



**HSCC (INDIA) LTD**  
E-6(A), Sector-1, Noida (U.P)-201301

HSCC/HRM/09/32

08.07.2009

**Tender for Annual Contract for Providing Tea Materials**

Sealed tenders are invited from reputed firms in and around Noida for providing tea bags, sugar cube, milk powder (whitener), paper cups, to HSCC Corporate Office. For Details & Tender form, please visit our website: [www.hsccltd.com](http://www.hsccltd.com). Last date for receipt of tender is upto 14.30 hrs on **31.07.2009**. HSCC reserves the right to cancel the tender without assigning any reason. Prospective bidders are advised to scan through HSCC website as corrigendum/amendments etc., if any, will be notified on the company's website and separate advertisement will not be made for this.

Chief Gen Mgr (HRM & Legal)



# **TENDER DOCUMENT**

**Annual Contract For  
Providing Tea Materials**

**HSCC (I) LTD  
E-6 (A) , Sector-1  
Noida (U.P)-201301**

**HSCC (India) Ltd  
(A GOVERNMENT OF INDIA ENTERPRISE)  
E-6(A), SECTOR-1, NOIDA (U.P)-201301**

**REQUEST FOR PROPOSAL (RFP)**

**Annual Contract For Providing Tea Materials**

1. Last Date of submission of bid Date & Time: 31.07.09; 14.30 hrs
2. Date of opening of bid Date & Time: 31.07.09; 15.30 hrs

**Section - I**  
**Invitation for the Bids**

Tender No. NIT/HSCC/HRM/09/Tea

Dated: 08.07.2009

**Sub: Annual Contract for supply of tea materials**

**Sealed quotations are invited from the reputed firms for entering into  
Annual Contract for supplying tea materials.**

**Tea materials are to be supplied on monthly basis at HSCC Corporate office at E-6(A), Sec-1, Noida on any working day between 10 a.m. to 4:00 p.m.**

**Documents to be submitted along with the quotation**

Latest Service Tax Registration Certificate & PAN No

**The photocopies of the above documents should be legible and self attested.**

**Section – II**  
**TERMS & CONDITIONS**

1. **Submission of Tenders:** Sealed tenders must be submitted in an envelope duly superscribing “Tender No., Description of item and Date of Opening” addressed to the Chief General Manager (HRM & Legal), HSCC (India) Ltd, E-6(A), Sector-1, Noida (U.P)-201301. latest by **31.07.2009 up to 14.30 hrs** positively.

**Request for extension of submission date of tenders will not be considered.**

2. **Late/delayed tenders :** Late/delayed tenders due to any reason whatsoever will not be accepted / considered at all under any circumstances.

3. **Opening of Tenders:** The tenders received will be opened at **15.30 hrs** on **dated 31.07.2009** in the presence of the authorized representatives, if any, of the quoting firm (one member only) at this office. **Request for extension of opening date of tenders will not be considered.**

**Quotation will also be opened on scheduled date and time even in case of non-presence of any representative of the firms.**

4. **Earnest Money Deposit:** Tenderers shall have to deposit EMD of **Rs. 2,500/-** in the form of Crossed Demand Draft/Banker’s Cheque/Pay Order only in favour of HSCC (India) Ltd, payable at Noida/New Delhi, along with their tenders. **Tenders received without earnest money will not be entertained/ considered at all and rejected summarily.** Tenders received along with EMD in the form of Cheque/Cash/BG will not be accepted / considered and rejected. **No interest would be paid on the Earnest Money Deposit.**

5. **Forfeiture of EMD:** The earnest money deposited (EMD) will be forfeited if the vendor withdraws or amends, impairs and derogates from the tender in any respect within the period of validity of tender or fails to furnish the Performance Security Deposit as per Clause No. 7 – Performance Security Deposit mentioned below.

6. **Refund of EMD :**

(a) EMD will be refunded to the unsuccessful tenderer within thirty days from the date of issue of award letter to the successful tenderer and no interest would be paid thereon.

(b) EMD will be refunded to the successful tenderer within thirty days from the date of finalization of tender and no interest would be paid thereon.

7. **Performance Security Deposit:** The successful tenderer will have to furnish an unconditional **Performance security deposit of Rs. 2,500/- (Rupees two thousand five hundred only) in the form of Demand Draft** in favour of HSCC (India) Ltd within twenty one days of the placement of order, payable at Noida/New Delhi. **No interest would be paid on the Performance Security Deposit.**

**8. Refund of Performance Security Deposit:** The Performance Security Deposit will be returned to the successful vendor after sixty days from the date of the completion of the contract period and no interest would be paid thereon.

**9. Down Loading of Tender Document:** The vendors may down load Tender documents containing detailed technical specifications and terms & conditions from Website [www.hsccltd.com](http://www.hsccltd.com).

10. Payment will be made on monthly basis after submission of bills along with receipted copy of challans to the HRM Department.

11. The contract will be initially awarded for a period of three months on trial basis and on the basis of satisfactory services the contract will be continued upto one year from the date of award. However, HSCC reserves the right to cancel the contract without assigning any reason.

12. Deductions relating to TDS, and any other Govt. levies applicable on bills will be made as per Govt. of India instructions issued from time to time.

13. HSCC is neither responsible nor liable to pay any compensation for injury / death caused to the contractor's operating staff in the event of any accident on HSCC duty. Contractor will make his own arrangements to meet such eventualities as per existing Government rules/regulations.

14. None of the Contractor's employees present or future will be entitled to claim any sort of employment in HSCC. Contractor is required to attach an undertaking to this effect along with his Quotation.

15. The Contractor shall comply with all the laws, rules, and regulations applicable to him in respect of his staff and equipment and any breach thereof shall render the contract liable to cancellation. The Contractor will have to ensure that all the obligations under the various applicable acts, rules and regulations viz. Contract labour, such as minimum wages act, payment of wage act, PF and ESI act, payment of Bonus Act and other applicable laws, acts, regulations etc., as amended from time to time, for all his employees who shall be deployed by the transporter for rendering services to HSCC are to be fulfilled and complied by him.

16. HSCC has all the rights to cancel the contract in case, if it is found that the quality of materials supplied is poor or the quality of the services rendered is not up to the mark and also in case of not providing the materials within the requisite time period or keeping the same pending. The supplier must ensure that latest manufactured materials are supplied to HSCC. And materials supplied are well within their date of expiry. The contract will immediately be cancelled if expired good are supplied. The supplier will be held responsible for any unfortunate happening attributed arising due to the consumption of the tea materials supplied.

17. Disputes, if any, subjected to the jurisdiction of the courts in Delhi only.

18. L1 will be decided on the basis of rate quoted against all the items taken together.

19. HSCC reserves the right to accept or reject in part or in full to any or all the quotation without assigning any reason thereof.

**Section - III**

No.

Dated

To  
The Chief General Manager (HRM & Legal)  
HSCC (India) Ltd  
E-6 (A), Sector-1  
Noida -201301

**Subject: Sealed Tender for Supply of Tea Materials**

Sir,

With reference to HSCC Tender Notice Inviting quotations for supplying tea materials, we hereby enclose the rate quotation in the prescribed proforma.

We have read the terms & conditions and accept the same.

Yours faithfully,

Name

Address

Tel./Fax/Mob. No.

Contact Person

Dated

Seal of the Firm

Tender No. NIT/HSCC/HRM/09/Tea

Dated:

**PROFORMA FOR SUBMITTING QUOTATION FOR  
Annual Contract For Supplying Tea Materials**

1. Name ,Address,Telephone, Fax,  
Cellphone number of the Operator:  
(The names of the contact person may please be indicated )

SN	Category	Brand to be supplied	Size to be supplied	Unit	Rate in Rs.	% of Discount on MRP
1	Tea Packet	Taj Mahal	500 gm	Per KG		
2	Sugar Cube	Daurala	500 gm	Per KG		
3	Milk (Dairy Whitener)	Nestle (EveryDay)-Paper Pack	500 gm	Per KG		
4	Paper Cup	As per Sample to collected from HSCC Office at E-6(A), Sec-1, Noida.	150 ml	Per unit		

**TERMS AND CONDITIONS:**

1. Above quoted rates are inclusive of all applicable taxes (excluding, service tax) etc.  
**The bid will be rejected in case rates against all the items mentioned in the proforma for submitting quotation for annual contract for supplying tea materials is not quoted.**

3. There should be no cutting / overwriting in the duty slips. Duty slips to be made in triplicate and counter signed by our authorized official should be submitted along with the bill.

4. HSCC reserves the right to accept or reject any or all tenders which meet or does not meet our requirement.

WE HEREBY CONFIRM THAT OUR COMMERCIAL BID SHALL REMAIN VALID FOR A PERIOD OF ONE HUNDRED EIGHTY DAYS FROM THE DATE OF OPENING OF COMMERCIAL BID.

Signature of the firm:

Name

Address

Telephone No.

Date:

Seal of the firm