

TENDERNo.IHM/eTender/SCRAP TENDER/COMPUTER PHERIPHERALS/Mumbai/22/2018-19 Dated:  
13/12/2018

## TENDER FOR

**E Tender for disposal of unserviceable items: as per  
list attached (Annexure – C)**

**THROUGH ONLINE MODE BOTH TECHNICAL  
AND FINANCIAL BID and disposal may be is as  
where is basis.**

E.M.D: Rs.25, 000/-  
Tender Fees: Rs.200/-

**NAME OF WORK: E – Tender/Disposal Notice for  
disposal of unserviceable items as per list attached:  
Annexure – C**

E-Tenders are invited by Institute of Hotel Management and Catering Technology, Dadar West – 400028 from the reputed firms fulfilling the following minimum eligibility criteria in two cover bidding procedure for “unserviceable items as per list attached : Annexure – C”:

**Minimum Eligibility Criteria:**

a) The suppliers must have experience in participating in e-Tender/disposal of unserviceable item of upto Rs. 2,00,000 during last3 years for any reputed/Government/ Nationalized body/ Statutory organization / Private bodies anywhere in India.

b) The supplier shall submit a copy of valid Pan Card, GST registration number, copy the annual return for the last 2 years.

**Note:**

Earnest Money Deposit in the form of DD of Nationalized Banks	25,000/-
Tender Fee	200/-
Date of tender document available to parties to download	14.12.2018
Starting date of E-Tender for submission of on line Techno-Commercial Bid and price Bid	14.12.2018
Closing date of online E-tender for submission of Techno-Commercial Bid & Price Bid	04.01.2019
Date & time of opening of Part-I (i.e. Techno-Commercial Bid)	07.01.2019 at 11.00 am
Date & time of opening of Part-I (i.e. Price Bid)	07.01.2019 at 3.00 pm
Completion period	Within 10 days from the date of purchase order
Validity of Tender bids	180 days

- 1. There will be no submission of any technical and financial document offline mode ie in Hard copy**
- 2. EMD only of nationalised bank needs to be submitted either through speed post or by hand.**

## **INSTRUCTIONS FOR THE TENDERERS**

1. The Tenderers intending to participate in this Tender are required to get enrolled on the portal [www.tenderwizard.com/IHM](http://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. Krunal Mahajan (8800907637)** for obtaining Class - III Digital Signature Certificates and get registration.
3. Tender documents are also available in our website [www.ihmctan.edu](http://www.ihmctan.edu) but for participation purpose you have to through [www.tenderwizard.com/IHM](http://www.tenderwizard.com/IHM) website.
4. The tenders are required to upload on etendering Portal: [www.tenderwizard.com/IHM](http://www.tenderwizard.com/IHM) as per dates Indicated in Key Dates both technical bid and financial bid, No hard copy needs to be submitted. The technical documents are signed and stamped and then uploaded on the website.
5. **Tender cost and processing fee are non-refundable.**
6. Submit EMD, of **Rs. 25,000/-** 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 through speed post or hand delivery at the cash counter at IHM, Mumbai**
7. **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.

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

**Procedure for submission of E-tender by bidder:**

Interested bidders who wish to participate should visit website [www.tenderwizard.com/IHM](http://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](http://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](mailto:twhelpdesk701@gmail.com)) Mob- 8013426317, **Mr. Krunal Mahajan** ([twhelpdesk996@gmail.com](mailto:twhelpdesk996@gmail.com)) Mob- 800907637,

TenderWizard Helpdesk: 011 49424365

**SD/-**

**PRINCIPAL**

**Institute of Hotel Management  
Catering Technology and Applied  
Nutrition, Mumbai-400028**

## **E-TENDER NOTICE**

**ONLINE** tenders are invited Upto 3.00 p.m. **on Thursday, 03.01.2019**, Disposal Items.

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 in HARD COPY OR BYHAND AT THE CASH COUNTER at IHM, MUMBAI
2. 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.
3. All rates will be inclusive of taxes and delivery charges. 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.
4. The tenders will be opened at 11.00 a.m. on Wednesday, the **14<sup>th</sup> December, 2018**.
5. Detailed tender form our website [www.ihmctan.edu](http://www.ihmctan.edu). **Tender forms can be downloaded from the website.**
6. **The Financial bids as well as the Technical bids** needs to be submitted online on [www.tenderwizard.com/IHM](http://www.tenderwizard.com/IHM), **no hard copy needs to be submitted.**
7. The intending tenders/bidders may inspect the materials as is where is basis at IHM Mumbai – between any working day between 11:00 am to 4: 00 pm on or before 3rd January, 2019 satisfy themselves item they are bidder.

**Tender will be governed by following conditions:**

1. The technical Bid contains only the buyer's specific details & need to fill in.
2. After filling the technical Bid details only the buyer will be able to fill in the financial details wherein he has to quote the price at which he intends to buy.
3. The tender will be allotted to the buyer who is H1 on the basis of comparative statements consolidated H1 will be drawn for each set of items to be sold.
4. The material offered for disposal is on "as is where is" basis.
5. The purchase may inspect the materials in presence of security /A.O on any working day between 11:00 am to 4:00 pm before the last date for submission of quotation by prior appointment to satisfy themselves about the quality & condition of the materials offered. No complaint whatsoever will be entertained after the tenders are submitted or before or after the materials are lifted. No request for inspection after submission of the tender will be accepted.
6. List of items are given in "Annexure C".
7. Tenderers should clearly quote their rates both in figures and in words online only. Any difference in the figures or words shall not be considered for acceptance of the rates offered by the bidder.
8. The Earnest Money Deposit (EMD) of the successful bidder shall be adjusted from the total payment. The tender will be awarded to the highest bidder. However, the competent authority is not bound to accept the highest bidder and may reject giving reasons there for.
9. The balance money less the EMD already deposited should be paid within 3days from the date of award letter by Principal IHM, Mumbai. The balance amount may be presented to the Principal IHM, Mumbai by way of Demand Draft in favour of IHMCTAN, before delivery/lifting of the goods within the stipulated time and the material will be lifted within 5days from the date of issue of award letter. In case the material is not lifted within the time specified, ground rent will be charged as decided by the committee from the purchaser for a further period of 7 days. The materials not so removed will be treated as abandoned lots and the EMD and other sums paid for the lot will be forfeited without any reference to the purchaser. For such abandoned lots, the Principal IHM, Mumbai reserves the right to re-sell.
10. The EMD of unsuccessful bidders shall be returned within 2 month after the Tender date without any interest.

11. Incomplete quotation filled online are liable to be rejected.
12. Bidder must upload copy of address proof (Voter I-card/Aadhar Card/ Driving Licence etc.) and PAN CARD/GST along with the bid.
13. An Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees Ten thousand only) must be deposited with IHM, Mumbai.
14. The material will be allowed to be lifted between 9:00 am to 4:00 pm on any working day. No picking, choosing or sorting will be allowed in the premises for the disposal lots. Proper cleaning of the area should be done by the purchaser after lifting the material cost of lifting of goods shall be borne by the successful bidder.
15. Mis-description or error in quantity will not invalidate a sale. A proportionate refund will be made to the purchaser when the number delivered is less than that have been specified in the Tender.
16. The person authorized by the purchaser will be allowed to take delivery. Proper authorisation letter addressed to Principal, IHM Mumbai must be carried by the person authorised by the purchaser along with identity proof.
17. Vehicle number to lift the material should be provided on day prior to Administrative Officer on behalf of Principal IHM, Mumbai.
18. The Principal IHM, Mumbai reserves the right of withdrawing from the sale of any material or lots at any stage without assigning any reasons there for.
19. The address given in the tender shall be deemed to be the purchaser's address and correspondence sent on that address shall be considered to have been delivered to the purchaser. No claim will be entertained for the reason of forfeiture of the sum deposited in case the correspondence is returned back undelivered.

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

**CHECK LIST:**

**1** The suppliers must have experience of participating in scrap sale during last 3 (three) years for any NCHMCT affiliated Hotel Management Institutes.

**2. Self-attested copy of last year Income Tax Return.**

**3. Self-attested copy of PAN card.**

**4. EMD fee of Rs. 25,000/- (Online payment receipt).**

**6. GST registration No. (If applicable)**

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)**



**TECHNICAL BID IN ONLINE MODE**

**1. ANNEXURE-A**

SR.	Particulars	
1	Name of the Firm	
2	Address of the Firm	
	Name of the Banker	
4	Contact No. & Email id (if any)	
5	<b>Status of the Firm</b> -please state whether Registered, Co-operative society, Public Ltd company,	
6	Previous Experience in the same trade with names of Hotels/Institutions served (Copy of work order/Purchase order to be uploaded)	
7	Last year Income Tax Return (Copy to be uploaded)	
8	Income Tax permanent Account No.(PAN) (Copy to be uploaded)	
9	<b>EMD Fee of Rs.25,000/-</b> (Online Payment)	
10	RTGS/NEGT Details- Account Name (For refund of EMD)-	Account Name- Bank Name- Account Number- IFSC Code-
11	<b>GST registration No.</b> ( if applicable Copy to be uploaded)	

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

**2. Annexure – B:**

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 is at present participated in scrap tender 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.

.....

.....  
Signature of the Tenderer Seal of the tenderer



# INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY AND APPLIED NUTRITION MUMBAI

**TENDER No. : IHM/eTender/SCRAP TENDER/COMPUTER PHERIPHERALS/Mumbai/22/2018-19**  
**Dated: 14/12/2018**

<b>NAME OF WORK :-</b>	<b>E Tender for disposal of unserviceable items: as per list attached (Annexure - C) THROUGH ONLINE MODE BOTH TECHNICAL AND FINANCIAL BID and disposal may be is as where is basis.</b>				
<b>Financial Bid</b>					
<b>Name Of the Firm(**Mandatory)</b>					
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Sr.</b>	<b>Name of Item</b>	<b>Qty</b>	<b>Unit</b>	<b>In Figures</b>	<b>In Word</b>
<b>1</b>	<b>COMPUTER</b>	<b>71</b>	<b>Nos</b>	<b>0.00</b>	
<b>2</b>	<b>CPU</b>	<b>20</b>	<b>Nos</b>	<b>0.00</b>	
<b>3</b>	<b>SERVER</b>	<b>4</b>	<b>Nos</b>	<b>0.00</b>	
<b>4</b>	<b>LAPTOP</b>	<b>6</b>	<b>Nos</b>	<b>0.00</b>	
<b>5</b>	<b>PRINTER</b>	<b>10</b>	<b>Nos</b>	<b>0.00</b>	
<b>6</b>	<b>PROJECTOR</b>	<b>7</b>	<b>Nos</b>	<b>0.00</b>	
<b>Total Amount :-</b>				<b>0.00</b>	

**NOTE:-**

<b>1</b>	Tenders will be awarded on the H1 Basis for the total Consolidated amount for all item wise.
<b>2</b>	RATE MUST BE QUOTED IN FINANCIAL BID IN EXCEL FORMAT ONLY.
<b>3</b>	Please fill up only color Box.
<b>4</b>	If any cells (Rates) left Blank, then the same will be treated as "Zero".
<b>5</b>	The rates quoted are inclusive of all charges including of including Taxes and Transportation for picking the items from the premises of hotel management, Veer Savarkar Marg, Dadar west.- 400028. Also includes any other cost or taxes, if any.