



**Jharkhand Tourism Development Corporation Limited**  
(AN UNIT OF JHARKHAND GOVERNMENT)

Ref. no.- 599/ 2018

Date: 20/07/2018

**TENDER DOCUMENT**

**TENDER FOR ENLISTING THE AGENCIES FOR SUPPLYING THE COMMODITIES, HOUSE KEEPING MATERIALS, UTENSILS/KITCHENWARE, CROCKERY/CUTLERY, EQUIPMENT USED IN COMMERCIAL KITCHEN, ETC. FOR DIFFERENT HOTEL/RESTAURANTS OF JTDC LOCATED AT VARIOUS PLACES IN JHARKHAND.**

**Date of start of sale of Tender Document : 21<sup>st</sup> July, 2018**

**Last Date for Sale of Tender Document : 16thAugust, 2018, 1500 hrs.**

**Last Date and Time for Receipt of Tender: 16thAugust, 2018, 1600 hrs.**

**Time and Date of opening of bid : 16thAugust, 2018, 1630 hrs. or thereafter**

**Time & Date of Pre- bid meeting : 31stJuly, 2018, 1600 hrs.**

**Place of Pre-bid meeting &  
Opening of Tender**

**: Office of Managing Director, Jharkhand  
Tourism Development Corporation Ltd.  
5, Mahatma Gandhi Marg, Ranchi-  
834001.**



**TENDER FOR ENLISTING THE AGENCIES FOR SUPPLYING THE COMMODITIES, HOUSEKEEPING MATERIALS, UTENSILS/KITCHENWARE, CROCKERY/CUTLERY, EQUIPMENT USED IN COMMERCIAL KITCHEN, LINEN ITEMS, ETC. FOR DIFFERENT HOTEL/RESTAURANTS OF JTDCL LOCATED AT VARIOUS PLACES IN JHARKHAND.**

**Disclaimer:**

The information contained in this Tender Document provided to Tenderer(s) whether verbally or in documentary form by or on behalf of Jharkhand Tourism Development Corporation Limited (JTDCL), or any of its employees or advisors, is provided to the Tenderer(s) on the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided.

This Tender Document is not an agreement. This Tender is not an invitation to offer to any parties other than the Tenderer(s) who are qualified to submit the Tender. The purpose of this Tender Document is to provide the Tenderer(s) with information to assist the formulation of their Tenders. This Tender Document does not purport to contain all the information, each Tenderer may require. Each Tenderer should therefore conduct its own investigations, analysis and check the accuracy, reliability and completeness of the information in this Tender Document. Wherever necessary, Tenderer(s) should obtain independent advice from appropriate sources. JTDCL, its employees or advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the Tender Document.

## SECTION 1 INVITATION FOR TENDERS

- a) RFP document is available at the Jharkhand Tourism Development Corporation Limited (JTDCL)/DOT website i.e. [www.jharkhandtourism.gov.in](http://www.jharkhandtourism.gov.in). Tender document can be purchased from the office of JTDCL on any working day by paying Rs.1180/- inclusive GST in the form of DD/Cash payable at Ranchi in favour of Jharkhand Tourism Development Corporation Limited. Bidder can also download the Tender document from the website [www.jharkhandtourism.gov.in](http://www.jharkhandtourism.gov.in) however in case of downloading of the bid document, bidder/(s) have to submit the said demand draft (non-refundable) along with their Bid.
- b) **Earnest Money Deposit (EMD)** cum Performance Security amounting to Rs. 50,000/- (Rupees Fifty Thousand only) in the form of a Demand Draft in favour of “**Managing Director, Jharkhand Tourism Development Corporation Limited**”, of any Nationalized/scheduled bank, payable at “**Ranchi**” along with bid documents valid for a period of 90 (ninety) days.
- c) A Pre-tender meeting will be held on 31st July, 2018 at 1600 hrs. at the JTDCL, office at 5, Mahatma Gandhi Marg, Ranchi, Jharkhand to clarify the issues if any, and to answer questions on any matter that may be raised at that stage.
- d) Before the deadline for submission of tenders, JTDCL may modify the Tender Documents by issuing addendum.
- e) All notifications, changes and amendments to the Bidding Document will be posted only on the website [www.jharkhandtourism.gov.in/](http://www.jharkhandtourism.gov.in/) and shall not be published in the newspapers. Any addendum thus issued shall be part of the Tender Documents.
- f) To give prospective Tenderer(s) reasonable time to take an addendum into account in preparing their tenders, JTDCL may extend as deem necessary the deadline for submission of tenders.

**SECTION 2:  
INSTRUCTIONS TO TENDERERS**

**A. GENERAL**

**1. Introduction and Scope of Tender**

**1.1.** JTDCL is operating 14 Hotels/Restaurants at the different locations of the Jharkhand. To maintain the standard of quality and uniformity in materials used in service. JTDCL intend to invite rates of items to enlist the agencies which can supply the commodities, housekeeping materials, utensils/kitchenware, crockery/cutlery, equipment used in commercial kitchen, Linen items, etc. for different hotel/restaurants of JTDCL located at various places in Jharkhand whenever required at a lowest price fixed through the competitive tender process towards separate rate contract which shall be valid for 2(Two) years.

The list of Small utensils/Kitchen ware, Crockery/Cutlery used in Restaurant, Equipment used in commercial kitchen, House Keeping materials and Linen items attached herewith as Annexure- I. The logo and Name of the JTDCL should be printed/embroidered on the all items to be supplied by the enlisted agencies.

**2. Eligible Tenderers**

**2.1.** The Tenderer(s) eligible for participating in the qualification process shall be a Business Entity:

For the purpose of this Tender Document, a Business Entity shall mean any of the following:

- i.** A company which is registered in India under the provisions of the Companies Act, 1956/2013. Certificate of Incorporation and/or Certificate of Commencement of Business should be submitted along with the Application.
- ii.** A body corporate formed under provisions of specific government statute, **a copy of such statute should be submitted along with the Tender.**
- iii.** A firm registered under the Indian Partnership Act, 1932, a copy of partnership deed should be submitted along with the Tender;
- iv.** SHG Federation/Group of Artisans registered as Trust/Society/Section 25 Company or functioning as business entity in the format mentioned in clause i-iii above.

**The term Tenderer would hereinafter apply to all the above-mentioned categories.**

**2.2.** Any entity which has been barred by the JTDCL or any other State Government in India (SG) or Government of India (GoI), or any of the agencies of SG/GoI and the bar subsists as on the last date of submission of Tender Document, would not be eligible to submit the Tender.

**2.3** If during the selection of successful tenderer or thereafter JTDCL came to know about existence of any restriction on tenderer specified in clause 2.2 the tenderer's tender shall be rejected.

### 3. **Qualification of the Tenderer**

- a. The tenderer itself should be presently engaged in business of manufacture or sale or supply of any one or more **categories of items specified in detail** in annexure- I.
- b. The tenderer should fulfill the qualification criteria on its own, no consortium or joint qualification shall be accepted by JTDCL.
- c. The entity should have been registered since at least six months before of the issuance of the tender notice.

### 4. **One Tender per Tenderer:**

Each Tenderer shall submit only one Tender. A Tenderer who submits more than one Tender will cause Tenderer's participation to be disqualified.

A tenderer shall submit tender for all or part items mentioned in Annexure- I.

### 5. **Earnest Money Deposit**

- i. The Bidder shall furnish an Earnest Money Deposit of Rupees 50,000/- (Rupees Fifty Thousand Only) (the "Earnest Money Deposit" or "EMD") in the form of a Demand Draft issued by a Nationalized Bank or a Scheduled Bank in India, drawn in favour of " **The Managing Director, Jharkhand Tourism Development Corporation Limited,**" payable at "**Ranchi**" along with bid documents. JTDCL shall not be liable to pay any interest on the EMD so made and the same shall be interest free.
- ii. The EMD amount shall remain valid for a period of 90 (ninety) days from the Proposal Due Date, or beyond any period of extension subsequently as determined by JTDCL from time to time. The Proposal shall be summarily rejected if it is not accompanied by the EMD.
- iii. The EMD shall be returned to the unsuccessful Bidders after selection of the Selected Bidder. The EMD submitted by the Selected Bidder shall be retained as **Performance Security** throughout contract validity period.
- iv. The EMD shall be forfeited, if the Bidder:
  - i. furnishes any information or document which is misleading or untrue in any material respect;
  - ii. engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as specified; and

### 6. **Technical and Financial Bid:**

The technical and financial bid shall be submitted in separate envelop and these two envelop may be placed in single envelope.

The envelope containing technical bid must contain the documents pertaining to the existence of the entity which must include

- a. Registration Certificate in case of Company, Partnership Deed in case of Partnership Firm, Copy of PAN Card in case of Proprietorship.
- b. Copy of VAT/TIN, which shall be older than six months;
- c. Above shall be certified as true copy by Managing Director/Proprietor/Authorised signatory of the Company/Agency/Firm.
- d. The financial bid shall be opened for the tenderer who qualified the technical bid.

## **7. Cost of Tendering**

The Tenderer shall bear all costs associated with the preparation and submission of his tender, and JTDCL will in no case be responsible and liable for those costs.

## **8. Presence of Tenderer in Pre- bid meeting**

The Tenderer must attend the pre bid meeting with the sample of the required items in the pre-bid meeting, so that we could judge the quality for the same nature of items.

## **9. TENDERER'S RESPONSIBILITY**

Tenderer shall undertake to supply the same quality, quantity of items as prescribed in these tender documents and/or as placed before the pre-bid meeting. Tenderer shall ensure to supply original product/material towards purchase order, if found duplicate or below standard product/material, the authority shall free to cancel the rate contract and forfeit the performance security thereof.

## **10. Other Conditions:**

JTDCL reserves the right to rescind the Rate Contract at any time if the tender are not found satisfactory or if at any stage it is found that bidder has secured the contract through fraudulent means/documents/information based on which the bid of the successful bidder has been accepted or non-fulfillment of any other serious obligation on the part of the tenderer as per provision of tender/contract. The decision of JTDCL in respect of above will be final in this regard.

## **11 JTDCL right to accept any Tender and to reject any or all Tenders**

JTDCL shall not be bound to accept the highest offer and it reserves the right to reject any /all Tender without assigning any reason at any time prior to the award of Contract, without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for JTDCL action.

JTDCL reserves the right to accept or reject any Tender, and to cancel the Tender process and reject all Tenders, at any time prior to the award of Contract, without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for JTDCL action.

**12. Notification of Enlisting**

The Tenderer whose Tender has been accepted will be notified the enlistment by JTDCL.

**13. Award Criteria**

JTDCL will enlist the Tenderer whose Tender has been determined to be substantially responsive to the Tender Documents and who has qualified in the technical criteria and found minimum financial bid for items prescribed in annexure-I.

**14. POST TENDER ACTION**

After enlisting of the agencies, the agency required to supply the items at the location of the hotels specified in prescribed quantity whenever required at a lowest price fixed through the competitive tender process towards separate rate contract.

Payment of all taxes, octroi duty, road tax, transportation expenses shall be the liability of the successful/enlisted agencies.

JTDCL will not provide any permit, challan, forms with respect to the supply of the items at the destination place.

## SECTION 3

### PRICE BID

**The Tenderer shall submit the Price Bid in the following Performa:**

We M/s ..... quote the following amount inclusive of all taxes and charges including the transportation/installation/furnishing/testing charge at the Hotels/Restaurants of JTDCL to the items detailed below which shall be valid for two years :

#### List of Housekeeping Materials

Sl. No.	Name of Materials	Make	Parameters	Unit Price/Rate inclusive all	Remarks
1	Phenyl.				
2	Liquid soap				
3	Cleaning Powder				
4	Detergent Powder.				
5	Toilet Tools.				
6	Toilet Cubes.				
7	Naphthalene Balls.				
8	Air Freshener				
9	Bathroom Cleaner				
10	Glass cleaner				
11	Room Freshener				
12	White Duster.				
13	Tongue Cleaner				
14	Saving Razor (Plastic-use & Throw)				
15	Shampoo				
16	Hair Conditioner				
17	Shoe cleaner				
18	Hotel Name printed Bath Towel				
19	Hotel name and logo printed napkin				
20	Sugar bag/Cube				
21	Milk powder				
22	Electric Hair dryer				
23	Yellow Duster				
24	Floor Duster				
25	Steel wool.				
26	Brooms.				
27	Toilet Brush.				
28	Wipers				
29	Sink Opener.				
30	Carpet Brush.				
31	Hard Broom				



32	Soft Broom				
33	Cobweb Remover/Wall Cleaner				
34	Vacuum cleaner				
35	Saving Cream				
36	Shower Cap				
37	Small Comb				
38	Body liquid soap				
39	Hair Oil in pouch				
40	Hotel Name printed Hand Towel				
41	Dip tea bag				
42	Sugar free cube				
43	Paper straw				

**Name, Seal & Signature of Bidder**

## List of Crockery/cutlery Used in Restaurant

Sl. No.	Name of Materials	Make	Parameters	Unit Price/Rate inclusive all	Remarks
1	Dinner Plate				Full/Half/Quarter
2	Dinner Spoon				
3	Dinner Fork				
4	Dinner Knife				
5	Desert Plate				
6	Desert Spoon				
7	Desert Fork				
8	Tea Spoon				
9	Soup Ball				
10	Soup Saucer				
11	Soup Spoon				
12	Salad Ball				
13	Salad Tray				
14	Salad Tong				
15	Rayata Ball				
16	Ice-cream Ball				
17	Ice-cream container				
18	Ice-cream Spoon				
19	Ice Bucket				
20	Ice Tong				
21	Service Tray Steel				
22	Bread Basket				
23	West Utensil Tub				
24	Ash Tray				
25	Tooth Pick Holder				
26	Salt & Piper cruet set				
27	Water Glass (Tumbler)				Different Size & Shape
28	Jug				
29	Cup Saucer Set				
30	Tea Coffee Pot				
31	Sugar Boll				
32	Milk Jug				
33	Ice-cream Scoop				
34	Nut Cracker				
35	Side Station /dummy water				
36	Straw Stand				

37	Napkin Stand				
38	Buffet Cloth				
39	S.S. Serving Spoon				
40	Ceramic Platter				
41	Chapatti Box				
42	Fuel / Electric heat/chaffing Dish				
43	Serving Dish				Different Shape & Size
44	Fuel gel				
45	Electric Tea Pot				

**Name, Seal & Signature of Bidder**

## List of Equipment Used in Commercial Kitchen

Sl. No.	Name of Materials	Make	Parameters	Unit Price/Rate inclusive all	Remarks
1	Gas Stoves Burner Set				Indian/Chinese/Different shape and size
2	Microwave oven				
3	Aluminum tope with Cover				Small/Medium/Large size
4	Commercial Mixture/Grinding Machine				
5	Tandoor oven				
6	Stainless steel (coal used)				
7	Three Sink Unit (S.S)				
8	Sink Table (S.S)				
9	Rack for kitchen (S.S)				
10	Rack for washing area (S.S)				
11	Hand wash Station				
12	Chapatti Toffler				
13	Aluminum Tub				Small/Medium/Large size
14	S.S. Tub				Small/Medium/Large size
15	S.S Rumali roti Maker				
16	Aluminum Kitchen Parat				
17	Aluminum Basin with cover				
18	Aluminum Milk Pot				
19	Subji Biryani Handi				
20	Haidrabadi Briyani Handi				
21	Commercial Mixture Cum Juicer				
22	Pressure Cooker				Different Quantity
23	Water Purifier Cum Cooler				
24	Espresso Coffee Machine				
25	S.S. Hot Tea container				

**Name, Seal & Signature of Bidder**

## List of Small Utensils /kitchen ware

Sl. No.	Name of Materials	Make	Parameters	Unit Price/Rate inclusive all	Remarks
1	Mixing Bowls				Different Shape & Size
2	Vegetable Peeler				
3	Potato Masher				
4	Whisk				
5	Grater				
6	Knife Sharpener				
7	S.S Skillet (PAN)				Different Shape & Size
8	Cast-iron Skillet				Different Shape & Size
9	Sauté Pan				
10	Saucepan				Small/Medium/Big
11	Pot				Small/Medium/Big
12	Grill Pan				
13	Decking sheet Pan				
14	Casserole Dish				
15	Broiler Pan				
16	Blender				
17	Full Storage Container				Different Shape & Size
18	Knife (S.S.)				
19	Sieve (Shifter)				
20	Wooden Spoon				
21	Can Opener				
22	Cutting/ Chopping Board				
23	Spatula				
24	Ladle				
25	Bottle Opener				
26	Meat cleaver Knife				
27	Weighing Machine				
28	Tooka for chopping spinach				
29	Tawa				
30	Lemon Squeezer				
31	Dustbins				
32	Bucket				Different size
33	Fridge				
34	Deep Fridger				

**Name, Seal & Signature of Bidder**

## List of Linen/Mattress/Foot Mat/Door Mat Items

Sl. No.	Name of Materials	Make	Parameters	Unit Price/Rate inclusive all	Remarks
1	Bed Sheet (Single Bed) White Colour				
2	Bed Sheet (Double Bed) White Colour				
3	Towel Large White Colour				
4	Hand Towel White Colour				
5	Mattress (Single Bed)				
6	Mattress (Bouble Bed)				
7	Pillow in Standard Size				
8	Pillow Cover in Standard Size (White)				
9	Dohar Single Bed				
10	Dohar Double Bed				
11	Duet Cover				
12	Bed Runner				
13	Cushion				
14	Foot Mat in Standard Size				
15	Door Mat in Standard Size				
16	Foot Mat in Standard Size for Bathroom				
17	Restaurant Dining Table Top/Cover				

**Name, Seal & Signature of Bidder**