacklisted or debarred by ITDC or any entitle or Governments/ Agencies in India before participation in a tender and also no penalty is pending last 02 years form any Govt. Department/ Public Sector undertaking. In case of submission of False/fake declaration (found during any stage of the tender i.e. before, after and during execution) in order to secure the contract or in furtherance to secure it, and action shall be taken as per NIT.

Name of Bidder:-

Signature of the Bidder with seal

CHECK LIST

The following Documents must be uploaded along with Techno Commercial (Technical) Bid otherwise the tender shall be summarily rejected.

- Self-attested copy of Purchase Order/Agreement/Work Order etc. in support of having the experience of supplying the tendered items to 4 star / 5 star / 5 star deluxe hotel or any large institutions.
- EMD Rs. 4,000/- (Transaction Details).
- P.A.N. No. (PI enclose self-attested copy).
- GSTIN No. (PI enclose self-attested copy).
- Copy of Valid MSME certificate, if applicable.
- Self-Attested Copy of Fraud Prevention Policy.
- Please Test Reports Certificate to be submitted.
- Bidder shall have to submit an undertaking that the company is not barred/blacklisted/banned.
- Copy of latest lab test certificates from govt. approved test house lab or govt. recognized lab.

I/We have read and understood various forms and documents and I am / We are submitting tender complete in all respects. I/We agree to the terms & conditions as detailed in the tender documents.

Thanking You

Yours Sincerely

Signature, Name & Designation (Stamp)