

ODISHA TOURISM DEVELOPMENT CORPORATION LIMITED
(A Govt. of Odisha Undertaking)
Panthanivas, (Old Block), Lewis Road, Bhubaneswar – 751014

TENDER CALL NOTICE

Sealed Tenders are invited from Authorized stockiest / Dealers / Distributors of reputed textile brand for Supply of **Bed Linens** required for different Panthanivases (Hotels) of OTDC Ltd. The Tender Paper cost will be **Rs.4000.00** including GST (Non-Refundable) which will be deposited in shape of DD to be drawn in favour of Managing Director, O.T.D.C.Ltd., Bhubaneswar at the time of submission of Tender Document. The firm must have an average annual operating turnover of Rs.50.00 lakhs during last 3 financial years. The Tender shall be received at the Office of Divisional Manager (HS), OTDC Head Office along with GST Registration No. and E.M.D. of **Rs.20,000.00** (Rupees Ten thousand) in shape of D.D. to be drawn in favour of Managing Director, O.T.D.C.Ltd., Bhubaneswar up to **2 P.M. on 27.01.2021**. The Tenderers are required to submit the samples of each item along with price bid. The technical bids shall be opened by the Tender Committee on the same day at **3.00 P.M.** in presence of the Tenderers or their authorized representatives. In-complete tender without sample, Tender Paper cost, EMD amount and other required documents will not be taken in to consideration. The authority reserves the right to reject any or all tenders without assigning any reasons thereof.

-Sd-
Managing Director
O.T.D.C. Ltd

ODISHA TOURISM DEVELOPMENT CORPORATION LIMITED
(A Govt. of Odisha Undertaking)
Panthanivas (Old Block): Lewis Road: Bhubaneswar-14



DETAILED TENDER CALL NOTICE
With Tender Schedule

Name of Work : - Supply of **Bed Linens** for different
Panthanivases of OTDC Ltd.

Issue of Bid Document :	12.01.2021
Last Date of Bid Submission :	Up to 2 P.M. on 27.01.2021
Opening of the Technical Bids :	3 P.M. on 27.01.2021
Opening of the Financial Bid :	To be intimated Later

ODISHA TOURISM DEVELOPMENT CORPORATION LIMITED
Panthanivas, Old Block, Lewis Road Bhubaneswar-751014

1. **INVITATION**

Sealed Tenders are invited from Authorized stockiest / Dealers for supply of Bed Linens (specification details given below) for different Panthanivases of OTDC.

2. **EARNEST MONEY DEPOSIT**

2.1 Earnest money amounting to Rs. 20,000.00 is to be enclosed in shape of bank draft in favour of Managing Director, Odisha Tourism Development Corporation, Bhubaneswar failing which Tender will not be considered.

2.2 Earnest money deposited by the Unsuccessful tender will be refunded after finalization of Quotation.

3. **BID SCHEDULE**

Issue of Bid Document :	12.01.2021
Last Date of Bid Submission :	Up to 2 P.M. on 27.01.2021
Opening of the Technical Bids :	3 P.M. on 27.01.2021
Opening of the Financial Bid :	To be intimated Later

4. **SUBMISSION AND OPENING OF THE TENDER**

4.1 Tenders are to be submitted in separate sealed covers for Technical bid and financial bid apart from samples.

4.2 Tender documents are to be submitted in sealed cover in the tender box kept in the office of Divn. Manager,(HS). The samples are to be submitted separately in the Office of the Divn. Manager (HS).

4.3 The sealed covers should be superscribed "Tender for supply of Bed Linens as TECHNICAL BID / FINACIAL BID ".

4.4 The last date of receipt of Tender is up to **2 P.M. on 27.01.2021.**

4.5 The TECHNICAL BIDS will be opened by the Tender Committee in the Conference Hall of Pns. Bhubaneswar at **3.00 P.M. on 27.01.2021** in the presence of the tenderer or their authorized representatives. The tenders shall be sort listed on the basis of samples and document submitted by the firms in the Technical Bid.

- 4.6 The samples of Bed Sheet Single, Bed Sheet Double, Pillow Cover, Hand Towel and Large Towel may be submitted to the Textile Committee, Govt. of India for examination if required.
- 4.7 The price Bids of the final short listed samples will only be opened.
- 4.8 Tenderer cannot submit more than one sample for each item.
- 4.9 The specification and brand of the Pillow Cover, Bed Sheet Single, Bed Sheet Double will be same and also Large Towel & Hand Towel will be same.

5. TENDER VALIDITY

The Tender shall remain valid for a period of 2 years from the date of approving the rate and can be extended on mutual agreement.

6. DELIVERY

- 6.1 The selected items as per the specification are to be delivered at OTDC HO. within 30 days from the date of issue of the order.
- 6.2 The time frame and delivery is most important and should be strictly adhered to.
- 6.3 The supplier shall be responsible for despatching the material, loading & unloading & delivery of the same in good condition
- 6.4 The supplier shall deliver the materials as per the specification & samples within the time specified or within such extended time as may be granted by the Odisha Tourism Development Corporation Ltd.
- 6.5 Linens like Bed Sheet, Pillow Cover, Large Towel and Hand Towel shall be embossed with OTDC Logo with fabric ink as per the direction of OTDC Authority.

7. DOCUMENT TO BE ATTACHED WITH THE PRE-QUALIFICATION BID.

The following shall be submitted along with tender paper for necessary evaluation.

- a) Samples of each item as per brand & specification mentioned in the tender document.
- b) Xerox copy of Stockiest /Dealership Certificate from Manufacturer of the cloth.
- c) Copy of the GST Registration No..
- d) Pan Copy

- e) Copies of audited annual financial statements / income tax returns along with CA certificate proving annual operating turnover for the last three financial years.
- f) Copy of previous purchase order of Rs.10.00 Lakhs or more to any Govt. Institution / Govt. Hotels.

8. MISCELLANEOUS

- i) The rates shall be submitted in the prescribed form and in English. All the literatures and correspondence in connection with the Tender shall be English.
 - ii) The rates should be quoted in figures including all taxes, Logo Charges and transportation charge for delivery of materials at OTDC HO., Bhubaneswar.
 - iii) All correspondence regarding the tender should be addressed to the Managing Director, Odisha Tourism Development Corporation Ltd. Lewis Road, Bhubaneswar – 751014.
 - iv) Tender containing any deviation from the prescribed term and condition may be rejected.
 - v) The Tenderer should sign all pages of the tender documents.
 - vi) The quantity mentioned is tentative. Quantity may increase or decrease during placement of supply order.
9. The rates will be compared in each item and the authority may place purchase orders to separate firms for individual items.
10. The authority reserves the right either to increase or decrease the estimate quantity as per requirement.
11. The authority reserves the right to reject any or all offer without assigning any reason thereof.

-Sd-
Managing Director
O.T.D.C. Ltd

SPECIFICATION

A. Specification for Bed Sheet Single, Bed Sheet Double & Pillow Cover :-

Sl. No.	Name of the Item & Specification	Brand	Approx Qty	Rate	Amount
1	Single Bed Sheet (White Fine Cotton) Size : 229 cm X 150 cm		400		
2	Double Bed Sheet (White Fine Cotton) Size : 274 cm X 274 cm		500		
3	Pillow Cover, Size : 27" X 17" (White Fine Cotton)		1150		

Sl. No.	Specification	Reference Standard
1	Colour fastness to washing at 40 ⁰ C	
	Change In Colour	4
2	Nature of Fiber	Cotton X Cotton
	% of composition	100% Cotton
3	Wt / Sq mtr. in gms (For Pillow Cover & Bed Sheet)	115

B. Specification for Large Towel & Hand Towel :-

Sl. No.	Name of the Item & Specification	Brand	Approx Qty	Rate	Amount
4	Large Towel, Size : 150 cm X 75 cm (White Colour)		1050		
5	Hand Towel, Size : 40 cm X 60 cm (White Colour)		400		

Sl. No.	Specification	Reference Standard
1	Colour fastness to washing at 40 ⁰ C	
	Change In Colour	4
2	Nature of Fiber	Cotton X Cotton
	% of composition	100% Cotton
3	Wt / Sq mtr. in gms (For Hand Towel & Bath Towel))	520

C. Specification for other Items :-

Sl. No.	Name of the Item & Specification	Brand	Approx Qty	Rate	Amount
6	Pillow, Size : 27" X 17"		325		
7	Double Duvet with Cover Size : 229cm X 254 cm		170		
8	Double Bed Cover Size : 274 cm X 274 cm		602		
9	Door Mat, Size : 3' X 1' 6"		300		
10	Bath Mat, Size : 16" X 24"		650		
11	Cloth Napkin, Size : 15" X 15"		700		
12	Dinning Table Cloth (In Mtrs)		850		
13	(a) Screen Cotton synthetic plain crushed – 48" width (Colour – Blue, Rust, Burguady & White)(In Mtr)		885		
	(b) Lining Fabric Satin finish of all above screen colour (In Mtr)		885		
	(c) Stitching charges including supply of Less as per the approved design (Per Pc)				
	(d) Supply and fixing of Heritage Brand – 28mm. Alluminium Drapery Rod vista make with wooden accessories like finials, rings, brackets etc. complete (Rft)				
14	Mattress (Single), Size : 75" X 36" X 6"		50		
15	Mattress (Single), Size : 78" X 36" X 6"		16		
16	Mattress (double), Size : 75" X 72" X 6"		28		
17	Mattress (double), Size : 78" X 72" X 6"		10		

Specification of Mattress

Specification of Mattress

Thickness – 6"

Density - 32

Inner Construction having following foam layers of approximate thickness or equivalent :-

High density soft PU foam Topping–20 mm, PU foam Quilted – 10 mm

Visco-elastic Memory foam – 40 mm, Rebounded High density foam – 80-90 mm

Outside Cover :- Attractive Quilted knitted fabric having 200 GSM

Other Features :- All Season comfort

Dry cool & breathable foam with anti-fungal and anti-allergic properties

Signature of the Bidder