

NOTICE INVITING TENDER (NIT)
SUMMARY SHEET/SILENT FEATUR OF THE TENDER

1.	Title of Tender	Annual rate contract for the Supply of PRINTING ITEMS
2.	Availability of Tender Documents	From 12.09.18 to 03.10.18 (13:00 Hrs) same can be downloaded from Company's website www.theashokgroup.com , www.eprocure.gov.in , www.hotelkalingaashok.com
3.	Product Category	PRINTING ITEMS
4.	Type of bidding	Two bids (Technical Bid and Financial Bid)
5.	Tender Value	Rs. 1,16,331/- Approx.
6.	EMD Value	Rs. 1750.000/-
7.	Mode of Payment to obtain Tender Documents	By cash depositing in Cash Counter of the Hotel or by way of Demand Draft in favour of Hotel kalinga Ashok, Bhubaneswar payable at Bhubaneswar in case downloaded the Tender Documents from the website i.e www.theashokgroup.com , or www.eprocure.gov.in , www.hotelkalingaashok.com
8.	Tender announcement Date	12.09.2018
9.	Last date for submission of Tender Document	03.10.18 Upto 1400 hrs
10.	Last Date & Place of Submission of Bids	03.10.18 Upto 1400 hrs. , in the Tender Box at the Security Check Post of Hotel Kalinga Ashok, Bhubaneswar.
11.	Date & Place of opening of Technical Bids	03.10.18 At 15:00 hrs. in the office of AM(HO), Hotel kalinga Ashok, Bhubaneswar
12.	Pre qualification	As per enclosed Eligibility Criteria
13.	Validity of offers	120 days from the date of opening of technical bids.
14.	Details of the contact person for any sort of clarification, if any.	I/C(MM&D), HKA
15.	Contact Person	I/C(MM&D) Hotel Kalinga Ashok, Gautam Nagar, Kalpana Sqr.- PN-751014 Ph-0674-2431055/56, Ext. 409

The tender document has been compared with the above-mentioned softcopy and found to be same.

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SECTION-A

TENDER NOTICE

Sealed tenders are invited from Reputed and experienced /licensed suppliers to Supply of **PRINTING MATERIAL ITEMS** as per specifications given in the tender documents .The tender should be submitted in the prescribed two tiers format i.e. **Techno Commercial Bid & Financial Bid**. All the detailed terms and conditions are given in the tender documents.

The tender documents can be downloaded from Company's website –**www.theashokgroup.com** or **www.eprocure.gov.in**, **www.hotelkalingaashok.com** There should not be any modification in the tender documents which are downloaded from website. The conditional tenders or tenders with overwriting, scratches etc. are liable to be rejected.

The **Techno-Commercial Bid** should be submitted along with the required E.M.D, required relevant documents and duly filled form-A in a sealed envelope super scribed “Techno Commercial Bid” and “Financial Bid “(Annexure ‘A’) **in separately sealed envelopes**. Both the sealed envelopes namely – ‘Techno- commercial Bid and ‘Financial Bid should be enclosed in a larger envelope super-scribed as **‘Tender for supply of PRINTING MATERIAL ITEMS** addressed to the General Manager, Hotel Kalinga Ashok, Bhubaneswar and should be dropped in the tender box located at Security Control room of Hotel Kalinga Ashok, Bhubaneswar by **1400 hrs on or before 03.10.18**.

An **E.M.D** (refundable without interest) in form of demand draft drawn in favour of ‘Hotel kalinga Ashok’ Bhubaneswar or cash deposit at Hotel cash counter should be submitted along with the Techno-Commercial Bid. Incomplete / conditional offer or tender without EMD will be rejected out rightly. The technical bids will be opened on the same day i.e **03.10.18 at 1500** hrs in presence of intending tenderer. The tenderers are requested to please go through the tender documents and inspect the printing items before submitting the tender. The Management reserves the right to accept/reject any or all bid in part or all without assigning any reason thereof.

The rates quoted should be **“NET RATES” (inclusive of GST)** the rates should be given in figures and if possible in words also .No reference to existing or previous rates should be made. Conditional tenders containing alternative proposals/ rates are liable to be rejected. Rates should be quoted strictly according to the unit of the measurement specified against each item. For the evaluation of the tender, the rates quoted shall be presumed for the units of the measurement given in the tender document only.

Thanking you,
Yours faithfully,
For Hotel Kalinga Ashok, I/C (MM&D)

SECTION-B

IMPORTANT INSTRUCTION FOR THE TENDRERS

1. The tenderers should carefully read the clauses here under, before submitting their tender. Clarifications, if any, may be sought prior to submission of tenderers. No request for clarifications will be entertained once the tender is submitted.
2. Tenders (Two Bid System), the Technical and Financial should be completed in all respects and submitted separately in sealed envelopes and both the sealed envelopes should be submitted in larger envelope super scribed as "Tender for _____"
3. Tenders should not accompany or follow any requests for negotiations from Tenderers.
4. The rates quoted should be "NET RATES"(inclusive of GST) the rates should be given in figures and if possible in words also .No reference to existing or previous rates should be made. Conditional tenders containing alternative proposals/ rates are liable to be rejected. Rates should be quoted strictly according to the unit of the measurement specified against each item. For the evaluation of the tender, the rates quoted shall be presumed for the units of the measurement given in the tender document only.
5. No rates column should be left blank otherwise the highest rate quoted by any other tenderer for items shall be taken for evaluation of the tender. In case the tenderer is still successful in getting the contract on the basis of his being the lowest, he would be paid lowest rates quoted by other tenderers for these items not quoted. Tenderers are requested to fill/write all the columns and no column should be left blank.
6. Total calculated on the basis of estimated quantities and the rates quoted should also be indicated in 'Amount' column of the schedule. Overwriting is not allowed and cutting on the tenders should be avoided as far as possible and wherever correction exists, the signatory should attest the same.
7. Please note that "Terms and Conditions" accompanying the tender documents are for general guidance only and successful tender will have to sign an agreement, with amendments, if any, considered necessary by the Corporation.
8. Tenderers have the option to quote any one, more or all the Hotels but the Corporation has the sole discretion to award the contract in any manner.

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9. Form 'A' provided with the documents is to be filled up by the tenderer duly supported by documents as desired in Form 'A'.
10. 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 months in excess of the contract period. Similarly the Corporation also reserves the right to defer the commencement of the supply period by three months.
11. Hotel Kalinga Ashok does not take the responsibility for postal delay. Delivery of material shall be FOR Hotel Kalinga Ashok, Bhubaneswar.
12. The evaluation of Financial Bid (L-1) shall be carried out on the basis of rates calculation of all items in totality.
13. In case it is found during the evaluation or at any time before signing of the contract or after 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 supplier /supplier and if the applicant has already been issued LOA 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"

14. Conditional tender and tender not accompanied with requisite amount of Earnest Money will be summarily rejected and no correspondence in this regard shall be entertained.
15. Samples for the quoted items have to be submitted whenever asked for along with the Technical Bid on the mentioned date and time or else the tender is liable for rejection.

(Signature of the Tenderer)

SECTION-C

TERMS AND CONDITIONS FOR CONTRACT

1. Sealed Tender for Annual Rate contract for **Supply of Printing material items** at Hotel kalinga Ashok, Bhubaneswar in prescribed format are invited from reputed firms/agencies/Suppliers.
2. **E.M.D- Earnest Money Deposit of Rs. 1750/- (Refundable without Interest)** in form of demand draft drawn in favour of '**Hotel Kalinga Ashok**' Bhubaneswar payable at **Bhubaneswar** or cash deposit at Hotel cash counter should be submitted along with the Techno-Commercial Bid. No interest will be payable on EMD. The earnest money is refundable to the unsuccessful bidders and adjustable in the Security Deposit for successful tenderer/s. Tender without earnest money shall be summarily rejected.
3. **Security Deposit-** A security deposit @ 2.5% of the total tender value in the form of demand draft in favour of Hotel kalinga Ashok, Bhubaneswar valid for a period of **12 months** from the date of award of the contract (No interest will be paid on security deposit) will have to be paid/ deposited by successful tenderers. Or The EMD Amount which was submitted at the time of applying of the tender can be adjustable in the form of security deposit only for successful tenderers and the remaining amount of the total security deposit has to be paid either in Cash/Demand draft in favour of Hotel Kalinga Ashok, Bhubaneswar within 10 days of the receipt of acceptance letter from the hotel management/ Corporation.
4. **Micro & Small Enterprise(MSME)-** are exempted from payment of tender document fees and EMD deposit for which they need to deposit attested copies of relevant certificates and documents. The participating Micro and small enterprises concern quoting the price within the band of L-1 + 15% may be allowed to supply up to 20% of the total tendered value (In case of more than one such eligible MSE, the supply will be shared equally) provided the MSE matches the rates of L-1 party in a situation where the L-1 rates are quoted by company other than MSE's.
5. The sealed tender complete in all respects be put in the tender box located at security Control Room of Hotel by **14.00 P.M on 03.10.18** . The technical bids will be opened on the same day at 15:00 PM in presence of intending tenderers. The tender shall be accompanied with all required documents, Earnest deposit money, in form of crossed bank demand draft issued in favour of '**Hotel Kalinga Ashok**' Bhubaneswar payable at Bhubaneswar from any Nationalized Bank as per NIT.
6. All future **Corrigendum's, addendums, amendments, extensions of bid submission date with regard to this Bid, if any, shall be published only at** website www.theashokgroup.com or www.eprocure.gov.in and not through press advertisement. All the bidders are requested to look at the said websites for this purpose regularly. Further, all the interested bidders are requested to attend the pre-bid meeting to be held in **HOTEL KALINGA ASHOK, BHUBANESWAR** as per the schedule time and date given herein to seek clarification of their queries and also to apprise themselves about the scope of work and requirements. Non-

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attendance at the pre-bid meeting will not be cause of disqualification of the bidders. However, all bidders are requested to invariably attend the pre-bid meeting to avoid any confusion and to obtain all required clarifications.

7. (A) The material shall be of the best quality and as per the specification demanded .At any stage these are found unsuitable/sub-standard shall be liable to be rejected by the Hotel. The decision shall be final and binding on the Supplier.

(B) In case the material or any part thereof has been rejected the Unit 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 rejected supplied as aforesaid, the unit 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 Hotel all such extra cost, charges and expenses as shall or may be incurred or sustained in procuring the same and/or the extra amount spent by unit management on account of such purchases, shall be deducted from the security/running bills. In case of repeated defaults the unit management 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 required by the unit. In case of failure of the supplier to do so, the unit shall have the right to proceed in same manner 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 unit reserves the right to increase/decrease the quantities. No arrangement of any kind shall be entertained. The unit also reserves the right to place order on any item/items of the purchase order throughout the currency of the contract and the supplier shall not 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 unit for effecting supplies. If telephonic indents are placed at any time, the supplier shall ensure that such telephonic orders are followed with written indents

(F) The supplies must be accompanied by a proper dated challans/advice mentioning therein separately the quantity ordered and quantity supplied in respect of each item.

8. In the event of failure on the part of the 'Supplier' to supply the material, in accordance with the conditions entered herein the unit 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 Hotel and in case of his failure to do so the unit shall have the right to recover the amount from the security deposit of the supplier any dues owed to the unit by the supplier. It should be clearly understood that the unit's right and the supplier's obligation for compensation is not limited to

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the extent of security deposit and/or the dues owed and the unit 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 unit. The unit has a right to withhold the Security Deposit and appropriate the same if need be until the dues of the supplier are fully settled.

9. In case of breach of any of the conditions stipulated herein the unit 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 (9) above.
10. The supplier shall not be directly concerned or in any way deal with the officers or other persons employed by or under the authority of the unit 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 unit, money or gratuity, fee or reward for any matter or thing or any way relating to the performance of the contract.
11. 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 unit management.
12. (A) The bills for the supplies as aforesaid may be preferred by supplier on the unit within 10th of succeeding month from the last date of the billing period. The bills should be made on proper printed GST bill form serially numbered and in no case on the letterheads.

(B) Any over payment of the Suppliers bills for the supplies made under these terms and conditions shall be recovered from the suppliers from his bills subsequently submitted for payment and if such over payments or any portion thereof or thereafter remitted by the supplier. The amount so recovered will be refunded to the supplier. The unit shall have the right to recover the overcharges, from the security deposit as well.
14. The unit 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 unit under or by virtue of these 'terms and conditions' at the rates and prices which will be specified and constrained in the Schedule after the tender has been approved.
15. In event of dispute arising between supplier and the unit during the currency of the contract or after conclusion thereof the same shall be referred to the sole arbitration of the General Manager of the Unit or the officer appointed by him whose decision shall be final and legally binding on the parties and there will be no objection to this effect that the officer who has been appointed by the General Manager an employee of the corporation.
(A) Subject to clause 15 above COURTS alone will have the jurisdiction.
16. Such tender will be accompanied by the **latest Income tax return** and the Income Tax Clearance Certificate. **In case the Income of the tenderer is not taxable, an affidavit to this effect may be attached to the tender.**

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17. Tender from suppliers sound financial standing and capacity will only be considered.
18. 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.
19. All the tenderers have to enter into a pre contract integrity pact and signed copy has to be submitted along with technical bid.
20. The successful AGENCY shall execute the Agreement with HOTEL KALINGA ASHOK,BHUBANESWAR positively within **15 days (fifteen days)** of award of the Contract, failing which his tender/contract shall be liable for cancellation. It is made clear that the General Terms & Conditions, Technical Bid, Scope of Work, Financial Bid etc. attached with the Tender Documents are deemed to form an integral part of the contract.
21. In the event of contract being extended, the management reserves the right to call upon the suppliers to continue the supplies for **Three month** in excess of the contract period at the rates of the immediately preceding month.
22. The corporation reserves the right to **negotiate reduction in the rates or to reject any or all tenders without assigning any reasons thereof. The management does not bind itself to accept the lowest or any tender or to give any reasons for rejection of the tender.**
23. In event of the delayed payment due to administration reason the suppliers will have no legitimate claim for any kind of compensation.
24. The following terms used in the foregoing paragraphs shall have the meaning given against each:
 - **Corporation** 'means the India Tourism Development Corporation' Unit:-HOTEL KALINGA ASHOK,BHUBANESWAR.
 - **Supplier/supplier** means the successful tendered to whom the contract is awarded.
 - **Officer' Officers** of the Unit/Corporation or Officer mean the **Officer named by the unit/Corporation or by the receiving hotel to inspect the supplies.**
 - **Chairman–Cum-Managing Director** 'means the Chairman-cum-Managing Director of India Tourism Development Corporation Limited.

(Signature of the tenderer)

SECTION-D

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PRE CONTRACT INTEGRITY PACT

GENERAL

This pre-bid pre-contract agreement (hereafter called the integrity pact) is made on-----day of the month of -----2018, between on one hand, and ITDC UNIT- Hotel Kalinga Ashok Bhubaneswar acting through shri-----Designation of the officer, Ministry/Department, Government of India (hereafter called the “BUYER”, which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Part

&

M/s -----represented by Shri-----Chief Executive Officer (hereinafter called the “BIDDER/Sealed” which expression shall mean and include, unless the context otherwise requires his successors and permitted assigns) of the second part.

WHEREAS the BUYER proposes to procure (Name of the stores/Equipment/Item) and the BIDDER/seller is willing to offer/has offered the stores and

WHEREAS the BIDDER is a Private company/Public company/Government undertaking /partnership/registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is a Ministry/Department of the Government of India/PSU performing its functions on behalf of the President of India.

NOW THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/ prejudiced dealing prior to , during and subsequent to the currency of the contract to be entered into with a view to:-

Enabling the BUYER to obtain the desired said stores/equipment at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling BIDDER to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this integrity pact and agree as follows-

Commitments of the BUYER:-

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- 1.1 The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.
 - 1.2 The BUYER will, during the pre-contract stage, treat all BIDDERS alike and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.
 - 1.3 All the officials of the BUYER will report to the appropriate Government office any attempted or completed breaches of the above Commitments as well as any substantial suspicion of such a breach.
2. In case any such preceding misconduct on the part of such officials is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

Commitments of BIDDERS

3. The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-
- 3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
 - 3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favour or disfavor to any person in relation to the contract or any other contract with the Government.

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3.3 BIDDERS shall disclose the name and address of the agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.

3.4 BIDDERS shall disclose the payments to be made by them to agents/brokers or any other intermediary, in connection with this bid/contract.

3.5 the BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacture/integrator/authorized government sponsored export entity of the defence stores and has not engaged any individual or firm or company whether Indian or foreign to intercede facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual ,firm or company in respect of any such intercession, facilitation or recommendation.

3.6 The BIDDER either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

3.7 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

3.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

3.9 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier, the BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

3.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

3.11 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

3.12 if the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDERS firm, the same shall be disclosed by the BIDDER at the time of filling of tender.

The term relative for this purpose would be as defined in section 6 of the companies Act 1956.

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3.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER.

4. Previous Transgression

4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this integrity pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any public sector enterprise in India or any Government Department in India that could justify BIDDER exclusion from the tender process.

4.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded can be terminated for such reason.

5. Earnest Money (Security Deposit)

5.1 While submitting commercial bid, the BIDDER shall deposit an amount -----(to be specified in RFP) as Earnest Money/security Deposit with the BUYER Through any of the following instruments:-

- I. Bank Draft or a pay order in favour of -----
- II. A confirmed guarantee by an Indian Nationalized Bank, promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the BUYER shall be treated as conclusive proof of payment.
- III. Any other mode or through any other instrument (to be specified in the RFP)

5.2 The Earnest Money/Security Deposit shall be valid up to a period of five years or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.

5.3 In case of the successful BIDDER a clause would also be incorporated in the Article pertaining to performance Bond in the Purchase Contract that the Provision of sanctions for violation shall be applicable for forfeiture of performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this pact.

5.4 No interest shall be payable by the BUYER to the BIDDER on earnest Money/Security Deposit for the period of its currency.

6. Sanctions for Violations:-

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6.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDERS) shall entitle the BUYER to take all or any one of the following actions, whenever required:-

- I. To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER (S) would continue.
- II. The earnest Money Deposit (in Pre-contract stage) and /or security Deposit/Performance Bond(after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.
- III. To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
- IV. To recover all sums already paid by the BUYER and in case of Indian BIDDER with interest thereon at 2% higher than prevailing prime lending rates of state Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.
- V. To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.
- VI. To cancel all or any other contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
- VII. To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of five years, which may be further extended at the discretion of the BUYER.
- VIII. To recover all sums paid in violation of this pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.

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- IX. In cases where irrecoverable letters of credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.
- X. Forfeiture of performance bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this pact.
- 6.2 The BUYER will be entitled to take all or any of the actions mentioned at Para 6.1(1) to (x) of this pact also on the commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian penal code, 1860 or prevention of corruption Act, 1988 or any other statute enacted for prevention of corruption.
- 6.3 The decision of the BUYER to the effect that a breach of the provisions of this pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the independent Monitor(s) appointed for the purpose of this pact.
- 7. Fall Clause:-**
- 7.1 The BIDDER undertakes that it has not supplied/is not supplying similar product/systems or subsystems at a price lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India or PSU and if it is found at any stage that similar products/systems or sub systems was supplied by the BIDDER to any other Ministry/department of the Government of India or a PSU at a lower price, then that very price, with due allowance for elapsed time will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.
- 8. Independent Monitors:-**
- 8.1 The BUYER has appointed independent Monitors (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission (Names and address of the Monitors to be given).
- 8.2 The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this pact.
- 8.3 The Monitors shall not be subject to instruction by the representatives of the parties and perform their functions neutrally and independently.
- 8.4 Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings.
- 8.5 As soon as the Monitor notices, or has reason to believe a violation of this pact, he will so inform the Authority designated by the BUYER

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8.6 The BIDDER(s) accepts that the Monitor has the right to access without restriction to all project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to subsuppliers. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subsupplier(s) with confidentiality.

8.7 The BUYER will provide to the Monitor sufficient information about all meeting among the parties related to the project provided such meetings could have an impact on the contractual relation between the parties. The parties will offer to the Monitor the option to participate in such meetings.

8.8 the Monitor will submit a written report to the designated authority or BUYER/Secretary in the Department/ within 8-10 weeks from the date of reference or intimation to him by the BUYER/BIDDER and should the occasion arise, submit proposals for correcting problematic situations.

9. Facilitation of Investigation:-

In case of any allegation of violation of any provision of this pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the document including the books of account of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examinations.

10. Law and place of Jurisdiction:-

This pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER.

11. Other Legal Actions:-

The actions stipulated in this integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

12. Validity:-

12.1 The validity of this integrity pact shall be from date of its signing and entered up to 5 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this integrity pact shall expire after six months from the date of the signing of the contract.

12.2 should one or several provisions of this pact turn out to be invalid, the remainder of this pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

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13. The parties hereby sign this integrity pact at-----on-----

BUYER	BIDDER
Name of the officers:- Designation:----- Deptt/MINISTRY/PSU-----	CHIEF EXECUTIVE OFFICER:- Designation:-----

WITNESS:-

- | | |
|--------------------------|---|
| 1. -----

2. ----- | WITNESS:-

1. -----

2. ----- |
|--------------------------|---|

Note:-Provisions of these clauses would need to be amended / deleted in line with the policy of the BUYER in regard to involvement of Indian agents of foreign suppliers.

SECTION-E

DRAFT AGREEMENT

[Non-judicial stamp paper of `100/-]

This Agreement made at _____ on this the _____ day of _____ between Hotel Kalinga Ashok, Bhubaneswar (A UNIT OF ITDC) having their Registered Office at Scope Complex, Core-8, Lodhi Road, New Delhi through its General Manager (hereinafter referred to as the Company)

M/S _____ represented through _____ having their office at _____ (hereinafter referred to as the supplier (whose Tender has been invited for providing _____) which expression unless excluded by or its repugnant to the context, be deemed to include his heirs ,executors, representatives, administrators and assigns) of the other part for providing _____ at the Hotel premises,

Now it is hereby agreed between the parties as Follows: -

1. The supply will commence from-----and shall remain in force (unless terminated earlier as provided here in after) from the period up to -----The Corporation also reserve the right to terminate the contract any time and without assigning any reasons, by given to the supplier one month's notice in writing of its intention to do so and the supplier shall not be entitled to any compensation by reason of such earlier termination.
2. The supplier shall be responsible for performing all or any of the services detailed in and arising out of the contract during the day and also at night without any additional remuneration when so directed by the corporation or by any officer authorized in this behalf.
3. The corporation reserves the right or placing the contract simultaneously or any time during this period with one or more supplier as it may think fit, the more mention of any articles or quantity does not, by itself confer a right on the supplier to demand that the supply of all or of any item thereof should necessarily be exclusively entrusted to him.
4. The supplier shall provided furnish and deliver at the premises of Hotel Kalinga Ashok, Bhubaneswar during the period of this contract commencing from ----- and termination on -----the articles of the nature and description specified in schedule 'A' her to annexed and subject to the conditions contained in the said schedule which shall be taken as part of this contract .in such number and quantity as may

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- from time to time be required for and on behalf of the corporation by any officer duly authorized in this behalf at the rates and prices mentioned in the said schedule "B"
- (a) In case the said articles or any of them shall be so rejected the said officer shall not be required to assign or give any reason for such rejection and decision shall be final conclusive and binding upon the supplier,
- (b) In case of any of the said articles being rejected or not being supplied as aforesaid the corporation shall be at liberty to procure the same or such other articles as may be required in that behalf, at the cost and expenses of the supplier and the supplier shall upon demand pay to the corporation all such costs ,charges and expenses.
- (c) The supplier will maintain proper date-wise record and all indents placed on him by the Hotel for effecting supplied .If telephone indents are placed at any time by the Hotel .The supplier shall maintain similar record for the same. They shall ensure that such telephonic indents are followed by written indents subsequently.
- (d) Supplies must be accompanied by a proper and dated challan / advice mentioning therein separately the quantity ordered and quantity supplied in respect of such item.
5. No guarantee can be given by the supplier as to the definite volume of supply, which the supplier will be required to supply at any time throughout the period of the contract.
6. The supplier shall deposit with the corporation, security for an amount of Rs.....as security deposit, for the due performance, of this contract. In the event of failure on the terms and conditions of this agreement, the said deposit shall be forfeited to the corporation. To achieve this effect the corporation can enforce the bank guarantee and appropriate the security deposit also so forfeited in discharge of the above said liability of the contract.
7. In case of breach of any of the conditions of this agreement and the terms and conditions of the contract which shall form part of this agreement, the corporation shall be at liberty to terminate this contract forthwith without prejudice to the right of the corporation to claim damages on account of antecedent breaches thereof.
8. The supplier shall not be directly concerned or in any way deal with the officer or other persons employed by or under the authority corporation in making the supplies hereby contracted for, nor shall the supplier either directly give or promise to pay or give or permit to be given to any person in any department under the corporation, money, or gratuity fee or reward for any matter or thing in any way relating to the performance of the contract.

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9. The supplier shall not assign the present contract or in any manner allow any other person or persons to interfere in without the special permission in writing of the said officer on behalf of the corporation.
10. The bills for the articles supplied said may be preferred by the supplier to the corporation within a month from the date of actual delivery of the articles. Any other payment of the suppliers bills for the supplies made under these terms and conditions shall be recovered from the suppliers from his bills subsequently submitted for payment and if such over payments or any portion thereof is thereafter remitted by the supplier, the corporation shall gave the right to recover the overcharges from the security deposit as well. The bills shall be made on proper printed bill from serially numbered and not on letterheads.
11. The corporation shall pay to cause to be paid for approved articles as shall be supplied by the supplier and accepted by the officer for an on behalf of the corporation under or by virtue of this agreement at the rates and prices more particularly specified and contained in the schedule 'A' here to annexed. In case there is any rise of prices in the market the supplier will under no circumstances charge higher rates then the supplier rates.
12. In the event of a dispute arising between the supplier and corporation during the currency of the contract, or after the conclusion there of the same shall be referred to the solo arbitration of the General Manager of the Unit or any officer appointed by him and the decision given by the General Manager or the officer appointed by him shall be final and legally bigly binding on the parties and there will be no objection to this effect that the officer who has been appointed by the General Manager an employee of the corporation.
13. The supplier will be bound to supply the contracted items for the month in excess of contract rates if required by the above officer to do so.
14. The security amount shall be deposited within ten working days of the receipt of acceptance letter from the corporation. The corporation shall retain this amount and shall be Refundable to the extent not appropriated or adjusted by the corp. In terms of this agreement after due performance of the contract or audit of accounts whichever is letter.
15. The supplier shall affect the supplies before 04 pm. every day. Corporation reserves the right to refuse supplies brought after 04 pm. And will be free to make purchases at his risk and cost only in case of emergency/exigency the supply will be received after 4PM.
16. In the event of contract being extended, the Management reserve the right to call upon the suppliers to continue the supplies for three months in excess of the contracted period at the rates of the immediately preceding month, provided such an extension is made before next year's tenders are accepted by the corporation and Communicated to the concerned

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suppliers, similarly the Management reserves the right to defer the commencement of the supply period by one month.

17. Subject to clause 12 above Courts along will have Jurisdiction. Cost of stamp paper shall be borne by the supplier.
18. IN WITNESS IF THESE parties above mentioned have signed the contract on the date and year first stated above

In presence of

1.-----Signed and delivered by the above named supplier.

2.-----

In witness of

1.-----Signed and delivered by General Manager ,Hotel Kalinga
Ashok Bhubaneswar,Goutam Nagar, PN-751014

2. ----- .

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SECTION-F

CHECK LIST

The Following Documents must be submitted along with Form "A" (Techno Commercial Bid) duly attested by suppliers. No other documents would be accepted and no permission shall be granted to alter or modify the bids after expiry of the deadline for receipt of the bids.

- 1. Latest Experience certificate in the same Trade with Name of the Hotel/Institutions served (Photocopy of Purchase Order/Contract Letter)**
- 2. The Address of operational Facility must be mentioned.**
- 3. Photocopy of last Income Tax Return (Self attested).**
- 4. Photocopy of PAN card (Self attested).**
- 5. The EMD in the form of Demand Draft/MCR Receipt.**
- 6. Copy of GSTIN. (Self attested copy).**
- 7. Copy of Valid MSME Certificate, if applicable.**

I/we have read and understood various forms and documents and am/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 of the Firm:-

Rubber Stamp

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

To,

The General Manager
Hotel Kalinga Ashok,
Goutam Nagar, Bhubaneswar
Pin-751014

Sub: - Tender for -----{2018-2019}

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.

Thanking You

Yours Faithfully

Signature -----

Name and Address of the-----

Firm with Rubber Stamp -----

Telephone No. (O)-----

(R)-

(M) -----

TECHNO COMMERCIAL BID

Sl.No	Particulars	
1.	Name of the Firm	
2.	Address of the Firm	
3.	Name of the Banker with Address & Account No., IFSC Code, RTGS/NEFT details	
4.	Contact No.	
5.	<p style="text-align: center;">Status of the Firm-</p> <ul style="list-style-type: none"> • Sole Proprietor (Please Indicate name of Sole Proprietor) • Partnership <p>Please state whether</p> <ul style="list-style-type: none"> • Registered/unregistered • Cooperative Society/Private Ltd/Public Limited Co. <p>Supporting Documents such as</p> <ul style="list-style-type: none"> • Partnership Deed, • Memorandum and Articles of Association /Shops & Establishment Act • Registration No. /Municipal License <p>Photocopies of the above Documents must be enclosed</p>	
6.	<p>In case of sole proprietary Concern please indicate name of the sole proprietor-</p> <ul style="list-style-type: none"> • Name of applicant- • Father/husband name – • Age-----Religion----- • Address with phone No- 	
7.	<p>STATUS OF THE SIGNATORY OF () This application in case of Hindu Undividable Family Business /Partnership/ Limited</p>	
8.	Whether Trader/manufacture/Agents	
9.	Previous Experience in the same trade with names of Hotels/Institutions served (Photostat Copies of Purchase Order/Contract Letter must be attached)	
10.	Last Assessment of Income Tax Return (self attested Photostat Copy must be attached)	
11.	Income Tax permanent Account No.(PAN)Self Attested Photostat copy must	

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	be enclosed	
12.	Earnest money of Rs. -----paid Demand Draft No. ----- Dt.----- ----- Bank-----	
13.	Whether tendered for all items	
14.	Exception, if any	
15.	Address and Telephone No. where & whom the order will be placed	
16.	GSTIN No Self Attested (Photostat copy attached)	
17.	If tender document Down Load from website D.D.No-----Date----- ----- (Enclosed D.D).	Not Applicable
18.	Govt. Registration No./FSSAI Certificate/Municipal certificate if applicable(Self Attested Photo Copy Enclosed)	
19.	Under MSME ACT exempted from payment of EMD and tender for fee- if yes, please enclose a copy of relevant certificate.	

Note: -

1. In the case of sole proprietary concern, the name of the sole proprietor, father / husband's name, religion, age, 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 specifically that a particular partner or partners are authorized to refer the matter for arbitration of. If it is a registered partnership firm, registration number and a Photostat copy of the certificate granted by the registrar of firms are to be enclosed.
3. In 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 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 mention cases. Regarding their goods registered under the Trade and Merchandise Act, Patent Act etc, a reference to the registration number and a self Attested Photostat copy of the registration certificate is to be annexed.
6. In case of authorized agent, valid letter, if authorization & also indicate after sale – service facilities.

(Signature of the tenderer & designation of the signatory status and office seal.)

FINANCIAL BID

ANNUAL RATE CONTRACT FOR SUPPLY OF PRINTING ITEMS:-

Quote your best possible rate in fixed rate for the period of one year i.e 2018-19

SL.NO	NAME OF THE ITEM	SPECIFICATIN	Estimate Quantity Approx	Rate	Remarks
1.	Arrival/ Departure	100 X 4 / 10 books	78 Book		
2.	Allowance Voucher	100 X 2/ 10 books			
3.	Amendment Cancellation Book	100 X 2/ 10 books			
4.	Accounts Ledger(Staff adv. Register) L. E	150 Folio/ 5 nos.			
5.	Letter Head(Front Office guest billing)	100 X 3 / 10 books			
6.	Bill Book(Front Office) Duplicate	100 X 3 / 10 books			
7.	Bill Forwarding Letter book	100 X 3 / 10 books			
8.	Bill Book (Rest./ Coffee Shop/ Bar)	100 X 3 / 10 books			
9.	Bar Picking Sheet (Pad)	100 X 1/ 10 Pads	09Nos		
10.	Bar Sale Register(L.B) Excise Register	200 Pages/ 5 Reg.	01 Nos		
11.	Bar Stock Register (L. B)	400 Pages/ 5 Reg.	03 Nos		
12.	Bin Cards	100 Nos.			
13.	Boiler Log Sheet (Pad)	100 X 1/ 10 Pads			
14.	Cash Refund Pad (Paid out Voucher)	100 X 2/ 10 Pads			
15.	Cheque Forwarding Book	100 X 2/ 10 Books			
16.	Confirmation Letter Book	100 X 2/ 10 Books			
17.	Confidential Report Form (ACR)	05 Pages each 500 Nos.			
18.	Cash Book (Front Office) L.B	100 Folio/ 5 Reg.	03 Nos		
19.	Cash Book (Accounts) L.B	100 Folio/ 5 Reg.	03 Nos		

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20.	Canteen Coupon Book (Rs.5.00)	100 X 2/ 10 Books	15 Book		
21.	Chiller Log Sheet (Pad)	100 X 1/ 10 Pads	01 Pad		

22.	Compliments Card (Bi- colour)	500 Nos.			
23.	Debit/ Credit Advice Book	100 pg.X2/ 10 books			
24.	Debtor's Ledger (L.B)	400 pages/ 5 Reg.			
25.	Front Office Cash Receipt (FOC Book.)	100 X 2/ 10 Books	14 Book		
26.	Encashment Certificate	100 X 2/ 10 Books			
27.	Envelope Official (Size 9"x4") Black Colour	5000 nos.	3750 Nos		
28.	Envelope (Guest) Size 9"x4" Blue Colour Printing with paste	500 nos.			
29.	Function Form (Pad)	100 X 1/ 10 Pads			
30.	Floor Occupancy Report Book	100 X 3/ 10 books	5 Book		
31.	Foreign Exchange Register	100 Folio/ 5 nos.			
32.	G. R. Card	1 X 2/ 500 nos.			
33.	Gate Pass Book	50 X 3/ 10 Books	04 Book		
34.	Goods Receipt Voucher	100 X 2/ 10 Books			
35.	Guest Arrival/ Dep. Register (L. B)	100 Folio/ 5 nos.	03 Register		
36.	Glass Coaster	1000 nos.			
37.	Hand Bill	1000 nos.			
38.	Journal Voucher (Pad)	100 X 1/ 10 Pads	19 Book		
39.	Kitchen Consumption Register (L. B)	100 Folio/ 5 nos.	03 Book		
40.	Kitchen Order Form	100 X 2/ 10 Books			
41.	KOT Restaurant./ Bar	100 X 3/ 10 Books	150 Book		
42.	Handing Over/ Taking Over Register	300 pages/ 5 Reg.	5 Register		

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43.	Long Distance Call Book	100 X 3/ 10 Books		
44.	Local Call Slip	100 X 3/ 10 Books		
45.	Linen Movement Sheet Book	100 X 3/ 10 Books	08 Book	
46.	Leave Application Pad	100 X 1/ 10 Books	7 Pcs	
47.	Leave Record Register (L. B)	200 Folio/ 5 Reg.	01 Pcs	
48.	Long Distance Call Register	100 Folio/ 5 nos.		
49.	Log Book for Vehicles	100 Folio/ 5 nos.		
50.	Letter Head (Guest)	500 nos.	2000 Pcs	
51.	Letter Head (Official)	500 nos.		
52.	MCR (Misc. cash Receipt book)	100 X 2/ 10 Books	13 Book	
53.	Movement List Pad	100 X 1/ 10 Books	5 Pad	
54.	Morning Call Tea/Coffee Pad	100 X 1/ 10 Books		
55.	Maintenance Slip	50 X 2/ 10 Books	2 Pcs	
56.	Misc. Collection Register(L.B)	100 Folio/ 5 nos.		
57.	Memo Pad (Large)	100 X 1/ 10 Pads		
58.	Memo Pad (Small)	100 X 1/ 10 Pads		
59.	Medical Reimbursement Form	500 nos.		
60.	On the House	100 X 2/ 10 Books	48 Book	
61.	Purchase Journal	100 X 1/ 10 Books	5 Pcs	
62.	Payment Voucher	100 X 1/ 10 Pads	18 Pcs	
63.	Petty Cash Voucher	100 X 1/ 10 Pads	1 pc	
64.	Physical Verification Sheet (pad)	100 X 1/ 10 Pads		
65.	P.O. cum Requisition (Prov./Veg./Frts.)	150 X 3/ 10 Pads	10 Book	
66.	P.O. cum Requisition (Diary/Meat/Fish/Poultr	50 X 3/ 10 books	25 Book	
67.	Price store Ledger (L. B.)	500 pages/ 5 Reg.	2 Nos	
68.	Price store Ledger (L. B.)	400 pages/ 5 Reg	2 Nos	

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69.	Price store Ledger (L. B.)	300 pages/ 5 Reg	2 Nos		
70.	Price store Ledger (L. B.)	250 pages/ 5 Reg	2 Nos		
71.	Price store Ledger (L. B.)	200 pages/ 5 Reg			
72.	Receipt Voucher	100 X 1/ 10 pads	8 Pcs		
73.	Requisition Book (Misc.)	50 X 3/ 10 books	13 Pcs		
74.	Room Reservation Pad	100 X 1/ 10 Pads	20 Pcs		
75.	R. R. Chat Register	5 Registers			
76.	Room Chat (F.O.)	100 X 1/ 10 Pads			
77.	Recapitulation Sheet	Sheet/ 5 Reg.			
78.	Sale Summary Pad	100 X 1/ 10 Pads	03 Pad		
79.	Scribbling Pad (Medium)	100 X 1/ 10 Pads			
80.	Tabular Ledger Sheet	100 X 1/ 5 Pads			
81.	Tariff Slip	Sheet 1000 nos.	2860 Nos		
82.	Tray Mats Printed (Ashok Logo) Large	Nos./1000 nos.	8000 Pcs		
83.	Tray Mats Printed(Large)	Nos./1000 nos.			
84.	Tray Mats Printed (Small) 17"X 11"	Nos./1000 nos.	10000Nos		
85.	Uniform Movement Sheet (Book)	Nos./ 1000. nos.	5 Pcs		
86.	Visiting Cards (Single Colour)	Nos./ 100. nos.	1100 Pcs		
87.	Visiting Cards(Bi- Colour)	Nos./ 100. nos.			
88.	Menu Card (Printing) Room Service	Nos./ 100. nos	40 Nos		
89.	Menu Card (Printing) Phulbani	Nos./ 100. nos	25 Nos		
90.	Bar Menu Card (Room Service)	Nos./ 100. nos.	15 Nos		
91.	Service Directory (Bar)	Nos			
92.	Attendance Register	100 nos.	2 Nos		
93.	Banquet / Venue Booking Reg.(100 Folio)	05 Register			
94.	Bar Menu Card	100 Sheets	44 Nos		

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95.	Laundry Slip (Both side Printing)	500 nos. / 5 Pads			
96	Green Note Sheet	100 page/5 pad	6 Pad		
97	Conferance Pad	10 page/1 pad	2209 pcs		
98	Key Register	100 page/1 Register	2 nos		
99	Material Register	100 page/1 Register	2 Nos		

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TERMS & CONDITIONS

1. The intending tenderers can obtain details if any required from stores & purchase in charge before submission of tender.
2. Rates quoted shall be inclusive of all taxes and delivery at hotel.
3. Intending tenderers need to developed their own artwork, blocks if any required for printing of above stationary
4. The intending tenderers shall submit sample of paper proposed to be used during the contract period duly sealed and indicating the number of the item for which the paper is proposed. Once the quality of the paper is approved it shall be the responsibility of the printer to use the same quality paper throughout the contract period.
5. Quantities given above are approximate and there would be variation either side or the orders for printing shall be placed as and when required in staggered deliveries.

We accept all terms and conditions.

(Signature of the contract with rubber stamp)



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