

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: 02-04-2025

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 : **25.04.2025 till 1 PM**
5. Due date for opening of Tender Document: **25.04.2025 at 3 PM**
6. Sealed Tenders are hereby invited from registered firms/NGOs/proprietors etc. 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 Jute bags would be 2500 and 2000 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 Jute bags proposed to be purchases after floating tenders is as under:-

Sr. No.	Description	Specification	Measurement
1.	Executive Bag	Length	16 Inch
		Height	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
		Height	18 Inch
		Width	10.5 Inch
		Closure Type	Zipper
		Lining	Nylon
		Outer Material	Polyster/Nylon
		Numbers of Pocket	3 to 5


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3.	Jute Bag	Length	12 Inch
		Height	14 Inch
		Width	4 Inch
		Closure Type	Chain
		Lining	Cloth
		Outer Material	Jute
		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 or before any working day up to 25.04.2025 at 1.00 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/Jute bags for MSHIPA, 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 quoted rates should be valid for a period of one year from the date of award the contract.
15. The contract may be extended for a period of another two years on year to year basis on satisfactory performance of the same on same terms and conditions.
16. 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.
- (2) Tender Cost is not attached.


Chief Executive Officer
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.	Average Turnover ₹ 10.00 lakh per year	Balance Sheets last three years duly audited by the C.As up to the financial years ending 31.03.2024 be supplied.	
2.	Experience: Minimum 3 years' experience	Experience of manufacturing or supplier or certificate of incorporation.	
3.	Statutory obligation		
	(i) Income Tax Returns for last three years	Attach photo copies of ITRs filed.	
	(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.



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.	Executive Back Pack	Sample No.	Printing of logo charges	Amount(₹) per bag	GST	Total
1.						
2.						
3.						
Sr. No.	Jute Bag	Sample No.	Printing of logo charges	Amount(₹) per bag	GST	Total

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

Signature
Seal of firm/NGO/Organization.

