

**Hotel kalinga Ashok,
Gautam Nagar, Bhubaneswar, PIN-751014
PH-0674-2431055/2432056**

**NOTICE INVITING TENDER (NIT)
SUMMARY SHEET/SALIENT FEATURE OF THE TENDER**

1.	Title of Tender	Online e-tender for the Annual rate contract for the Supply of Miscellaneous items at Hotel kalinga Ashok Bhubaneswar
2.	Product Category	Miscellaneous products
3.	Sub Category	Miscellaneous Items
4.	Type of bidding	Two bids (Technical Bid and Financial Bid)
5.	Tender Value	Rs. 5,69,300/-Approx.
6.	EMD Value	Rs. 11,400/- (online payment)
7.	Cost of Tender document	NIL
8.	Tender announcement/sales start Date	30.01.2019
9.	Last Date & Time of Submission of Bids	25.02.2019 Time 15:00hrs
10.	Date & Time of opening of Technical Bid	26.02.2019 Time 15:00hrs
11.	Pre-Bid clarification start & end date & time	06.02.2019 Time 14-1600hrs
12.	Pre qualification detailed	As per Bid with the desired EMD Uploading document stated in Form -A
13.	Validity of offers	120 days from the date of opening of tender
14.	Details of the contact person for inspection of site/clarification, if any.	General Manager/ I/C MM&D HOTEL KALINGA ASHOK
15.	Contact Person	General Manager/I/C MM&D Hotel Kalinga Ashok, Gautam Nagar, Pin-751014 Ph-0674-2431055/2432056

For any clarification regarding online registration and online submission etc. intending bidders may visit website <https://etenders.gov.in/eprocure/app> & through a link- Tenders > E-procurement on website www.theashokgroup.com & www.hotelkalingaashok.com . Intending bidders, in their own interest, may approach the e tendering helpdesk well in advance to ascertain the requirements to participate in the tender.

**(I/C MM&D)
HOTEL KALINGA ASHOK**

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SECTION-A

INDIA TOURISM DEVELOPMENT CORPORATION LTD.

Unit: HOTEL KALINGA ASHOK, BHUBANESWAR

E- Tender Notice

Online tenders are invited for one year rate contract for supply of miscellaneous item from the prospective bidders having godown/storage facility at Bhubaneswar and having ----- yrs of experience in supplying to Restaurants/Hotels/ any firms on annual rate contract basis as per specification given in the tender document. The tenders are required to be submitted online in two bid system (technical and financial bids) in the prescribed format. The tenders can be applied from the website <https://etenders.gov.in/eprocure/app> or through a link- Tenders > E-procurement on website www.theashokgroup.com & www.hotelkalingaashok.com. The **EMD of Rs.11,400/-** in words Eleven thousand four hundred only (Refundable without interest to unsuccessful parties on finalization of the contract) which is to be deposited electronically through NEFT/RTGS payment in the account of 'India Tourism Development Corporation Ltd.' at the below mentioned details.

BANK Details for EMD Payment through NEFT/RTGS:

- Name – UNITED BANK OF INDIA
- Branch Name – HOTEL KALINGA ASHOK
- IFSC Code –UTBI0HKAK34
- Bank Account Number – 1505050010001

Bidders are required to submit the details of Unique Transaction Reference (UTR) Number towards EMD deposit at the time of Bid submission/ 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) 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.

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Document Download: Interested Firms can download the Tender document from the ITDC website, www.theashokgroup.com (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	30.01.2019
Pre-bid Meeting & Venue	06.02.2019 (14.00 TO 16.00Hrs)
Last Date and Time of bid Submission	25.02.2019 till 15:00 hrs
Date and Time of opening of Techno commercial bid	26.02.2019 at 15:00 hrs
Contact Person	I/C(MM&D)

Bid Submission:-

- Bids shall be submitted online only at CPPP website:- <https://eprocure.gov.in/eprocure/app>.
- Bidders 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.
- Intending tenderers are advised to visit the I.T.D.C. website:-www.theashokgroup.com and <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 or all bids in part or all without assigning any reason thereof.

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INDIA TOURISM DEVELOPMENT CORP. LTD

UNIT:HOTEL KALINGA ASHOK, BHUBANESWAR

ANNUAL CONTRACT FOR SUPPLY OF MISCELLANEOUS ITEM DURING FY 2019-20

The bidder should carefully read the clauses here under, before submitting their bids. Clarifications, if any, may be sought prior to submission of bids. No request for clarification will be entertained once the tender is submitted:-

1. Online tenders are invited for **one year rate contract for supply of miscellaneous item** to Hotel Kalinga Ashok, Bhubaneswar from the parties having experience in supply of such items in restaurants/hotels.
2. During the process of e-tendering, the bidders must be extremely careful in making their bids and will be fully liable and responsible for the bids submitted by them, including any errors made by them, if any, and no complaints / representation in this regard will not be entertained by ITDC.
3. Supplies will be taken on staggered delivery basis as per requirement. The quantities shown in the list are only estimated requirement for the guidance of the bidders. Management reserves the right to demand quantities in excess or less to any extent than the above estimated requirements and no argument of any kind will be entertained.
4. The rates quoted should be “NET RATES” to be delivered at Hotel Kalinga Ashok, Goutam nagar, Bhubaneswar.
5. Rates should be quoted strictly according to the unit of measurement specified against each item. For evaluation of the bids, the rates quoted shall be presumed for the units of the measurement given in the tender document only.
6. The prospective bidder **should quote for all the items and no rate column should be left blank.**
7. Totals should be calculated on the basis of estimated quantities and the rates quoted should also indicated in the Amount Column of the schedule.
8. Please note that the “DRAFT AGREEMENT” accompanying the tender documents are for general guidance and the successful bidder will have to sign an agreement, with amendments, if any, considered necessary by the corporation.
9. “FORM-A” (as per Annexure-II) provided with the documents has to be uploaded by the bidders duly supported by documents as mentioned in Checklist.
10. As per the agreement required to be signed, the management reserves the right to call upon the supplier to continue the supplies on same terms and conditions for a mutually agreed time period in excess to 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 Unit/corporation and communicated to the concerned supplier. Similarly, the corporation also reserves the right to defer the commencement of the supply period by **three months**.
11. **Security deposit** A security deposit @ 5% of the total tender value in the through Bank Draft in favour of Hotel Kalinga Ashok, payable at Bhubaneswar for a period of **12 months** from the date of award of the contract (No interest will be paid on security

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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

12. **E.M.D:-** The EMD of **Rs.11,400/-**(Refundable without interest to unsuccessful parties on finalization of contract) is to be deposited electronically through **NEFT/RTGS** payment in the account of ‘ **India Tourism Development Corporation Ltd’** at the below mentioned details. The parties must ensure that the E.M.D proceeds are remitted / deposited well in time so that the amount of EMD proceeds are credited in ITDC account before the closing date and time of receipt of online bids failing which the bid will be liable to be rejected.

BANK Details for EMD Payment through NEFT/RTGS:

- **Name – UNITED BANK OF INDIA**
- **Branch Name – HOTEL KALINGA ASHOK**
- **IFSC Code – UTBIOHKAK34**
- **Bank Account Number – 1505050010001**

The UTR 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 ITDC, 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 shall be refunded on finalization of the contract. 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 refuses to accept the award or refuses to comply with any of the terms and conditions for 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.

13. The bidders registered under Micro and Small Enterprise Act shall be exempted from payment of EMD deposit on uploading of documents issued by concerned authorities. However, such exemptions will be given strictly as per guidelines of MSME act in force and as amended from time to time.
14. All bidders will have to provide their GST number. In case the bidder is exempted, an Affidavit to this effect is to be attached to the tender.
15. All bids will be accompanied by the latest income tax returns for financial year 2016-17 and 2017-18 in respect of bidder. In case the income of the bidder is not taxable, an affidavit to this effect may be attached to the tender.
16. The bidders must submit self attested copy of a valid FSSAI certificate (if applicable). In case **it is not applicable, the bidder must submit an undertaking on their letter head/affidavit.**
17. Delivery of Material shall be F.O.R Hotel Kalinga Ashok, Bhubaneswar.
18. Payment will be released by the unit directly after 30 days of satisfactory delivery.
19. The financial bids of only technically qualified bidders will be opened and the evaluation of Financial Bid (L-1) shall be carried out on the basis of rates calculation of all Items in totality and tender will be awarded to overall L-1 bidder.

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20. 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 bidder or the bidder has made material misrepresentation or has given any incorrect or false information, the bidder shall be disqualified forthwith if not yet appointed as the contractor/supplier and if the bidder 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 bidder without the corporation being liable in any matter whatsoever to the bidder 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 bidder for any future dealing along with intimation of any appropriate penal action as per the applicable law.
21. The successful bidder shall not assign or subcontract the contract or in any manner allow any other person/persons to interfere in the management or performance of the contract without the written permission of Hotel Kalinga Ashok, Bhubaneswar.
22. Conditional bids shall be summarily rejected and no correspondence in this regard shall be entertained.
23. After the scrutiny of the bid documents, corporation reserves the rights to carry out Site Inspection of facilities and to check hygienic conditions of the Godown/Storage/Operational Facility of the intending bidders.
24. In the event of inadequate response i.e. receipt of minimum of three bids, the date of opening techno commercial bid would be extended.
25. It may be marked that the quantities are only the estimated Annual Requirement for the guidance of the bidders and in case of any short or excess in quantities during the period of the contract, the contractor shall not be entitled to claim any compensation or damages.
26. The tenders submitted will be valid for a period of 120 days from the date of opening of the technical bids.
27. In the event of failure on the part of the “supplier” to supply the material, as per the given schedule or short supplies the Unit/corporation shall have the right to make alternative arrangement at the cost, risk and responsibility of the supplier. The supplier shall reimburse the extra cost to the Unit/Corporation and in case of his failure to do so the Unit/Corporation shall have the right to recover the amount from the security deposit of the supplier, any dues owed to the Unit /corporation by the supplier. It should be clearly understood that the Unit/Corporation right and the supplier’s obligation for compensations is not limited to the extent of security deposit and/or the dues owed and the unit/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 Unit/Corporation. The Unit/Corporation has the right to withhold the security deposit and appropriate the same if need be until the dues of the supplier are fully settled.
28. The successful bidder shall indemnify the ITDC from any direct or indirect losses suffered by the Hotel kalinga Ashok due to non compliance under GST Act. It is univocally and explicitly agreed between the parties that as a result of any non

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compliance on part of supplier under GST which adversely effects the GSTN ratings of Hotel Kalinga Ashok the supplier shall pay a sum as deemed fit by ITDC every non compliance which adversely effects GSTN ratings on ITDC.

29. In contingency of any non compliance which results into loss of input credit along with interest/penalties or any other monetary loss suffered because of such non-compliance under GST.
30. The supplier will indemnify Hotel Kalinga Ashok against any loss monetary or otherwise arising due to legal proceedings initiated by the tax authorities as a result on non compliance/ default in paying tax by ITDC the supplier shall indemnify Hotel Kalinga Ashok in respect of the recourse action in case of BLACK LISTING under the “compliance rating score” mechanism due to non compliance/ default by vendor.
31. The party will indemnify Hotel Kalinga Ashok for any loss suffered on account of non compliance of anti profiteering clause by party under GST.
32. The party shall ensure that the invoices raised from time to time are timely and correctly reported to their outward return.

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 (DSC). The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained from the website at: <https://etenders.gov.in/eprocure/app>.

REGISTRATION

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

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My

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

PREPARATION OF BIDS

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

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

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

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

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

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SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The EMD amount should be deposited latest by the last date of bid submission. The details of the details of UTR should be uploaded online along with the technical bid. In case the EMD has not been deposited the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

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

ASSISTANCE TO BIDDERS

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

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

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>

PRE CONTRACT INTEGRITY PACT

GENERAL

This pre-bid pre-contract agreement (hereafter called the integrity pact) is made on----- day of the month of -----2019, between on one hand, the president of India 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'S 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:-

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:-

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- 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.
- 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.

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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

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

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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:-----	CHIEF EXECUTIVE OFFICER:- Designation:----- Deptt/MINISTRY/PSU-----

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.

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/In charge MM&D, Hotel Kalinga Ashok, Bhubaneswar (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 from time to time be required for and on behalf of the corporation by any

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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 and interests as shall or may be incurred or sustained in procuring the same the supplier shall be liable to pay in addition ,to the corporation a sum not exceeding Rs.300/- at the option of the corporation as liquidated damages for each and every such default or for any such breach of the contract ,as often as the same shall happen ,the corporation being at liberty to retain the said sums from the amount of any bills that may of shall become due to the supplier or from security deposited by him for the due performance of this contract.
 - (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

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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.

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 licensee shall be personally responsible for the quality and quantity of the materials supplied and in case of any adulterated or substandard/Poor quality materials found being supplies, the supplier shall be personally liable for actions under the relevant acts.
12. 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.
13. 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 General Manager/ HOD (H) as per the arbitration and conciliation act 1996(Amended from time to time) and proceeding shall be held as per the act in Bhubaneswar.
the officer who has been appointed by the managing director is an employee of the corporation or that in course of his dealing with official matters he has expressed any opinion on this subject.
14. 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.

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15. 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.
16. The supplier shall affect the supplies between 09AM-12PM. every day. Corporation reserves the right to refuse supplies brought after 12 pm. And will be free to make purchases at his risk and cost. Only in case of emergency the supply will be received after 12PM with the consent of Sr. Kitchen staff/chef of Hotel Kalinga Ashok.
17. 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 suppliers, similarly the Management reserves the right to defer the commencement of the supply period by one month.
18. Subject to clause above Bhubaneswar Courts along will have Jurisdiction. Cost of stamp paper shall be borne by the supplier.
19. 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 I/C MM&D/G.M,Hotel Kalinga Ashok, Gautam Nagar Bhubaneswar, PIN-751014
2. ----- .

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CHECK LIST

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

- 1. Previous Experience in the same trade (Copy of work order/Purchase order) for last 2 year.**
- 2. Self attested copy of Income Tax Return (2016-17 & 17-18).**
- 3. Self attested copy of PAN card.**
- 4. EMD fee of Rs. 11,400/- (Online payment receipt).**
- 5. Self attested copy of MSME Certificate (if applicable)**
- 6. GST registration No. (if applicable)**
- 7. Bank Details.**
- 8. Copy of profit and loss account and balance sheet for the last 03 years be enclosed.**
- 9. Self attested copy of valid FSSAI certificate (if applicable)**

Hotel Kalinga Ashok, Bhubaneswar reserves the right to ask for additional documents/clarificatory documents which are not post dated to the opening at the technical bid.

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 and designation (Stamp)

ANNEXURE-II

FORM 'A'

Hotel kalinga Ashok,
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TECHNO COMMERCIAL BID FOR SUPPLY OF MISCELLANEOUS ITEM

Sl. No.	Description	Provide the Page No. in the Technical Bid
1.	Name of the firm along with Address, Telephone No and E-Mail ID	
2.	Name of bankers with address, Account no. IFSC Code /RTGS details	
3.	Status of the firms - Please state Whether Registered Co operative Society /Public Ltd Company/ Partnership/Proprietor etc	
4.	Previous experience in the same trade with names of restaurant/ Hotels served Supporting documents (Copies of Purchase order and successful completion certificate for supply of miscellaneous item during the last 2 years) (Copies must be submitted.)	
5.	Address of Godown/Storage/Operational Facility (The firm should have godown storage facility within _____only	
6.	GSTN No. (as per clause 14 of T&C)	
7.	Income Tax Return for financial Year 2016-17 & 2017-18,(As per clause 15 of T&C) (Copies must be submitted.)	
8.	Annual turnover during Last 2 financial year(. Copy of profit and loss account and balance sheet for the last 02 years be enclosed	
9.	Permanent Account No. (Copy must be submitted)	
10.	UTR No/Transaction details of Earnest Money deposit (EMD) of Rs 11,400 ONLY through RTGS/NEFT	
11.	Where the order will be placed Name & contact Number	
12.	FSSAI Registration No (Self attested copy of valid FSSAI certificate to be uploaded) (as per clause 16 of T&C) if it is not applicable, the bidder must submit an undertaking on their letter head/affidavit.	
13.	Duly digitally signed all the pages of tender document with pre contract integrity pact and draft agreement to be uploaded.	

(SIGNATURE OF THE TENDERER & DESIGNATION
OF THE SIGNATORY AND OFFICE SEAL)

SECTION-G

FINANCIAL BID OF MISCELLANEOUS ITEMS:-

SL. NO	PARTICULARS	Period of supply	Approx quantity required during a year	QUOTE YOUR Nett. RATE IN Rupees per unit.
List of Miscellaneous items				
1.	Solid fuel Gel	throughout the year	58 Tin (1 Tin =12kg)	
2.	Match Box	throughout the year	870 packet	
3.	Pencil Battery	throughout the year	33 nos.	
4.	Agarbatti	throughout the year	177 packet	
5.	Tooth pick(Crown/any eqv.standard/reputed brand)	throughout the year	310 packet	
6.	Sterers	throughout the year	800 Kg	
7.	Clean wrap(30cm x 30cm)	throughout the year	75 Roll	
8.	Steel wool	throughout the year	171 Roll	
9.	Paper Glass 150 ml	throughout the year	34000 nos.	
10.	Paper glass Glass 300ml	throughout the year	82500 nos.	
11.	Paper cream cup	throughout the year	66000 nos.	
12.	Disposale silver plate (8inch)	throughout the year	1250 nos.	
13.	Straw for drinking	throughout the year	23 packet	
14.	Aluminum Foil Roll(1 Roll =72m) (Hindalco/any eqv.standard/reputed brand)	throughout the year	148 Roll	
15.	Aluminium Container with cover(1packet =100 nos.) (Hindalco/any eqv.standard/reputed brand)	throughout the year	2500 Packet	
16.	Bottle opener	throughout the year	06 nos.	
17.	Wooden Spoon	throughout the year	38000 Pcs	
18.	Cloth Carry Bag (20 x 26)	throughout the year	26 kg	
19.	Broom (Hard)	throughout the year	16 piece	
20.	Broom (Soft)	throughout the year	25 piece	
21.	Garbage Bag	throughout the year	610 kg	
22.	Garbage bag small	throughout the year	150 Pkt	
23.	Drawing pin	throughout the year	330 Pkt	

- Samples to be provided whenever required.
- Kindly mention any applicable taxes if any-

We accept all terms and conditions.

Date:-

(Signature of the party with stamp)

Place:-

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EMD REFUND FORM

Name of the tender applied for: _____ Date: _____

Details of the bidder

Name of the firm: _____

Address: _____

Name of the Authorized Signatory: _____

Contact No.: _____

Email id: _____

Details of EMD submitted:

Cash Deposited: Rs. _____ With: _____

Receipt No.: _____ Date : _____

Pay Order/DD No: _____ Dated: _____ Drawn on: _____

I case of payment through RTGS please provide the

Bank transaction reference number: _____

In case of payment through NEFT please provide the UTR

Number: _____

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

OPGR No: _____

Particulars for online refund (please attached scanned copy of cheque)

Name of Bank: _____

Branch Name & Address: _____

IFSC code: _____

Account No.: _____ Account Type: _____

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

Signature of the authorized signatory

Name: _____

Designation: _____

Official Seal