



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@ihmctan.edu / admin@ihmctan.edu

E-TENDER NOTICE

NIT NO: IHM/e-Tender/Stationery Item/Mumbai/10/ 2020-2022

Dated: 10/10/2020

Online tender, (Two Bid System- Technical and Financial) are invited from reputed manufactures/suppliers for the supply of **Stationery Items for the period from November 2020 to April 2022** at Institute of Hotel Management, Catering Technology and Applied Nutrition Veer Savarkar Marg, Dadar (W). Mumbai-400028.

Note: Only EMD and Tender fee to be submitted to the cashier in offline mode, rest all the documents to be submitted strictly online mode.

Sr. NO	Name of work	P.AC.	EMD	Time for start the supply after receiving purchase order	Cost of tender Document	
					Tender Cost	Online Processing fee
1	Stationery Item at Institute of Hotel Management, Catering Technology and Applied Nutrition at IHM Mumbai.	Rs.3.00 Lacs	Rs.6,000/- payable through DD/Bankers cheque/online mode as per the tender document.	1 week	Rs. 200/- payable through DD/Bankers cheque/Online Mode as per the tender document.	AS PER TENDER WIZARD

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. Kunal Mahajan (8800907637) & Mr. Mayank Singh (8800115628)** 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 upload on e-tendering portal: www.tenderwizard.com/IHM as per dates Indicated in Key Dates.

5. Tender cost and processing fee are Non-refundable.

6. Submit EMD, of **Rs. 6,000/-** in the form of online mode/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 of the 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.

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.

<u>Online Tender Schedule:</u>			
S. No	Stages Name		Start Date and Time
1	Start of downloading of tender document		10.10.2020 10:00 HRS
2	Closure of downloading of tender document		30.10.2020 16:00 HRS
3	Last date and time of online submission of Bid.		02.11.2020 11:00 HRS
4	Last Date of EMD, Tender Fee submission Online/ Offline Mode to Cashier		02.11.2020 17:00 HRS
5	TENDER OPENING Technical		03.11.2020 11.00 HRS
6	TENDER OPENING Financial		Will be intimated later to the eligible tenderer
7	Minimum Validity of Tender offer/bids		180 Days

Note: - Only online submission of technical bid and financial bid is 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 Online mode/ 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 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. Kunal Mahajan** (twhelpdesk701@gmail.com) Mob- 8800907637, **Mr. Mayank Thakur** (twhelpdesk605@gmail.com) Mob- 8800115628

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

ONLINE tenders are invited for the supply of the following items on a rate contract basis, for the period from November 2020 to April 2022.

The tender is subject to the following terms and conditions:

1. Each tenderer will have to pay Earnest Money Deposit through Online mode/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.
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 on **03.11.2020 11.00 a.m.**
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 in Demand Draft/Online Mode.
3. Each page uploaded along with tender copy 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, Canceled at any time during its completion.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.

11. 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.
12. 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.
13. 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.
14. 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.
15. All disputes are subject to Mumbai Jurisdiction only.
16. 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.
17. The rates quoted should be "NET RATES" inclusive of all taxes and Freight on Road 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 fill online.

18. 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.**

19. (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 purchase order placed on them by the unit for effecting supplies. If telephonic purchase order are placed at any time, the supplier shall ensure that such telephonic orders are followed with written purchase order.
(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.

20. 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.

21. 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

22. 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.

23. 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.
24. 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.
25. 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.
26. 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.
27. 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.**
28. 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.
29. In the event of contract being extended, the management reserves the right to call upon the suppliers to continue the supplies for **Three months** in excess of the contract period at the rates of the immediately preceding month.
30. **Supporting Documents-** All the required supporting documents must be uploaded as per the prescribed method along with Techno Commercial Bid of the tender.
31. **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.

32. **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.
33. **The financial bids** needs to be submitted online on www.tenderwizard.com/IHM, NO hard copy needs to be submitted.
34. Rates for all items carrying printed MRP should be quoted either MRP or discounted on MRP.
35. Tenders are required to start supply within one week from date if order received by them.
36. Incase any additional documents /clarification can be called from bidders before finalization of tender.
37. Trade license true copy (attested by gazette officer),Photo 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.
38. Parties must supply material as per specification mentioned in the tender paper.
39. Discontinuance of supply of materials before the contract period will lead to forfeit the security deposit.
40. The items not supplied by the supplier because of some or other reasons, will be purchased by the Institute from open market and the amount difference in the rates would be recovered from supplier.
41. **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.
42. **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.
43. **As per notification no. 50/2018 central Tax dated 13.09.2018 applicable from 1st October 2018, TDS @2 % (SGST & CGST) will be applicable on GST and the same will be deducted by the Institute and Deposited. The supplier or service provider will be issued GSTR 7A for the TDS deducted.**
44. Security deposit will be 5% of quoted value of tender.

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

CHECK LIST:

- 1. Self-attested copy of last year Income Tax Return.**
- 2. Self-attested copy of PAN card.**
- 3. Self-attested copy of Trade License.**
- 4. EMD fee of Rs. 6,000/- (DD/BANKERCHEQUE/Online mode).**
- 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.

All original documents would be verified from the successful bidder before awarding tender/contract.

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.	Last year Income Tax Return (Copy to be uploaded)	
8.	Income Tax permanent Account NO.(PAN) Copy to be uploaded.	
9.	EMD Fee of Rs. 6,000/- (DD/BANKER CHEQUE/transaction details)	
10.	RTGS/NEGT Details Account Name (For refund of EMD)-	Account Name- Bank Name- Account Number- IFSC Code-
11.	GST registration NO. (if applicable Copy to be uploaded)	
12.	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

