



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/Milk/Mumbai/12/2017-18

Dated: 09/03/2018

Online tender, (Two Bid System- Technical and Financial) are invited from reputed manufactures/suppliers for **Milk Products** 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	Milk Products at Institute of Hotel Management, Catering Technology and Applied Nutrition at IHM Mumbai.	Rs.6.00 Lacs	Rs.12,000/- 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. 12,000/-** 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.12000/- 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**

Online Tender Schedule:			
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 DIRECTIONS TO TENDERERS:-

1. Tenderers are to sign the form of the Tender, giving exact specification of the articles, the contents and the design of the articles and the schedules of rates. All tenders, not so signed, shall be rejected.
2. Earnest Money Deposit must be paid only in Demand Draft.
3. The Institute reserves the right to disqualify the complete tender if overwriting or erasing is found in the rate column. Each page must be stamped and signed.
4. All tenderers must disclose the names of their partners, if any. Any tenderer failing to do so will render himself liable to have his security deposit forfeited and contract, entered into, cancelled at any time during its completion.
5. Tenders are to be enclosed in sealed envelopes addressed to the Principal/Secretary of the Institute clearly stating on the envelope the category of articles tendered for.
6. No tender will be accepted unless it is properly sealed. Tenders must be brought duly sealed to the Institute's office and delivered as directed. Tenderers shall not be allowed to fill in or seal the tender at the office of the Institute.
7. All tender quotations should, besides the specifications already stated in the Tender Form very clearly specify the articles in respect of contents, gauge, brand, quality, quantity, size, gross weight, net weight and any other additional specification, wherever applicable to such items.
8. In the event of the tender being accepted, the contract must be signed by all the members of the firm after depositing a suitable amount required by the Institute as security deposit. This security deposit is for the due performance of all conditions of the contract, such as quality, quantity and service etc. The security deposit of a tenderer will be forfeited in the event of unsatisfactory performance of the contract.
9. The Institute does not bind itself to accept the lowest or any tender.
10. It is distinctly understood that the tenderer will be strictly required to confirm to the conditions of this contract and any pleas will not on any account be admitted as an excuse on their part for infringement of any of the condition.

11. Successful tenderer or tenderers shall supply articles in such quantities and as per specifications and quality demanded as any ordered on him or them from time to time. The quantities mentioned in the schedule are only indicative of the estimated requirements of the Institute, and the Institute does not bind itself to purchase/to complete any or all the quantities indicated therein.
12. If any article is not available or the Tenderer does not want to quote for it, clear remarks to this effect must be made against such articles.
13. Tenderers are requested to fill in the tender carefully after noting the size by numbers etc. of articles mentioned in the specifications. Workout the amount tendered for each items and total up for all the tendered items.
14. The successful tenderers will be required to deliver the articles under the terms of contract at the Institute's registered office which shall be inclusive of delivery charges, cartage, freight etc.
15. The successful tenderer while effecting deliveries against the Institute's orders, will have to send an official delivery challan mentioning in it the quantity, rates etc. Thereafter, bill should be submitted within 3 days.
16. If any time, during the continuance of this contract, the performance in whole or in part by either part of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lock-outs or acts of God (hereinafter referred to as "events") provided notice of happening of any such eventuality is given by either party have any claim for damages against the other in respect of such non-performance or delay in performance; and deliveries under the contract shall be resumed as soon as practical work after such event has come to an end or ceased to exist and the decision of the Secretary/Principal shall be final and conclusive have, provided further that if the performance in whole or part or any obligation under this contract is prevented or delayed by a reason of any such event for a period exceeding 30 days either party may at its option terminate the contract PROVIDED ALSO that if the contract is terminated under this clause, the Institute shall be at liberty to take over from the tenderer at a price to be fixed by the Secretary/Principal which shall be final; all unused, undamaged and acceptable materials, bought out components and stores in course of manufacture in the possession of the tenderer at the time of such termination or such portion thereof as the Institute may deem fit accepting such materials, bought out components and stores as the tenderer may with the concurrence of the Institute elect to retain.
17. The Institute also reserves the right to enter into parallel contracts simultaneously or at any time during the period of this contract with one or more tenderer(s)/supplier(s) for such quantity of such item(s) as the Secretary/Principal (whose decision shall be final) may determine and to forfeit the security deposit and terminate the contract within 21 days in the case of the unsatisfactory performance of the tenderers.
18. The Institute also reserves the right to terminate the contract any time during the year, in the case of the unsatisfactory performance of the tenderers and in such a case 50% of Security Deposit will be forfeited.
19. All disputes are subject to Mumbai jurisdiction only.
20. All future **Corrigendum's, addendums, amendments, extensions of bid submission date with regard to this Bid, if any, shall be published only at website**

www.ihmctan.edu , www.tenderwizard.com/IHM and not through press advertisement. All the bidders are requested to look at the said websites for this purpose regularly.

21. The rates quoted should be “NET RATES” inclusive of all taxes and F.O.R. IHM, Mumbai. Rates should be quoted strictly according to the unit of the measurement specified against each item. The rates tendered shall be on the basis of bulk quantity and no increase in rates during the contract period will be entertained. The rates need to filled online.
22. No rates column should be left blank otherwise the highest rate quoted by any other tenderer for that item shall be taken for evaluation of the tender. In case the tenderer is still successful in getting the contract on the basis of his being the lowest, he would be paid lowest rates quoted by other tenderers for those items not quoted. Tenderers are requested to fill / write all the columns and no column should be left blank.
23. Please note that ”Terms & Conditions” accompanying the tender documents are for general guidance and successful tenderer will have to sign an agreement, with amendments, if any, considered necessary by the Corporation. **Conditional tender will be summarily rejected and no correspondence in this regard shall be entertained.**
24. (A) The material shall be of the best quality and as per the specifications demanded. At any stage these are found unsuitable/sub-standard shall be liable to be rejected by the institute. The decision shall be final and binding on the Supplier.

(B) In case the material or any part thereof has been rejected the Unit shall not be required to assign or give any reason for such rejection and their decision shall be final. In case of any of the said material being rejected or not being rejected supplied as aforesaid, the unit shall be at liberty to purchase the same from outside
(C) As 100% inspection of the commodities is not possible or practicable at the time of supply, the supplier shall be responsible to accept back and replace all such material which are on inspection/opening/checking/actual use found unsuitable or below the standard required by the unit. In case of failure of the supplier to do so, the unit shall have the right to proceed in same manner as in the case of (b) above in respect of these rejected commodities as well.

(D) The quantities shown in the ‘Schedule’ are only estimated requirements. The unit reserves the right to increase/decrease the quantities. No arrangement of any kind shall be entertained. The unit also reserves the right to place order on any item/items of the purchase order throughout the currency of the contract and the supplier shall not be entitled to claim any compensation or damages.

(E) The supplier shall maintain proper date wise record of all indents placed on them by the unit for effecting supplies. If telephonic indents are placed at any time, the supplier shall ensure that such telephonic orders are followed with written indents

(F) The supplies must be accompanied by a proper dated challans/advice mentioning therein separately the quantity ordered and quantity supplied in respect of each item.
25. In the event of failure on the part of the ‘Supplier’ to supply the material, in accordance with the conditions entered herein the unit shall have the right to make alternative arrangement at the cost and risk of the supplier.
26. In case of breach of any of the conditions stipulated herein the unit shall be at liberty to terminate contract without prejudice to the right of the Corporation to claim damages on account of breaches

27. The supplier shall not be directly concerned or in any way deal with the officers or other persons employed by or under the authority of the unit in making the supplies hereby contracted for, nor shall be suppliers either directly or indirectly give or promise to pay or give, or permit to be given to any person or persons or in any department under the unit, money or gratuity, fee or reward for any matter or thing or any way relating to the performance of the contract.
28. The supplier shall not assign the present contract or in any manner allow any other person or persons to interfere in the Management or performance thereof, without the written permission of the unit management.

The bills for the supplies as aforesaid may be preferred by supplier on the unit within a month from the last date of the billing period. The bills should be made on proper printed bill form serially numbered and in no case on the letterheads.

29. Any over payment of the Suppliers bills for the supplies made under these terms and conditions shall be recovered from the suppliers from his bills subsequently submitted for payment and if such over payments or any portion thereof or thereafter remitted by the supplier. The amount so recovered will be refunded to the supplier. The unit shall have the right to recover the overcharges, from the security deposit as well.
30. The unit shall pay for such approved material as shall be supplied by the supplier and accepted by the said officer for and on behalf of the unit under or by virtue of these 'Terms and conditions' at the rates and prices which will be specified and contained in the Schedule after the tender has been approved.
31. The supplier shall be personally responsible for the quality and quantity of the materials supplied and in case of any adulterated or substandard materials found being supplies, the supplier shall be personally liable for actions under the relevant acts.
32. The management reserves the right to **accept or reject all/any offers without assigning any reason. The management does not bind itself to accept the lowest rate or any tender or to give any reasons for rejection of tender without assigning any reasons thereof.**
33. All the tenderers have to enter into a pre contract integrity pact and signed copy has to be submitted along with technical bid.
34. The successful AGENCY shall execute the Agreement with IHM MUMBAI, positively within **15 days (fifteen days)** of award of the Contract, failing which his tender/contract shall be liable for cancellation. It is made clear that the General Terms & Conditions, Technical Bid, Financial Bid etc. attached with the Tender Documents are deemed to form an integral part of the contract.
35. In the event of contract being extended, the management reserves the right to call upon the suppliers to continue the supplies for **Three month** in excess of the contract period at the rates of the immediately preceding month.

36. **Supporting Documents-** All the required supporting documents must be uploaded as per the prescribed method along with Techno Commercial Bid of the tender.
37. **Delivery of material shall be FOR IHM MUMBAI.** Payment will be released by the unit directly after satisfactory delivery. In event of the delayed payment due to administration reason the supplier will have no legitimate claim for any kind of compensation.
38. **The Financial Bids** of only those parties, who qualify in technical bid and in samples, will be opened on a later date which will be informed to the technically qualified parties.
39. **The financial bids** needs to be submitted online on www.tenderwizard.com/IHM, **no hard copy needs to be submitted.**
40. All disputes will be having jurisdiction Mumbai only.

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. 12,000/- (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.12,000/- (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 where 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

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:

MILK PRODUCTS

code	Description	Qty	unit	Rate	Amount
	MILK PRODUCTS				
00213	FRESH CREAM (DARSHAN DAIRY)	650	KG		
00517	CHAKKA MALAI	100	KG		
00624	CHAKKA SADA	100	KG		
00627	MAVA HARIALI	100	KG		
00628	MAVA ORDINARY	200	KG		
00629	MILK SPECIAL	4000	LT		
00630	PANIR	2500	KG		
00631	PANIR MALAI	500	KG		
	BUTTER (LONI)	50	KG		

- 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