



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](mailto:director@ihmctn.edu) / [admin@ihmctan.edu](mailto:admin@ihmctan.edu)

**E-TENDER NOTICE**

**NIT No: IHM/e-Tender/Pest Control/Mumbai/13/2017-18**

**Dated: 09/03/2018**

Online tender, (Two Bid System- Technical and Financial) are invited from reputed manufactures/suppliers for **Pest Control** 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	Annual Pest Control services at Institute of Hotel Management, Catering Technology and Applied Nutrition at IHM Mumbai.	NA	Rs. 4,000/- 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](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. 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](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 submit Envelope 'A' physically and must be upload on e-tendering portal: [www.tenderwizard.com/IHM](http://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. 4,000/-** 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 payment of 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.2500/- to be deposited after the contract is awarded submitted 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**

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

**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](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. Mayank Thakur ([twhelpdesk605@gmail.com](mailto: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, 16<sup>th</sup> 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 **24<sup>th</sup> April, 2018.**
7. Detailed tender form our website [www.ihmctan.edu](http://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](http://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. On an average two to three rooms to be taken for heavy pest Control per day.  
Thus all rooms to be treated in a month.
2. One resident person will report for six days a week 24 x 7 support in a day i.e. physically present in the campus, to cover the said areas in Co-ordination with Administrative department.
3. Quote lump sum charges for the said services per month.
4. All pesticides and Rodenticides used are to be of approved quality, safe and best.
5. The tender form should be accompanied Xerox copy of the PAN CARD, SERVICE TAX REGISTRATION CERTIFICATE, COMMERCIAL LICENSE FOR PEST CONTROL.
6. The amount of security is Rs. 2500/- .It can be increased in case it is felt that at the time of awarding of contract that the specified security deposit is inadequate. The security deposit will carry no interest.
7. The tenderers are advised to inspect and examine the site, its surrounding and nature of work involved and to satisfy themselves before submitting their tender as to the nature and quantity of work and in general shall themselves obtain all necessary information as to risks contingency and other circumstances which may influence or affect their tender. The tenderer shall be deemed to have full knowledge of the work whether the tenderer inspect it or not and no extra charges shall be allowed.

8. Submission of a tender implies that he / she had read this notice and documents and has made himself / herself aware of the scope and satisfactory conditions of the work to be done and of local conditions of the work to be done and of local conditions and other factors for the execution of work.
9. A tenderer should quote in figures as in words in which rate tendered inclusive of all taxes, chemicals etc. A tenderer shall submit the tender which satisfies each and every condition laid down in the notice, failing which the tender will be liable to be rejected without assigning any reason thereof.
10. This Institute do not bind themselves to accept the lowest or to give any reason for their decision. In case of any deviation of terms and conditions or not undertaking the pest control works the security deposit will be forfeited and in case of absent of the worker/services proportionate deduction will be made from the monthly bill.
11. This Tender Notice shall be the part of the contract documents.
12. The validity of the quotations shall be up to 180 days from the date of opening of the tender.
13. Though the contract is for one year, after issue of the work order, the payment shall be made monthly on production of the bill along with service certificate duly signed by the authorized officer of the department/caretaker.
14. Request for enhancement of contract rate per month during the contract period will not be considered at any cost.
15. In case, the services are not satisfactory, the management has the right to terminate the services with immediate effect without assigning any reason.
16. The tender should be a sealed one.
17. The tenderer should not accompany or follow any request for negotiation from tenderers.
18. The successful tenderer shall have to enter into an AGREEMENT at their own cost.
19. The tenders received late are liable to be rejected.
20. The intending firm should have been registered as a shop and commercial establishment or should have
21. The intending firm should have sufficient experience in relevant field.
22. Child Labour should not be engaged.
23. If any discrepancies/legal problem/ accident occurred during the services the undersigned will not be responsible and if any damage to the Institute's property causes by the tenderer will be recovered from the bill and security deposit.
23. The tenderer should have valid commercial pest control license.
24. Any paper related to tender should be provided as and when required by the Institute.

**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. 4,000/- (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)**

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



## 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.	<b>Status of the Firm</b> -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.	<b>EMD Fee of Rs.4,000/-</b> (Online Payment)	
11.	RTGS/NEGT Details Account Name (For refund of EMD)-	Account Name- Bank Name- Account Number- IFSC Code-
12.	<b>GST registration No. ( if applicable</b> Copy to be uploaded)	
13.	Under MSME ACT exempted from payment of EMD and tender for fee- <b>if yes, please Enclose a copy of relevant certificate.</b>	

**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

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

**PEST CONTROL SERVICES**

SR. No	Description	Mode	Frequency	Treatment time
I	Areas in the Main Building like			
1	Bakery, Q.F.K.	H P C	Weekly	Saturday & Sunday
	ATK I&II, B.T.K.	H P C	Weekly	Saturday & Sunday
	K.S.M, Dining Hall & Stores,	H P C	Weekly	Saturday & Sunday
	Office and other areas	H P C	Fortnightly	Saturday & Sunday
2	Rodent control: all the above areas			
	and open ground		Fortnightly	Saturday & Sunday
II	Areas in the new building (HMATC) like			
1	All public and back areas	HPC	Daily	during the day
2	Rooms, P/shafts, staircases, Lift, Lobby corridors etc.	HPC	Weekly	as available
				Department
				room HPC daily
3	F&B Areas	HPC	Daily	
	Kitchen, Restaurant, Bar,	HPC	Daily	night time
	Conference halls, stores etc.	HPC	Weekly	after closing
4	White ant treatment :	HPC	Quarterly	

	Office , Library ,Office Store room, Staff Quarters			
5	All general areas :			
	Offices, Reception & Back office	HPC	Weekly	night time
	Housekeeping, staff room, toilets		Daily	after closing
	Staff Quarters & Principal Bungalow		Weekly	As per request
6	Rodent control – All the above area	Baiting	Weekly	External use
		Glue	Weekly	Internal use
		Boards		

On an average two to three rooms to be taken for heavy Pest Control per day.

Thus, all rooms to be treated in a month.

One resident person will report for six days a week 24 x 7 support in a day i.e. physically present in the campus, to cover the said areas in

Co-ordination with Administrative department.

Quote lump sum charges for the said services per month.

All Pesticides and Rodenticides used are to be of approved quality, safe and best.

.....  
Signature of Tenderer

.....  
Seal of Tenderer