

HIPA HOSPITALITY COOPERATIVE SOCIETY (REGD.)
FAIRLAWNS, SHIMLA-171012.

TENDER DOCUMENT for

Providing Executive Bags and Canvas Bags for HIPA, Complex.

No. HHCS-Purchase Bags-1/2015

Dated: 05-02-2024

1. Name and full address
of the party to whom
Tender form is sold/issued.
2. Earnest Money Deposit:-
₹ 10000/- (Rupees ten thousand only)
DD No.....dated.....
Drawn at.....in favor of
President HHC Society
3. Cost of Tender
₹ 500/- Receipt No.....Dated.....
4. Due date for receipt of Tender Document : **23.02.2024 till 5 PM**
5. Due date for opening of Tender Document: **26.02.2024 at 3 PM**
6. Sealed Tenders are hereby invited from reputed leading and resourcefull registered /licensed firms having 3 years experience in manufacturing or general supplier of executive bags/canvas bags to the offices of State/Central Government/PSU.
7. The approximate requirement of Executive bags and Canvas bags would be 1500 and 1000 respectively per year. However, the quantity may increase or decrease keeping in view the actual Trainings organised or to be organised.
8. The specifications of the Executive and Canvas bags proposed to be purchases after floating tendres is as under:-

Sr. No.	Description	Specification	Measurement
1.	Executive Bag	Length	16 Inch
		Hight	12 Inch
		Width	6.5 Inch
		Closure Type	Zipper
		Lining	Nylon
		Outer Material	PU Leather
		Numbers of Pocket	5
2.	Executive Back Pack Bag	Length	12.5 Inch
		Hight	18 Inch
		Width	10.5 Inch
		Closure Type	Zipper
		Lining	Nylon
		Outer Material	Polyster/Nylon
		Numbers of Pocket	3 to 5

9. Three samples of each items will be accepted by the HHCS. The financial bids of only those firms will be opned whose bag samples are shortlisted by the Committee.
10. Tender document can be downloaded from our website **hipashimla.nic.in** which will be deposited with the Office of C.E.O. of the Society along-with Demand Draft of ₹ 500/- (Rupees Five Hundred) only as cost of tender document drawn in favour of President, HIPA Hospitality Cooperative Society, Fairlawns, Shimla-12 on any working day up to 5 PM
11. The Tenderer shall furnish the offer in two separate envelops clearly mentioning **“Technical Bid”** (Envelop No. 1) and **“Financial Bid”** (Envelop No. 2) and then both envelops be kept in one sealed cover indicating **“Tender for Executive bags/Canvas bags for HIPA, Fairlawns Shimla171012”**.
12. The detail of eligibility criteria and documents to be supplied for evaluation of Technical Bid and Financial Bid are enclosed as Annexure-A and Annexure-B respectively, of tender document.
13. The undersigned reserves the right to accept/reject any or all part of tender without assigning any reason.
14. The Successful bidder shall have to deposit a sum of ₹ 25000/- (Twenty five thousand only) in the shape of FDR duly pledged in name of the President, HIPA Hospitality Cooperative Society as performance security amount immediately after the completion of tender process/award of tender. The FDR will be refunded to concerned bidder after completion of the contract.

Note: - Tender will be straightway rejected if:-

- (1) EMD is not attached.



President

HIPA Hospitality Cooperative Society
✓ **Fairlawns, Shimla-171012**

TECHNICAL BID

Experience / Eligibility criteria

Sr. No.	Criteria (minimum requirement)	Documents to be supplied	Whether attached or not
1.	Working Capital: Average Turnover ₹ 5.00 lakh to 10.00 lakh per year).	Balance Sheets last three years duly audited by the C.As up to the financial years ending 31.03.2023 be supplied.	
2.	Experience: Minimum 3 years' experience	Experience of manufacturing or supplier.	
3.	Statutory obligation		
	(i) Income Tax Returns for last three years	Attach photo copies of ITRs filed. I.T.R. which should be filed of the firm and not of individual.	
	(ii) Registration under GST	Attach proof	
	(iii) Income Tax PAN	Attach proof	
4.	Bank Account No. of firm	Attach proof	
	Contact No. of Firm		

Detail of documents to be supplied for evaluation:

Note: (i) The financial bid of only those firms/Organizations will be opened who qualify in Technical bids.

**Signature
Seal of firm/NGO/Organization.**

ANNEXURE-"B"

FINANCIAL BID

Sr. No.	Executive Bags Nylon/Polyester/PU Leather	Sample No.	Printing of logo charges	Amount(₹) per bag	GST	Total
1.						
2.						
3.						

Sr. No.	Canvas Bag size	Sample No.	Printing of logo charges	Amount(₹) per bag	GST	Total
1.						
2.						
3.						

Note: (i) The rates should be quoted and signed by the responsible/authorized person of the Tenderer.

Signature
Seal of firm/NGO/Organization.