



Institute of Hotel Management, Catering Technology and Applied Nutrition

Veer Savarkar Marg, Dadar (W), Mumbai-400 028. India.

Phone: 022-24457241/42, 2445 9154 Fax: 022-24449779

Email: director@ihmctn.edu / admin@ihmctan.edu

E-TENDER NOTICE

NIT No: IHM/e-Tender/CM/Mumbai/06/2017-18

Dated: 09/03/2018

Online tender, (Two Bid System- Technical and Financial) are invited from reputed manufactures/suppliers for **Cleaning Material & Paper Supply** at Institute of Hotel Management, Catering Technology and Applied Nutrition Veer Savarkar Marg, Dadar (W). Mumbai-400028

Sr. No	Name of work	P.AC.	EMD	Time allowed for completion of supply	Cost of tender Document	
					Tender Cost	Online Processing fee
1	Cleaning Material & Paper Supplies at Institute of Hotel Management, Catering Technology and Applied Nutrition at IHM Mumbai.	Rs.3.50 Lacs	Rs. 7,000/- payable through DD/Bankers cheque as per the tender document.	2 days	Rs. 3000/- payable through DD/Bankers cheque as per the tender document.	Min Rs.500/- & Max Rs.7000/- payable through online only

1. The Tenderers intending to participate in this Tender are required to get enrolled on the portal www.tenderwizard.com/IHM. Enrolment on the above mentioned Portal is mandatory.
2. The tenderers have to digitally sign their bids before submitting the bids hashes online thus the tenderers are advised to obtain Digital Certificates. The Bidders may contact **Mr. Satadala Samanta (8013426317) & Mr. Mayank Singh (800115628)** for obtaining Class - III Digital Signature Certificates and get registration.
3. Tender documents are also available in our website www.ihmctan.edu but for participation purpose you have to through www.tenderwizard.com/IHM website.
4. The tenders are required to submit Envelope 'A' physically and must be upload on e-tendering portal: www.tenderwizard.com/IHM as per dates Indicated in Key Dates. The Physical Envelope should contain the following. SPEED POST only to the Institute of Hotel Management, Catering Technology and Applied Nutrition Veer Savarkar Marg, Dadar (w), Mumbai-400 028
5. **Tender cost and processing fee are non-refundable.**
6. Submit EMD, of **Rs. 7,000/-** in the form of Demand draft drawn from any Nationalized Bank in favor of **Institute of Hotel Management, Catering Technology and Applied Nutrition, Mumbai** payable at **Mumbai**. **For successful bidder the EMD will be retained as Security Deposit and will be returned after the completion of contract period.**
7. Tenderer which qualifies the Technical bid will only be considered for opening of Financial Bid, rest of the financial bid will be rejected. **Institute of Hotel Management, Catering Technology and Applied Nutrition** reserve the right to reject any or all the Tenders received without assigning any reason(s) thereof.
8. **Security Deposit will be Rs.7000/- to be deposited after the contract is awarded in the form of DD.**

Sd/-
PRINCIPAL
Institute of Hotel Management
Catering Technology and Applied
Nutrition, Mumbai.

Technical Document

Kindly upload scan copies of the below mentioned documents under Technical Qualification (Envelope A) & Submit Physical copy of the documents in department/office in due date **16/04/2018 06 PM**

<u>Online Tender Schedule:</u>		
S. No	Stages Name	Start Date and Time
1	Start of downloading of tender document	12.03.2018 10:00 a.m.
2	Closure of downloading of tender document	10.04.2018 18:00 p.m.
2	Last date and time of online submission of Bid.	16.04.2018 18:00 p.m.
3	Last Date of BID SUBMISSION (HARD COPY OF TENDER COST, EMD AND OTHER ELIGIBLE DOCUMENT)	20.04.2018 18:00 p.m.
5	TENDER OPENING Technical	24.04.2018 11:00 a.m.
6	TENDER OPENING Financial	Will be intimated later
7	Minimum Validity of Tender offer	180 Days
8	Estimated cost of tender	
9	TENDER OPENING Financial	Will be intimated later

Note: - Both online and offline submission of tender are mandatory.

Procedure for submission of E-tender by bidder:

Interested bidders who wish to participate should visit website www.tenderwizard.com/IHM which is the ONLY website for bidding their offer. Further, the procedure is as follows:

1. Register your company in website www.tenderwizard.com/IHM for obtaining a Login ID and Password.
2. Using the login ID, password and digital signature, enter the tender portal to download the tender document.
3. Pay EMD through DD and upload the scan copy in website.
4. Attach supporting documents first in "Document Library". Then attach them by selecting in particular tender.
5. Submit the tender. You will receive a system generated "Acknowledgement Copy" of tender submission.
6. Bidder can change quoted rates any time before of closing date & time.

Bidder must submit the offer before the online closing date & time. The website will automatically stop accepting the offer after online closing date and time.

e-Tendering Helpline no: 011-49424365 For Support: For e-tendering queries kindly contact **Mr. Satadala Samanta** (twhelpdesk701@gmail.com) Mob- 8013426317, **Mr. Mayank Thakur** (twhelpdesk605@gmail.com) Mob- 800115628

sd/-
PRINCIPAL
Institute of Hotel Management
Catering Technology and Applied
Nutrition, Mumbai-400028

**INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION
Veer Savarkar Marg, Dadar West, Mumbai 400 028**

E-TENDER NOTICE

SEALED tenders are invited Upto 3.00 p.m. on **Monday, 16th April, 2018**, for the supply of the following items on a rate contract basis, for the period 1 JUNE 2018 to 31 MAY 2019.

The tender is subject to the following terms and conditions:

1. Each tenderer will have to pay Earnest Money Deposit in DD. **DD SHOULD BE SUBMITTED SEPARATELY AND SHOULD NOT BE SEALED TOGETHER WITH THE TENDER FORM.** Earnest Money Deposit will be forfeited in case after the acceptance of tender, the tenderer does not furnish the requisite security deposit and execute the agreement.
2. Well known Branded products will be given preference. Past experience in supplying to reputed organizations is necessary.
3. The Institute reserves the right to reject any or all the tenders without assigning any reasons whatsoever and no representation shall be entertained on this account.
4. All rates will be inclusive of taxes and delivery charges. All items will be supplied at the Institute premises.
5. Each tender will be accepted subject to the existing tax laws prevalent in the State of Maharashtra and must state his registration number of taxes.
6. The tenders will be opened at 11.00 a.m. on Tuesday, the **24th April, 2018**.
7. Detailed tender form our website www.ihmctan.edu. **Tender forms can be downloaded from the website.**
8. **The Financial bids** needs to be submitted online on www.tenderwizard.com/IHM, **no hard copy needs to be submitted.**

**INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY &
APPLIED NUTRITION**

Veer Savarkar Marg, Dadar West, Mumbai 400 028

General terms and conditions:

1. While quoting rates the parties must quote for the unit mentioned in the tender paper. However if there is any change in unit of any article, this must be mentioned while quoting the rates.
2. Trade license true copy (attested by gazette officer) to be submitted along with the tender form.
3. Xerox copies of PAN certificate, Income tax filing(last year) and GSTIN Registration and Clearance certificate(last year) to be submitted along with the tender form.
4. Wherever brand and quantity of any article containing in a sealed is not mentioned in the tender form, the details of such article are to be mentioned by the tenderer in the remarks column. Article to be supplied strictly in time as briefed.
5. Parties must supply as per specification mentioned in the tender paper.
6. The successful tenderer shall have to deposit a sum of Rs. 7,000 (Rupees seven thousand) only as security deposit before the agreement and it will be refunded immediately after the contract period is over. The security deposit will carry no interest.
7. The tenderer should enter into an Agreement before commencement of supply of materials.
8. Discontinuance of supply of materials before the contract period will lead to forfeit the security deposit.
9. The Institute do not bind themselves to accept lowest or to give any reason for their decisions. The rate will be for one year and can be extended in consultation with the tenderers.

10. The undersigned reserves the right to cancel any or all the tenders without assigning any reason.
11. Rates for all items carrying printed MRP should be quoted either MRP or discounted on MRP.
12. Any paper related to tender should be provided as and when required by the Institute.
13. The purchase requisition shall be collected from the store keeper on every Friday between 4.00pm to 5.00pm and the materials to be delivered on next Monday by 5.00pm
14. The items not supplied by the contractor because of some or other reasons, will be purchased by the Institute from open market.
15. In case of repeated defaulters in the supplies, the Institute reserve the right to terminate the contract and the contractor shall have no right to any compensation of any loss.
16. Payment will be made on monthly basis.
17. Rates will be inclusive of Duties, Taxes where legally leviable and intended to be claimed should be distinctly shown separately in the Tender.
18. **Validity of Quotation:** Your quotation should be valid for 90 days from the date of opening of tender.
19. Prices quoted are FOR basis to this Institute. The rates are inclusive of freight, cartage and transit insurance etc.
20. **Final Authority:** If the tenderer desires to appeal against any matter he shall appeal to Principal/Secretary, Institute of Hotel Management Catering Technology & Applied Nutrition, Mumbai whose decision on such matters shall be final and conclusive.
21. **Arbitration:** Any dispute or difference between the parties with regard to this document and all connected and related matters whatsoever shall be discussed and settled amicably. In the event of any failure to resolve the disputes or difference whatsoever shall be referred to the sole Arbitrator appointed by the Institute. The decision of the Arbitrator will be final and binding on both sides.

The Following Documents must be uploaded along with Technical Bid otherwise the tender shall be summarily rejected.

CHECK LIST:

- 1. Previous Experience in the same trade (Copy of work order/Purchase order)**
- 2. Self-attested copy of last year Income Tax Return.**
- 3. Self-attested copy of PAN card.**
- 4. EMD fee of Rs. 7,000/- (Online payment receipt).**
- 5. Self-attested copy of MSME Certificate (if applicable)**
- 6. GST registration No. (if applicable)**
- 7. Technical Specification and Tender terms and conditions –All pages duly signed and stamped and Annexure-A and Annexure-B**

IHM, Mumbai reserves the right to ask for additional documents/clarificatory documents which are not post-dated to the opening at the technical bid.

I/we have read and understood various forms and documents and am/are submitting tender complete in all respects. I/we agree to the terms & conditions as detailed in the tender documents.

Thanking You

Yours Sincerely

Signature, Name and designation (Stamp)

ANNEXURE-A

SR. No.	Particulars	
1.	Name of the Firm	
2.	Address of the Firm	
3.	Name of the Banker	
4.	Contact No. & Email id (if any)	
5.	In case of MSME Firm (upload the Registration certificate)/NSIC Certificate	
6.	Status of the Firm -please state whether Registered, Co-operative society, Public Ltd company,	
7.	Previous Experience in the same trade with names of Hotels/Institutions served (Copy of work order/Purchase order to be uploaded)	
8.	Last year Income Tax Return (Copy to be uploaded)	
9.	Income Tax permanent Account No.(PAN) Copy to be uploaded.	
10.	EMD Fee of Rs.7,000/- (Online Payment)	
11.	RTGS/NEGT Details Account Name (For refund of EMD)-	Account Name- Bank Name- Account Number- IFSC Code-
12.	GST registration No. (if applicable Copy to be uploaded)	
13.	Under MSME ACT exempted from payment of EMD and tender for fee- if yes, please Enclose a copy of relevant certificate.	

(Signature of the tenderer & designation of the signatory status and office seal.)

**INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED
NUTRITION
VEER SAWARKAR MARG, DADAR WEST, MUMBAI 400 028**

Annexure – B: TECHNICAL BID

Name of the Firm of the Tenderer

Names of all the partners of the Firm, if any.....

.....

Address of the tenderer: Shop/Office

.....

Telephone No., Fax No.

E-Mail Address:

State if the tenderer owns a factory/workshop anywhere. If so, give full details:

How long is the tenderer in this business of supplies? Years

State if the tenderer is at present supplying to any of the Hotels, Hostels, Hospitals, Clubs, etc. and give particulars and attach copies were necessary.

1.

2.....

3.....

4.....

5.....

State details of Registration No. of Goods and Service Tax and enclose latest Income Tax Clearance Certificate.

.....
Tenderer

.....
Seal of the tenderer

Signature of the

TO BE FILLED ONLINE
FINANCIAL BID

From: _____

To,
The Principal
Institute of Hotel Management, Catering Technology & Applied Nutrition
Veer Sawarkar Marg
Dadar West, Mumbai 400 028.

Sir,

With reference to your advertisement-Tender in the local newspapers and website for the year 01 June 2018 to 31 May 2019 for the following items, I/We hereby submit my/our financial bid required by you:

**CLEANING MATERIAL & PAPER
SUPPLIES**

CODE NO.	NAME OF THE ITEM		Unit	Rate `	Amount`
00532	ACETONE (450 ML)	10	BT		
00564	AIR FRESHNER BIG	200	NO		
01551	ALUMINIUM FOIL CONTAINER 450ML	200	NO		
01552	ALUMINIUM FOIL CONTAINER 600ML	200	NO		
01485	ALUMINIUM FOIL TRAY WITH LID	50	NO		
	ALUMINIUM FOIL 18 MTR	1000	NO		
01479	BANDAGE 4INCH	50	NO		
01558	BAND-AID (JOHNSONS)	20	NO		
00535	BAYGON SPRAY 5 LITR CAN	5	CN		
00536	BLEACHING POWDER	50	KG		
01219	BOTTLE BRUSHES	20	NO		
00601	BOTTLE SPRAYERS	20	NO		
00539	BRASSO 100 ML	200	NO		
01308	BRASSO 500 ML	2	NO		
00540	BROOM HARD (250GM)	500	NO		
00541	BROOM LONG WITH STICK	20	NO		
01318	BROOM NYLON WITH STEEL ROD 6FT	20	NO		
00542	BROOM SOFT (250GM)	600	NO		
01224	BRUSH NYLON (WASHING CLOTH)	20	NO		
00575	BRUSH SCRUBBING FLOOR	50	NO		
01430	BRUSH SCRUBBING FLOOR W/O HAND	50	NO		

01420	BRUSH SMALL TO APPLY BUTTER	20	NO		
00581	BRUSH TOILET	2500	NO		
01418	BRUSH WOODEN SCRUBBING FLOOR	100	NO		
00544	CANDLES BIG	100	PK		
01397	CARPET BRUSH STD SIZE	5	NO		
00552	CLODET (5 LITRE CAN)	100	LT		
00547	COLIN SPRAY	200	NO		
00550	COTTON ABSORBENT (400 GM PKT)	20	PK		
00549	COTTON WASTE (200 GM PKT)	100	PK		
00555	DETTOL (500 ML)	200	BT		
00556	DETTOL 50 ML (SMALL)	100	BT		
	DETTOL HANDWASH 1 LTR	100	PK		
00597	DUSTER CLEANING CHECKED 17X18"	100	NO		
00558	DUSTER CLEANING FLOOR 17X18"	2500	NO		
00562	DUSTER CLEANING GLASS 20X19"	1000	NO		
00559	DUSTER CLEANING LINED 17X15"	1000	NO		
00560	DUSTER CLEANING WHITE 20X21"	500	NO		
00561	DUSTER CLEANING YELLOW 17 X 15	600	NO		
00598	DUSTER FLOOR CLIPPED THREAD	300	NO		
00557	DUSTPAN PLASTIC	100	NO		
00596	DYSOL (5 LTR CAN)PEAXOL	20	CN		
00593	FACE TISSUES (100 IN PKT)	10000	PK		
01489	FEVICOL (250 GM)	50	TN		
01323	FINIT INSECTICIDE 5 LTR TIN	5	TN		
01435	GALVANISED BUCKET (20LTR)	20	NO		
00551	GIFT WRAPPING PAPER	50	NO		
	HAIR OIL (SMALL POUCH)	1000	NO		
00565	HARPIC (200 ML)	10	NO		
00595	HIT AEROSPRAY BIG	20	NO		
00566	HOMOCOL (5 KG CAN)	20	CN		
01232	MANSION POLISH 400 GM	50	TN		
00567	MATCH BOX (SHIP) (10 NOS)	600	BX		
01233	MIN CREAM 100 ML	200	TN		
01324	MOP REFILL WIPER	20	NO		
00589	MOP REFILLS (CLIP & FIT REFILL)	50	NO		
	MOP REFELL CLOTH (GALA)	1200	NO		
o1248	MOP STICK 4 FT WITH COTTON THR	20	NO		
01244	MOP STICK RUBBER (WIPER) 24"	20	NO		
01320	MOP STICK RUBBER 18" WIPER	20	NO		
01227	MUSLIN CLOTH	100	MT		
00569	NAPHTHALENE BALLS	50	KG		
00574	NYLON SCRUBBER	1500	NO		

00571	ODONIL CAKES STD.SIZE	200	NO		
01245	PAPER NAPKINS	10000	NO		
00594	PITAMBARI POWDER	100	KG		
01501	PLASTIC DUST BIN SIZE 50 LTR	20	NO		
	PLASTIC DUST BIN WITH PEDAL	100	NO		
01309	PLASTIC BIN BIG WITH LID	30	NO		
01310	PLASTIC BIN BIG WITHOUT LID	20	NO		
01522	PLASTIC BOWL SMALL	20	NO		
01471	PLASTIC BUCKET MEDIUM SIZE	20	NO		
01450	PLASTIC CONTAINER BIG	20	NO		
01449	PLASTIC CONTAINER SMALL	20	NO		
01500	PLASTIC MOUSSE CUPS 100 ML	2000	NO		
01470	PLASTIC MUG	20	NO		
01547	PLASTIC PASTRY RECTANGLE CUPS	1000	NO		
01553	PLASTIC SPOON/FORK MED REGULAR	100	NO		
01548	PLASTIC SPOON/FORKS SMALL DISP	100	NO		
01519	PLASTIC TEA SPOON DISPOSABLE	100	NO		
	RAZOR	100	NO		
00588	SCOTCH BRITE	100	NO		
	SHAMPOO (SMALL SACHER)	1000	NO		
00600	SHOE POLISH BLACK	50	NO		
00599	SHOE POLISH BROWN	50	NO		
00578	SILVO NO.8	300	CN		
01293	SOAP BAR 501 FOR WASHING	200	NO		
00579	SOAP TOILET SMALL (30gm)	5000	NO		
01226	SOLID FUEL	10	TN		
01220	STEEL WOOL HARD	1000	NO		
01221	STEEL WOOL SOFT	100	NO		
01228	SURF EXCEL	100	KG		
01528	THREAD WHITE (COATS)	20	RL		
00582	TOILET PAPER ROLLS(200 GM)	3000	RL		
00583	TOOTH BRUSHES	200	NO		
01223	TOOTH PICK ROUND (PLASTIC)	100	NO		
	TOOTH PICK ROUND (WOODEN)	100	NO		
00602	VIM BAR BIG	2000	NO		
01257	WASHING SODA	20	KG		
01222	WATER SPONGE	50	NO		
1	TOOTH PASTE (SMALL)	100	NO		
2	TURPENTINE (1 ltr)	50	btl		
3	THREADS BROWN	2	DZN		
4	THREADS BLUE	2	DZN		
5	THREADS BLACK	2	DZN		

6	THREADS GREEN	2	DZN		
7	THREADS WHITE	2	DZN		
8	BUTTONS BLUE	6	DZN		
9	BUTTONS BLACK	6	DZN		
10	BUTTONS GREEN	6	DZN		
11	BUTTONS BROWN	6	DZN		
12	ZIPS	2	DZN		
13	PANT HOOK	6	DZN		
14	MACHINE OIL	6	NO		
15	MACHINE NEEDLE – 16 ROUND	6	DZN		
16	HAND STITCHING NEEDLE (2 INCH)	6	NO		
17	HAND STITCHING NEEDLE (2.5 INCH)	6	NO		
18	BORIC ACID POWDER (400 GM)	10	PKT		
19	PLASTIC TALL GLASSES	10000	NO		
20	PLASTIC BAG (6×8)	50	KG		
21	MOUSSE CUP WITH LIDS	10000	NO		
22	RED RIBBON ROLL	50	NO		
Sub Group Category	01 PAPER SUPPLIES				
00454	ALUMINIUM FOIL	200	RL		
01238	CAKE BOX 8 X 8	1000	NO		
01234	CAKE BOX BIG 14X14	500	NO		
01235	CAKE BOX MEDIUM 12X12	1000	NO		
01236	CAKE BOX SMALL 10 X 10	1000	NO		
01240	CARDBOARD ROUND SMALL	100	NO		
01239	CARDBOARD SQUARE BIG	200	NO		
00469	CLING WRAP BIG	10	PK		
00468	CLING WRAP SMALL	100	PK		
01253	DECORATED PAPER SILVER	100	NO		
01281	DOILY PAPER	5000	NO		
00439	GREASE PROOF PAPER	1000	NO		
01252	PAPER CUPS FOR SMALL CAKES	1000	NO		
01237	PAPER PLATES PL.COATED	5000	NO		
00440	PARCHMENT PAPER	10	NO		
01314	PASTRY BOX 6"X6"	100	NO		
01315	PIZZA BOX 7" X 7" X 1"	100	NO		
01256	PLASTIC CUP FOR TEA	100000	NO		
01378	SATAY STICKS 6"	10	PK		
01362	STIRRERS(100 IN A PKT)	20	PK		
01313	STRAW BOXES	50	BX		
NOTE. 1 Please specify exactly the details of each item in units of weights, measurements etc.					

2 The quantities mentioned in the above schedule are only indicative of the estimated requirements of the Institute for the year and the Institute does not bind itself to Purchase any of the quantities indicated above.

Signature of Tenderer

Seal of Tenderer
