

NAME OF THE PARTY:

LIMITED TENDER

PREAMBLE OF TENDER:- Electronics Corporation of Tamil Nadu Limited (ELCOT), a wholly owned Government of Tamil Nadu Undertaking is the Optional Procurement Agency of the Government of Tamil Nadu. ELCOT is providing Tea/Coffee to their own staff as a Staff welfare measure. It is proposed to go for the Limited Tender to select a good Tea/Coffee supplier.

Short Title used in the Tender Document:

1. **Bidder:** Bidder means the party who makes a formal offer in pursuance of the tender floated.
2. **Successful Bidder:** Successful Bidder means the Bidder who becomes Successful through the tender process.
3. **Day:** A day means a Calendar Day.
4. **Purchaser:** Purchaser means the end user for whom the purchase is indented through the tender.

TENDER SCHEDULE

a)	TENDER NO	ELCOT/HR/LT/ 33835 /Tea & Coffee/2024-25
b)	Type of Tender	LIMITED TENDER – Single part bid
c)	TENDERED ITEMS	Coffee / Tea / Milk
d)	Delivery	At ELCOT (Nandanam) & Perungudi
e)	DUE DATE & TIME for Submission of Tenders	05.11. 2024 @ 3.00 PM.
f)	OPENING DATE & TIME	05.11.2024 @ 4.00 PM.

EMD: The amount of Rs.10,000/- should be paid as EMD along with the bids. The EMD should be submitted through Demand draft drawn in favor of "Electronics Corporation of Tamil Nadu Limited", Chennai. (or) made through RTGS, as the bank details given below. Bids received after the due date will not be accepted and Bids received with insufficient EMD will be summarily rejected.

Name of the Bank & Branch	State Bank of India, Saidapet
SBI A/c No.	10610747091
IFS Code	SBIN0000912
MICR No.	600002045

MODE OF DESPATCH

Tenders should be addressed to the **GENERAL MANAGER (HR) – ELCOT** (by Designation only) 692, Anna Salai, Nandanam, Chennai – 600 035 and super scribed with the tender number and sent in sealed cover either by Registered post with acknowledgment due or in person. Tenders received in ordinary cover without seal will not be considered. Bids received after the due date and Time will not be accepted. Delay in postal transit will not be accepted as a valid reason for late submission. The Tender Document is not transferable to any other bidder.

IMPORTANT NOTE:

1. TENDERER MUST SUBMIT THIS ORIGINAL TENDER DOCUMENT WITH THEIR SIGNATURE, AND SEAL WITHOUT MISSING ANY OF THE PAGES. Price bid must be submitted in the bidder's company letter head. The total cost including GST will be considered for determining for L1 (Lowest rate). The Tenderer who quotes the lowest rate (L1) along with valid required documents for the total value of the item alone will be considered as L1 Bidder for further evaluation. However, the L1 Bidder may be asked to match the L1 rates of other items if any, in case they have become L2 for those items.

In case of discrepancy between the rates quoted in words and in figures, lower of the two shall be considered.

1. Valid GST Number must be indicated in the quote and copy of the same must be enclosed by the Bidder.

2. The Bidder should enclose a single purchase order for a value of Rs.25,000/- towards the supply of Tea and Coffee to any office. (Proof to be enclosed)

Items Tendered:

Sl. No	Description of Item	Quantity (1 Cup - 100 ml)	Rate in Rs.	Applicable GST in %	Applicable GST in Rs.	Total Amount inclusive of GST (4+6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

1.	Supply of Coffee	1 Cup				
2.	Supply of Black Coffee	1 Cup				
3.	Supply of Tea	1 Cup				
4.	Supply of Tea with Ginger	1 Cup				
5.	Supply of Black Tea	1 Cup				
6.	Supply of Milk	1 Cup				
7.	Supply of Ginger Tea (Without Milk)	1Cup				
8.	Supply of Lemon Tea (Without Milk)	1cup				
9.	Supply of Green Tea (Without Milk)	1 cup				

1) Validity of the Tender: 90 Days.

2) Delivery: Immediate

3) Validity of the Prices: The prices are to be kept valid for acceptance for 365 days from the date of issuance of P.O.

4) Security Deposit : The Successful Bidder will be required to remit a Security Deposit (SD) equivalent to 5 percent of the value of the order, inclusive of EMD by way of Demand Draft payable at Chennai. The EMD amount paid by the Successful Bidders (s) will be adjusted towards Security Deposit payable by them. The Balance SD amount will be adjusted in the first month payment.

5) Terms & conditions :

1. The preparation of Tea / coffee should be arranged only in the premises of ELCOT and the necessary items required for the same should be arranged by the Contractor only. Contractor have to **deploy two of their own employees for the service to Nandanam office and one employee to Perungudi office.**

2. The Contractor shall be responsible for **settlement of any claims / dues** in case of its employees sustaining injury or incur damages or any losses either to persons or properties occurring at ELCOT premises.

3. The contract is valid for a period of **one year w.e.f acceptance of work order** and shall stand automatically terminated on expiry of this period unless otherwise extended by ELCOT management in writing. The contract may be extended / renewed for further period on the same terms and conditions if mutually agreed upon by both parties as per Tamil Nadu Transparency Intender Act.

4. The charges mutually agreed upon for the services to be provided are valid up to the contract period and **no increase** will be entertained by ELCOT during the contract period.

5. The work should be carried out **without damage to the existing structures** and other facilities. Any damage caused has to be rectified by the Contractor.

6. The privity of the contract exists between ELCOT and the Contractor only and the Contractor is **not authorized to sub – contract this work** to any other third party. The price quoted by you shall be inclusive of all applicable taxes.

7. Bids received without EMD/with insufficient EMD will be summarily rejected.

6) Payment Conditions

a. The payment will be made on monthly basis on verifying the bill within 30 days from the date of receipt of bill.

b. Taxes if any will be deducted as per the prevailing rate on the value of work done while releasing the payments.

c. Bidder should have financial capability to handle the services by mobilizing enough funds in advance to manage for atleast one month without waiting for payment from ELCOT.

7) Penalty Charges :

Penalty deduction of 5% of the work done will be made for default of supply of materials and work specified in the tender.

8) Termination of Contract :

If the work is not satisfactory (or) any deficiency in services the contract will be terminated by giving one month's notice to the Contractor. Loss if any, due to unsatisfactory performance will be re covered from the contractor's payment.

9) Dispute and Jurisdiction Clause

"Any dispute or difference, whatsoever, arising between the parties to this contract arising out of or in relation to the terms of this contract shall be resolved by the parties mutually by acting in good faith towards fulfilling the contract and for this purpose the parties mutually agree to furnish or exchange all relevant documents, information and any other material within their special knowledge and thereby conclude their discussions between them / their representatives or officers within a period of time as may be mutually agreed to say the time of commencement of the move to resolve the dispute".

"In case the parties failed to resolve the disputes amicably within the time frame agreed and in the manner stated supra, the aggrieved party shall approach the Court in Chennai city alone to the exclusion of all other Courts to adjudicate the unresolved dispute".

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