TENDER DOCUMENT

DETAILS OF WORK

“E-TENDER FOR SUPPLY OF BED & BATH LINEN, MATTRESSES, PILLOWS, ETC. TO THE VARIOUS RESORTS / HOTELS OF MTDC ON ANNUAL RATE CONTRACT BASIS.”

COST OF TENDER FORM :- Rs. 1,135/- (Inclusive of VAT @13.5%)

EARNEST MONEY DEPOSIT :- Rs. 90,000/-
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1. INTRODUCTION

Maharashtra Tourism Development Corporation Ltd. is a registered Company under Company's Act 1956 on 20th January, 1975. MTDC has various Resorts, Restaurants as well as IISDA (Scuba Diving Centre) and Kalagram in the state of Maharashtra.

Indicative list of Resorts is as follows (may increase):

<table>
<thead>
<tr>
<th>Hotel Pilgrims Inn Shirdi, Dist - Ahmednagar</th>
<th>Mahabaleshwar Resort Dist - Satara</th>
<th>Matheran Resort Dist - Raigad</th>
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<tbody>
<tr>
<td>Tadoba Resort Dist - Chandrapur</td>
<td>Bhandardara Resort Dist - Ahmednagar</td>
<td>Malshej Ghat Resort Dist - Pune</td>
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<tr>
<td>Panshet Resort Dist - Pune</td>
<td>Chikhaldara Resort Dist - Amaravati</td>
<td>Harihareshwar Resort Dist - Raigad</td>
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<tr>
<td>Tarkarli Resort Dist - Sindhudurg</td>
<td>Tarkarli House Boat Dist - Sindhudurg</td>
<td>Tuljapur Resort Dist - Usmanabad</td>
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<td>Ganpatipule Resort Dist - Ratnagiri</td>
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<td>Karla Resort Dist - Pune</td>
</tr>
<tr>
<td>Ajanta T Junction Dist - Aurangabad</td>
<td>Ajanta Tourist Resort Dist - Aurangabad</td>
<td>Nagpur Tourist Resort Dist - Nagpur</td>
</tr>
<tr>
<td>IISDA Dist - Sindhudurg</td>
<td>Kalagram Dist - Aurangabad</td>
<td>Elephanta Restaurant Mumbai</td>
</tr>
</tbody>
</table>
2. TENDERING PROCEDURE

**Blank Tender Forms.**

1. Tender Forms can be downloaded from the e-Tendering portal of Maharashtra Tourism Development Corporation Ltd., Mumbai, Government of Maharashtra i.e. [https://mahatenders.gov.in](https://mahatenders.gov.in) after payment towards Tender Fees As per the Tender Schedule i.e. payment of tender fees, online.

2. The tender submitted by the tenderer shall be based on the clarification, additional facility offered (if any) by the Department, and this tender shall be unconditional. Conditional tenders will be summarily REJECTED.

3. All tenderers are cautioned that tenders containing any deviation from the contractual terms and conditions, specifications or other requirements and conditional tenders will be treated as non responsive.

4. Tenderers should have valid Digital Signature Certificate (DSC) obtained from any Certifying Authorities. In case of requirement of DSC, interested Bidders should go to [https://mahatenders.gov.in](https://mahatenders.gov.in) and follow the procedure mentioned in the document; Procedure for application of Digital Certificate.

5. For any assistance on the use of Electronic Tendering System, the Users may call the below
   Toll Free Telephonic Help Desk Number 1800-3070-2232
   Mobile: +91-7878107985, +91-7878107986, + 91-7878007972 and +91-7878007973
   E-Mail: eproc.support@maharashtra.gov.in
3. GUIDELINES TO BIDDERS

Special Instructions to the Bidders for the e-submission of the bids online through this tender site:
https://maharashtratourism.gov.in

1. Bidder should do the registration in the tender site https://mahatenders.gov.in using the option available. Then the Digital Bidder should do the registration in the tender site Signature registration has to be done with the e-token, after logging into the site. The e-token may be obtained from one of the authorized certifying authorities such as SIFY/TCS/nCode/MTNL/eMudhra.

2. Bidder then login to the site giving user id / password chosen during registration.

3. The e-token that is registered should be used by the bidder and should not be misused by others.

4. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected As per tender requirements and then attached along with bid documents during bid submission.

5. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise, the bid will be rejected.

6. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account of the corrigendum (if any) published before submitting the bids online.

7. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/xls/rar/dwg formats. If there is more than one document, they can be clubbed together.

8. Bidder should get ready the tender form fee and EMD as specified in the tender. Both the fees should be paid online, within the bid submission date & time for the tender.
9. The bidder reads the terms & conditions and accepts the same to proceed further to submit the bids.

10. The bidder has to submit the tender document online well in advance before the prescribed time to avoid any delay or problem during the submission process.

11. After the bid submission, the acknowledgement number, given by the e-tendering system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender.

12. Any original document submitted physically to the MTDC and the scanned copies furnished at the time of bid submission online, should be the same, otherwise the Tender shall be summarily rejected.

13. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.

14. The E-Tendering system will notify a successful bid updating message after uploading all the bid documents. The submitted bid summary will be shown with the bid number, date & time of said bid.

15. The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders.

16. The bidder may submit the bid documents by online mode through the site (https://mahatenders.gov.in) as indicated in the tender.

17. The bid summary has to be printed by the bidder and kept as an acknowledgement as a token of the submission of the bid which will act as a proof of bid submission for a tender floated and also act as an entry point to participate in the bid opening date.

18. The Bidder should log into the web site well in advance for bid submission so that he / she submits the bid in time i.e. on or before the bid submission end time. If there is any delay caused due to any technical issues.

19. The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) option in the browser.

20. For any other queries, the bidders are asked to contact through Mail: etender.maha@nic.in
4. GENERAL CONDITIONS

a) The bidders should have achieved average annual turnover of Rs. 10 lakhs, during last three financial years (2015-16, 2014-15, 2013-14), if audit of financial year 2015-16 has not been done yet may provide financial reports (Profit & Loss Account or Income & Expenditure Statement) for the F.Y. 2012-13. Financial reports must be certified by Chartered Accountant.

b) The bidders should attach at least one order of not less than Rs.10 Lakhs successfully completed in past 3 years along with client details.

c) The bidder should have to pay form fees of Rs.1,135/- (Not refundable)

d) The bidder should have to pay Earnest Money Deposit (EMD) of Rs.90,000/- (Rs. Ninety Thousand Only).

e) The successful bidder should have to pay Security Deposit of Rs. 90,000/- or it may be recovered from Earnest Money Deposit (EMD).

f) The Tenderer should be authorized dealer.

g) The Tenderer should submit the documents mentioned in technical Bid compulsory. If any of document is not furnished the price bid / financial bid will not be opened and tender will be treated as invalid & left out of consideration.

h) All supply shall be made as per work order given by concerned authority and there should be door delivery to the MTDC’s Resorts / Hotels / Units within 30 days from the date of order issued. The tenderer shall have a proven track record of completing such work in stipulated time.

i) The manufacturers / Suppliers should produce and should get samples of Linen Material approved by MTDC as per the Tender and send the same 25 sets of cutting of 6”x6” of each material to all Resorts.

j) The names emblem of the company (MTDC) and month & year shall be embossed Printed in all the items in such a way that it is not easily erasable or removable. The rates quoted shall include logo and all taxes inclusive of packing, forwarding and insurance charges etc. completed. All the selected quotes will be called for the presentation or their products and a final decision on order will be taken only after taking into consideration the rates and quality of the material offered.

k) The suppliers shall supply the materials to various Resorts / Hotels units of MTDC within the Maharashtra State at the agreed rates against the orders received from the respective Regional Offices of MTDC.
l) Samples in sealed covers and marked in bold letters item wise to be submitted along with the bid. These samples form a part of the technical bid. However if there are no enough number of qualified samples, MTDC reserves the right to allow replacement of samples by the otherwise technically qualified bidders, to the satisfaction of MTDC.

m) The Manufacturer / supplier shall submit the acceptance letter acknowledging the above mentioned terms and conditions for supply of above material / products to various MTDC’s Resorts / Hotels.

n) Tender other than above mentioned terms and conditions shall not be entertained by MTDC.

o) The transit risk shall be borne by the Supplier, which includes loading, transportation, unloading charges etc.

p) Corporation reserves the rights to accept or reject any one or all tenders without giving any reason thereof. This may be strictly noted.

q) The selected agency will be awarded contract for a total period of 1 year & may be extended on mutual consent for further 2 years.

r) Any dispute between the corporation and agency will be referred to the sole arbitrator M.D., MTDC.

s) The corporation can terminate the contract without any benefit to the agency in case the agency fails to make the delivery within said time limit or if the agency fails to observe the terms & conditions of the agreement executed with the corporation during the currency of the contract.

t) Materials not corresponding in character and Quality with approved samples/ specifications will be rejected by the MTDC or his representative and shall be removed from Unit at the Tenderer's own cost.

u) Any additional supply made by the suppliers without written authority of the MTDC will not be paid for.

v) Payment will be made on production of bill in duplicate along with delivery challan duly signed by the respective Resort / Hotel Manager to this office within 30 days after the satisfactory supply of material.

w) MTDC reserve the right to deduct 5% of the amount from the respective PO bill for unsatisfied service from the vendor i.e. Delay in supply as per the
Tender OR the material supplied is found not as per the specification stipulated and/or as per samples given.

x) The rates offered in the tender shall be inclusive of all taxes, installation, transportation, packing, forwarding, freight charges, etc. which are applicable at all the locations of MTDC. No extra charges will be borne by MTDC. The Tenderer should quote his offer only through online bidding process in terms of rates. The contractor shall quote for the work as per details given in the main tender and also based on the detailed set of conditions issued/Additional stipulations made by the Department. This tender shall be unconditional and made available to him on e-Tendering portal of Maharashtra Tourism Development Corporation Ltd.

SUBMISSION OF TENDER:

1. Refer to Section "Guidelines to Bidders"
2. Tenderers are required to submit scan copy of all technical documents mentioned in Envelop -I.
3. Samples in sealed covers and marked in bold letters item wise to be submitted along with the bid. These samples form a part of the technical bid.

Note: - Tender form fee and EMD can be submitted through SBI/ Net Banking Transactions.

OPENING OF TENDERS

On the date, specified in the Tender Notice, following procedure will be adopted for opening of the Tender.

(A) TECHNICAL BID.

First of all Technical bid of the tender will be opened to verify its contents as per requirements. If the various documents contained in this technical bid do not meet the requirements of the Department, a note will be recorded accordingly by the tender opening authority and the said tenderer's financial bid will not be considered for further action and the same will be recorded. Tenderers should submit original documents for verification on 14.12.2016 at 11.30 a.m., without fail. Failing to submit or
show original all relevant required documents shall disqualify the tenderer and his financial bid will not be opened at any cost.

The decision of the tender opening authority in this regards shall be final and binding on the all bidders.

Only those bids which qualify in Technical bid will be eligible for opening of financial bids. Technical bid will be evaluated by committee appointed by the Competent Authority.

(B) **FINANCIAL BID.**

Financial bid of all the tenderers (whose original documents have been verified and found in order) shall be opened after scrutiny is over. Financial bid will be opened immediately after opening of Technical bid, only after all contents of technical bid are found to be acceptable to the Department, the tendered rates shall then be read out in the presence of bidders who remain present at the time of opening of financial bid.

**EARNEST MONEY:**

**EMD can be submitted through SBI/ Net Banking Transactions for which necessary provision is made in the e-tender process.**

The earnest money will be refunded in due course of time those who are not qualified or in case of tenderers whose tenders are not accepted by the MTDC. In case of successful tenderer the Earnest money will be converted into security deposit and refunded after completion of contract period.

**CORRECTION**

No corrections shall be made in the tender documents. Any corrections that are to be made shall be made by crossing the incorrect portion and writing the correct portions above with the initials of tenderer.
## 5. SPECIFICATIONS:

### ANNEXURE 'I'

**Specifications, qualities, count.**

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<th>Sr. No.</th>
<th>Items</th>
<th>Specification (Branded Quality)</th>
<th>Size</th>
</tr>
</thead>
</table>
| 1       | Bath Linen      | Premium Quality Turkish white Cotton Bath Towel  
550 GSM - 630 Gms. Hotel grade with very high water absorbent quality | 30” x 60” |
|         |                 | Premium Quality Turkish white Cotton Hand Towels  
550 GSM - 150 Gms. Hotel grade with very high water absorbent quality | 24”x16”   |
|         |                 | Premium Quality Turkish White Cotton Face Towel  
550 GSM - 50 Gms. Hotel grade with very high water absorbent quality | 12” x 12” |
|         |                 | Premium Quality Cotton White Bath Mat  
850 GSM - 300 gms.- Hotel grade, with very high water absorbent quality | 20” x 30” |
| 2       | Bed Linen       | Bed Sheet White (single)  
Fine quality 100% Cotton  
Count 40s x 40s, 200 TC | 60” X 100” |
|         |                 | Bed Sheet White (Double)  
Fine quality 100% Cotton  
Cotton Classic 40s x 40s, 200TC | 90”x108”   |
|         |                 | Pillow covers White  
Fine quality 100% Cotton  
ready size with 6 “inner flap and 1.5” frill (flaunge)  
Count 40s x 40s. 200TC | 18” X 27”   |
| **3. Mattresses and Pillow** | **Wollen Blanket Plain (Camel)**  
Border: 4 side satin  
Blend: 70% Wool + 30% others.  
|  | 60” x 90” (S),  
|  | 80” x 90” (D)  
| **Foam Mattresses**  
1” 40 density foam on top  
2” bonded foam in middle  
1” 40 density foam on bottom.  
The mattresses should be quilted cloth cover on both sides (For reversible use)  
|  | 72”X36”X5”  
|  | 72”X60”X5”  
|  | 72”X72”X5”  
|  | 78”X36”X5”  
|  | 78”X60”X5”  
|  | 78”X72”X5”  
| **Waterproof Mattresses Protector**  
|  | 72”X36”X5”  
|  | 72”X60”X5”  
|  | 72”X72”X5”  
|  | 78”X36”X5”  
|  | 78”X60”X5”  
|  | 78”X72”X5”  
| **Bonnel spring mattresses**  
|  | 80X6.575X6  
|  | 84X31.5X6  
|  | 83.5X31  
|  | 74X69X6  
| **Pillows - Premium Quality**  
Polyfill Pillows  
Weight: 600-680 gms  
|  | 26”X17”X5”  
|  | 27”X18X”X5” |
6. LIST OF DOCUMENTS REQUIRED IN TECHNICAL BID

ENVELOPE NO.1: (Technical Bid) (to be uploaded)

1.1. Form fees of Rs.1,130/-

1.2. Earnest Money Deposit (EMD) of Rs.90,000/-


1.4. Attested copies of Detail report of Income tax return for last 3 years (as mentioned above) must be enclosed.

1.5. Work completion Certificate / at least one work order of successful supply of Linen Material not less than Rs.10 Lakhs along with client details.

1.6. In case of Partnership Firm copy of Partnership Deed.

1.7. In case of Joint Venture with other company for the purpose of tender, copy of registered Joint Venture agreement.

1.8. Shop Act License.

1.9. Copy of PAN (Permanent Account Number) Card.

1.10. Registered Service Tax / VAT / TIN Number

1.11. Government approved Lab Test Report of Linen material


1.13. Samples in sealed covers and marked in bold letters item wise to be submitted along with the bid. These samples form a part of the technical bid. However if there are no enough number of qualified samples, MTDC reserves the right to allow replacement of samples by the otherwise technically qualified bidders, to the satisfaction of MTDC.

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7. UNDERTAKING FROM THE TENDERER (On company’s letter head)

I / We hereby confirm having read and understood all the terms and conditions of the tender number NO.MTDC/RO/63247(A)/EOI/2016 for SUPPLY OF BED & BATH LINEN MATERIAL, MATTRESSES to MTDC’s Resorts. We hereby accept the same unequivocally, without any reservation, and we shall not alter/add/delete any of the conditions of the tender or part thereof. We accept by this undertaking that we have agreed & abide to all the conditions mentioned in the tender. By signing this undertaking we accept that we will not move to any court of law against the tender, the procedure or the decision in the matter.

Authorized Signatory of Tenderer

Name & Address : __________________________________________

_________________________________________________________

_________________________________________________________

Seal : ____________________________________________________
### 8. SCHEDULE TO THE INVITATION OF TENDER

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<th>Sr. No.</th>
<th>Particular</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Designation and address of the authority</td>
<td>Managing Director/</td>
</tr>
<tr>
<td></td>
<td>Inviting Tender</td>
<td>Jt. Managing Director</td>
</tr>
<tr>
<td>3</td>
<td>Opening Date of issue of Bid Document</td>
<td>21.11.2016 from 10.00 a.m.</td>
</tr>
<tr>
<td>4</td>
<td>Time and Date of Depositing Tender bid</td>
<td>From 21.11.2016 at 11.00 a.m. to 05.12.2016 till 12.00 p.m.</td>
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<td>5</td>
<td>Opening of Technical Bid</td>
<td>14.12.2016 at 11.30 a.m.</td>
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<td>6</td>
<td>Opening of Technical Bid</td>
<td>After Technical Bid Evaluation</td>
</tr>
<tr>
<td>7</td>
<td>Minimum Validity of Tender offer</td>
<td>One year from acceptance of offer</td>
</tr>
<tr>
<td>8</td>
<td>Duration of contract</td>
<td>One year extendable up to 3 years</td>
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</table>