

**HIPA Hospitality Cooperative Society (Regd.)**  
**Fairlawns, Shimla-171012**

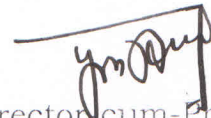
No. HHCS-Purchase Bags/2015-

Dated: 22<sup>nd</sup> May, 2020

**NOTICE INVITING TENDER**

Sealed Tenders are hereby invited from reputed leading and resourceful registered/licensed firms having 3 years experience in manufacturing or general supplier of bags.

The Tenders should reach in the office of the undersigned on or before 15.06.2020 at 11:00 AM and shall be opened on same day at 02:00 PM for further details visit our website [hipashimla.nic.in](http://hipashimla.nic.in).



Director cum-President,  
HIPA Hospitality Cooperative Society (Regd)  
Fairlawns, Shimla-171012

**HIPA HOSPITALITY COOPERATIVE SOCIETY (Regd.) Fairlawns, Shimla-171012**

**TENDERDOCUMENT**

for

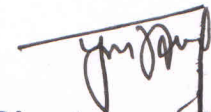
**Providing Executive Bags, Canvas bags and Jute folders for HIPA Complex,  
Fairlawns, Shimla-171012**

**No. HHCS-Purchase Bags/2015-**

**Dated: 22<sup>nd</sup> May, 2020**

1. Name and full address  
the party to whom Tender  
form is sold/issued .....
2. Cost of Tender Document:- Rs. 500/- (Five Hundred only) if deposited  
in cash Receipt No. \_\_\_\_\_ dated \_\_\_\_\_  
Draft No. \_\_\_\_\_ dated \_\_\_\_\_ (in case  
the tender document downloaded from the  
website)
4. Due date for receipt of Tender Document : 15.06.2020 till 11:00 AM
5. Due date for opening of Tender Document: 15.06.2020 at 2:00 PM
6. Sealed Tenders are hereby invited from reputed leading and resourceful  
registered/licensed firms having 3 years experience in manufacturing or general  
supplier of executive bags/ canvas bags/folders for offices of state/Central  
Government/PSU.
7. The approximate requirement of Executive bags and Canvas bags has been worked out  
1500 and 1000 respectively and jute folders 100-500 per year. However, the quantity  
may increase or decrease keeping in view the actual courses organized.
8. Maximum three samples of each item will be accepted and the sample so shortlisted  
by the committee, financial bid be opened only for short listed items of firm  
concerned.
9. The tenders alongwith not more than 3 samples for each items should reach the office  
of the undersigned on or before 15.06.2020 at 11.00AM and shall be opened on same  
day at 2:00 PM in the presence of the tenderers or their representative who wish to be  
present at the time of opening of tenders. In case any doubt, the same may be got  
clarified from the CEO of the Society, by visiting the office on any working day or on  
Mobile No.01772734683.
10. The tenderer shall furnish the offer in two separate envelopes 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/jute folder for HIPA Complex, Fairlawns, Shimla-171012".
11. The detail of eligibility criteria and documents to be supplied for evaluation of  
Technical Bid and Financial Bid are enclosed vide Annexure-A and Annexure-B  
respectively.
12. The undersigned reserves the right to accept /reject any or all part of tender without  
assigning any reason.

**Note:** The success tenderer has to deposit performance security @ 10% of total estimated  
cost of bags in the shape of DD in favour of President HHC Society which will be  
returned after 3 months of successful completion of supply order without interest.



**Director-cum-President,  
HIPA Hospitality Cooperative Society,  
Fairlawns, Shimla-171012.**

**TECHNICAL BID**  
**Eligibility Criteria**

**Detail of documents to be supplied for evaluation:**

Sr. No.	Criteria (Minimum Requirement)	Document to be supplied	Whether attached or not
1.	Working Capital: (Average Turnover Rs. 5.00 Lac to 10.00 lac per year)	Balance Sheets duly audited by the CAs up to the financial years ending 31.03.2019 be supplied	
2.	Experience: Minimum 3years Experience	Experience of manufacturing or supplier	
3.	<b>Statutory obligation</b>		
	(i). Income Tax Returns for last three years.	Attach photo copy of ITRs field. ITR should have been filed by the firm not individual.	
	(ii). Income Tax PAN.	Attach Proof	
	(iii) Firm GST No.	Attach Proof	
	(iv) Bank A/c No. with IFS Code.	Attach Proof	
	(v) Aadhar Card	Attach Proof	
	(vi) Contact No. Office/Cell phone		
	<b>Grand Total</b>		

**Note: (i): The financial bid of that firm/NGO/Organization/Society will be opened who qualifies in Technical bids.**

**Annexure "B"**

**FINANCIAL BID**

Sr. No.	Executive Bags Nylon/Polyester size 15.6"	Sample No.	Printing of logo charges	Amount (in Rs.) per Bag	GST	Total
1.						
2.						
3.						
Sr. No.	Canvas Bags 15"*14"	Sample No.	Printing of logo charges	Amount (in Rs.) per Bag	GST	Total
1.						
2.						
3.						
Sr. No.	Jute Document Folder 11"*14" with four pocket	Sample No.	Printing of logo charges	Amount (in Rs.) per folder	GST	Total
1.						
2.						
3.						

The rates quoted should be with GST wherever applicable and F.O.R at HIPA Fairlawns, Shimla-12.

**Signature**  
**Seal of Firms/NGO/Organizations**