



The
Ashok
Group

HOTEL BRAHMAPUTRA ASHOK

Guwahati – 1

Tender Document for the work

Supply of

ISSUED TO : SRI / M/s_____



HOTEL BRAHMAPUTRA ASHOK

Guwahati - 1

TENDER DOCUMENT INDEX

NIT No

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(1)

HOTEL BRAHMAPUTRA ASHOK

Guwahati - 1

Issue of tender document for the work:

SUPPLY OF: _____

The set of tender document containing the No.of pages as indicated in the INDEX sheet is issued to:

1. Name of tenderer: Sri / M/s. _____

2. Address: _____

The fee for this set of tender document is Rs. 500/- (Rupees five hundred) only non-refundable. The tender document is sold in case vide MCR NO _____ dated _____

Tender Issuing Authority / Representative

DETAILS OF EMD SUBMITTED

Along with this tender document, I hereby enclosed EMD Receipt/ Voucher/
Demand Draft/ Cash

Vide _____ dated _____ for an amount of Rs.

(Rupees _____ only.

HOTEL BRAHMAPUTRA ASHOK

Guwahati - 1

Date:

NOTICE INVITING TENDER

HOTEL BRAHMAPUTRA ASHOK, GUWAHATI invites sealed tenders in prescribed tender from under single bid system from bonafide experienced suppliers with sound financial standing reputation having and fulfilling the qualifying requirements stated hereunder for the following works as per details given below:

NIT NO	NAME OF WORK	LOCATION	TENDER FEE	EARNEST MONEY DEPOSIT	PRE-QUALIFICATION		TIME COMPLETION working	PERIOD OF SALE all upto 12 days (Monday to Friday) from 10 a.m. to 12.00 Noon	RECEIPT OF TENDER upto 12 p.m. on or before 12 p.m.	DATE OF TENDER OPENING At 3.00 p.m. on 26.02.09
			(See * & ** below for mode of payment)		Annual Turnover in any of the last 3 years (Rs. In Lakhs)	Value of Single work order executed for similar nature of work in the last 10 years (Rs. In Lakhs)				
			(Rs.)	(Rs.)						
	Supply of		500				12 Months			

* Tender fee (non-refundable) shall be **PAID BY CASH ONLY.**

** Earnest money shall be paid **BY DEMAND DRAFT/ CASH ONLY.**

Demand Draft shall be drawn on any Nationalized bank in favour of HOTEL BRAHMAPUTRA ASHOK, Guwahati, payable at Indian Overseas Bank, Panbazar, Guwahati.

Tender Issuing & Receiving Authority / Contact Person: Store & Purchases deptt. HOTEL BRAHMAPUTRA ASHOK, Guwahati.

Tender Documents (non-transferable) can be purchased from the office of store & Purchase Deptt. HOTEL BRAHMAPUTRA ASHOK, Guwahati, on payment of Tender fee (non-refundable) as stated above, Tender Documents shall be issued received and opened on the date and time as mentioned above. If the tender cannot be opened on the date as given above due to unavoidable circumstances, the tender will be opened on the next working day unless separate notification is issued in this regard.

Certificate of Sale Tax / Income Tax / Trade Licence / Registration Certificate / Last Clearance certificate will be submitted.

The Hotel reserve the right to accept or reject any or tender without assign any reasons there of.

Assam Ashok Hotel Corporation Ltd.**Unit: Hotel Brahmaputra Ashok****M.G. Road, Guwahati - 781001****IMPORTANT INSTRUCTIONS FOR THE TENDERS**

1. Tenders should be completed in all respects and submitted in 'Self Address Envelope' provided with the tender documents. As far as possible, tenders should be typed.
2. Tenders should not accompany any requests for negotiation from tenders.
3. The rates quoted should be NET RATES'. The rates should be given both in figures and words, No reference to existing or previous rates should be made. Conditional tenders containing alternative proposals/ rates are liable to be rejected.
4. Rates should be quoted strictly according to the unit of the measurement specified against each items. For the evaluation of the tender, the rates quoted shall be presumed for the units of the measurement given in the tender document only. No increase on the rates will be entertained clearing the currency of contract.
5. No rates column should left blank, otherwise the highest quoted by any other tenderer for that item shall be taken for evaluation of the tender. In case the tenderer is successful in getting the basis of his being the lowest he would be paid lowest rates quoted by other tenderer for those items not quoted. tenderers are requested to fill/ write the columns and no column should be left blank.
6. Totals calculated on the basis of estimated quantities and the rates quoted should also be indicated in 'Amount' column of the schedule.
7. Overwriting is not allowed and cutting on the tenders should be avoided as far as possible and wherever corrections exist. the same should be attested by the signatory.
8. Please note that 'Terms and conditions' accompanying the tender are for general guidance only and successful tenderer will have to sign an agreement, with amendments, if any, considered necessary by the corporation.
9. Earnest money as prescribed has to be deposited by the tenderers, failing tender is liable for rejection.
10. Tenders have the option to quote for any one or more or all the Hotels but the corporation has the sole Discretion to award the contract in any manner.
11. Form 'A' provided with the documents is to be filled up by the tenderer duly supported by documents as desired in from 'A'.
12. As per the agreement required to be signed, the management reserves the right to call upon the supplier to continue the supplies at the contractual rates for three month in excess of the contract period. Similarly the corporation also reserves the right to defer the commencement of the supply period by three months.
13. The security Deposit will have to be paid by the successful tenderers at the rate ofof the tendered value, out of whichor Rs.) whichever is higher has to be paid in cash or through bank Draft in favouring payable at and the remaining in cash/bank draft or in the shape of irrevocable Bank Guarantee, in favour of Hotel Brahmaputra Ashok, valid for a period of 20 (twenty) months from the date of award of the contract.
14. Rates quoted shall be FOR Hotels.
15. Hotel Brahmaputra Ashok does not take the responsibility for postal delay.

Assam Ashok Hotel Corporation Ltd.**Unit: Hotel Brahmaputra Ashok****M.G. Road, Guwahati- 781001****Terms and Conditions**

1. The cost of tender documents is Rs. only). (Non refundable) Each tender shall be accompanied by the bank draft covering the amount of earnest money as prescribed, in favour of Hotel Brahmaputra Ashok payable at Guwahati. Cheque will not be accepted in any circumstances. The earnest money of unsuccessful tender shall be refunded. In case of successful tenderer the same will be adjusted towards the security deposit. In case the tenderer refuses to accept the awards or refused to comply with any of the terms and conditions for the award of contract, the EMD shall be forfeited.
2. The supplier shall provided, furnish and deliver the supplies at the premises of Hotel Brahmaputra Ashok during the period of this contract, unless it is terminated earlier. The material of the nature and description specified in the tender form hereto shall be taken as part of this contract, in such number and quantity as many from time to time be require for and on behalf of the Corporation at rates and prices agreed to.
3.
 - (a) The material shall be of the best quality and of the exact kind, quality and description demanded and if at any stage these are found unsuitable/ sub standard shall be rejected by the Corporation. The decision shall be final and the Supplier.
 - (b) In case the material or any part thereof has been rejected, the Corporation shall not be required to assign or give any reason for such rejection and their decision shall be final. In case of any of the said material being rejected or not being supplied, as aforesaid, the Corporation shall be at liberty to purchase the same at the cost and expenses of the supplier and the supplier shall on demand, pay to the Corporation all such extra costs, charges and expenses as shall or may be incurred or sustained in procuring the same and/ or the extra amount spent by the corporation on account of such purchases, shall be deducted from the security/ running bills. In case of repeated defaults the Corporation reserves the right to terminate the contract and the supplier shall have no right to any compensation or damages in this regard.
 - (c) As 100% inspection of the commodities is not possible or practicable at the time of supply, the supplier shall be responsible to accept back and replace all such material which are on inspection/ opening/ checking/ actual use found unsuitable or below the standard by the Corporation. In case of failure of the contractor to do, the Corporation shall have the right to proceed in the same as in the case of (b) above in respect of these rejected commodities as well.
 - (d) The quantities shown in the 'Schedule' are only estimated requirements. The Corporation reserves the right to increase/ decrease the quantities. No arrangement of any kind shall be entertained. The Corporation also reserves the right to place order on any items/ items of the purchased order throughout the currency of the contract and the supplier shall be entitled to claim any Compensation or damages.

- (e) The supplier shall maintain proper date wise record of all indents placed on them by the corporation for effecting supplies. If telephone indents are placed at any time, the supplier shall ensure that such telephone order are followed with written indent.
 - (f) The supplies must be accompanied by the proper date challan/advice mentioning therein separately the quantity ordered and quantity supplied of each item.
4. In the event of on the part of the 'supplies' to supply the material, in accordance with condition entered herein the corporation shall have the right to make alternative arrangement at the cost and risk of the supplier. The supplier shall reimburse the extra cost to the corporation and in case of his failure to do so; the corporation shall have the right to recover the amount from the security deposit to the supplier any dues owed to the corporation by the supplier. It should be clearly understood that the Corporation's right and the suppliers obligation for compensation in not limited to the extent of security deposit and/ or the dues owed and the Corporation shall have the right to proceed against the supplier for the recovery of its claim in excess of the security deposit and/ or the dues available with the Corporation. The Corporation has a right to withhold the Security Deposit and appropriate the same if need be until the dues of the supplier are fully settled.
 5. In case of breach of any of the conditions stipulated herein the Corporation shall be at liberty to terminate contract without prejudice to the right of the Corporation to claim damages on account of breaches thereof in the same manner as at (4) above.
 6. The supplier shall not be directly concerned or in any deal with the officer or other person employed by or under the authority of the corporation in making the supplies hereby contracted for, nor shall be suppliers either directly or indirectly give or promise to pay or give, or permit to be given to any person or persons or in any department under the Corporation money or gratuity, fee or rewards for any matter or thing or any way relating to the performance of the contract.
 7. The supplier shall not assign the present contract or in any manner allow any other person or persons to interfere in the Management or performance thereof, without the written permission of the Corporation.
 8. (a) The bills for the suppliers as aforesaid may be preferred by supplier on the Corporation within a month from the last date of the billing period. The bills should be made on proper printed bill from serially numbered and in on case on the letterheads.
(b) Any over payment of the Contractors bills for the supplies made under these terms and condition shall be recovered from the contractor from his bills subsequently submitted for payment and if such over payment or any portion thereof or thereafter remitted by supplier. The amount so recovered will be refunded to the supplier. The Corporation shall have the right to recover the overcharges, from the deposit as well.
 9. The Corporation shall pay for such approved material as shall be supplied by the supplier and accepted by the said officer for and on behalf of the Corporation under or by virtue of these 'terms and conditions' at the rates and prices which will be specified and contained in the Schedule after the tender has been approved.

10. In the event of a dispute arising the supplier and corporation during the currency of the contract or after the conclusion thereof, the same shall be referred to the sole Arbitration of the Managing director of the Officer appointed by him and his award shall be final and legally binding on both the parties and there will be no objection to this effect that the officer who has been appointing by the managing Director is an employee of the corporation or that in course of his dealing with official matter he has expressed any opinion on this subject.
 - (a) Subject to clause 10 above, COURT alone will have jurisdiction.
11. Such tender will be accompanied by the latest standing income tax assessment order and the income tax clearance certificate. In case the income of the tenderer is not taxable, an affidavit to this effect may be attached with the tender.
12. Tenders from suppliers sound financial standing and capacity will only be considered.
13. No interest will be payable on Earnest Money/ Security Deposit. Tenderers withdrawing before the announcement of successful tenderers shall be liable to have his earnest money forfeited.
14. An agreement Copy attached is to be signed with the Corporation embodying all terms and conditions the of the tender within one month of the receipt of acceptance letter from the corporation. The cost of the stamp papers of appropriate value shall be borne by the supplier.
15. The security Deposit shall be deposited within 10 days of the receipt of acceptance letter from corporation. This amount to the extent not appropriate by the corporation on the manner aforesaid, shall be refundable after due performance of the agreement or audit of account whichever is latter.
16. In the event of agreement being extended, the Management reserves the right to call upon the supplier to continue the supplies for a further period of three months in excess of the contracted period at the rates of the immediately proceeding months, provided such an extention is made before next year's tenders are accepted by the unit/corporation and communicated to the concerned supplier. Similarly, the Management reserves the right to defer the commencement of the supply period by three months.
17. The Unit/ Corporation reserves the right to negotiate reduction in the rates or to reject any or all tenders without assigning any reasons.
18. The following terms used in the foregoing paragraphs shall have the meaning given against each:
 - (a) 'Corporation' means Assam Ashok Corporation Ltd.
Unit: Hotel Brahmaputra Ashok
 - (b) 'Supplier' means the successful tenderer to whom the contract is awarded.
 - (c) 'Officer' means the officer named by the Corporation or by the receiving hotel to receive and inspect the supplies.
19. EMD of Rs. _____ which has deposited alongwith the tender should adjusted against the security Deposit as terms of tender and the same shall be refunded after 20 months from the date of award of contract.

Assam Ashok Hotel Corporation Ltd.
Unit: Hotel Brahmaputra Ashok
M.G. Road, Guwahati - 781001

FORM 'A'

Tender For

1. Name and address of the firm :
- 1A. Name of the Bankers with
full address & Account No. :
2. Telephone Number
Office/ Shop/ Residence :
3. Hotel for which tendered :
4. (i) Status of the firms sole
Proprietorship/ Partnership
Concern (Please state whether)
registered/ unregistered)
Cooperative Society/ Pvt. Ltd.
Company or Public Limited Co
(Supporting document Photostat copies)
Such as partnership deed.
Memorandum and articles of
Association, shops & Establishment
Act registration No. Municipal
Licence must be attached. In case
of Sole Proprietor concern please
Indicate name of the sole proprietor :
- (ii) Father's/ Husband's Name :
- (iii) Age :
- Religion :
- Residence :
- Office :
- Phone(s) :
- (iv) Whether manufacturers/ Agents/
Traders :

- (v) Previous experience in the same trade with names of Hotel/ Institutions served Supporting documents (photostat copies must be attached) :
- 5. Means of transport kept (Registration No. and ownership documents) photostat copies must be submitted :
- 6. Godown/ Storing capacity with with address, ownership & documents (Photostat copies must be attached) :
- 7. Last assessment of Income Tax and clearance certificate (Photostat copy) must be attached :
- 8. Income Tax permanent Account No. (Photostat copy must be enclosed) :
- 9. Earnest money of Rs..... paid vide receipt No..... Dated enclosed
- 10. Whether tendered for all items :
- 11. Exception, if any :
- 12. Address and Telephone No. were the order will be placed :

(Signature of the Tenderer & Designation of the Signatory Status and office Seal)

NOTE:

1. In the case Sole proprietary concern, the name of the sole proprietor, father/husband's name, religion, as residence and office phone number are to be indicated.
2. In case of a Partnership concern, the photostat copy of the partnership agreement, if any, is to be annexed. The partnership agreement should state specially that a particular partner or partners are authorised to refer the matter for arbitration. It is a registered partnership firm, registration number and a photostat copy of the certificate granted by the Registered of Firm are to be enclosed.
3. In the case of Hindu undivided Family firm, an income tax registration certificate is to be annexed, in addition to the above.
4. In the case of limited company, private or public printed copies of memorandum and Articles of Association are to be Annexed. Further, the authority of the signatory to the contract should also be proved to the satisfaction of the Corporation by annexing the necessary photostat copy of the Resolution of the Board of Directors.
5. In all the above mentioned cases, regarding their goods registered under the Trade and Merchandise Act, Patents Act etc, a reference to the Registration number and photostat copy of the Registration certificate is to be annexed.
6. In case of authorised agent, valid letter of authorization & also indicate after sale service facilities.