



**Institute of Hotel Management, Catering Technology and Applied Nutrition,**

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

**Phone: 022-45284100-238 (ext)** Email: [director@ihmctan.edu](mailto:director@ihmctan.edu) / [purchases@ihmctan.edu](mailto:purchases@ihmctan.edu)

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**TENDER NOTICE**

**NIT NO: 8-2/IHMMum-Pur/1-2024/Cleaning Materials2**

**Dated: 04/02/2025**

Online Bids (Two Bid System- Technical and Financial) are invited from reputed suppliers for supply of **Cleaning Materials**. **Tender period is April 1, 2025 to December 31, 2025**. Venue of the Tender is Institute of Hotel Management, Catering Technology and Applied Nutrition, Veer Savarkar Marg, Dadar (W). Mumbai- 400028 (referred to as “Institute” in the entire tender document).

<b>Sr. No</b>	<b>Name of work</b>	<b>Estimated Cost</b>	<b>EMD</b>	<b>Time frame for commencement from the date of receipt of purchase order</b>
1	Supply of Cleaning Materials at Institute of Hotel Management, Catering Technology and Applied Nutrition at Mumbai.	6,00,000/-	Rs.30,000/-	1 week



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**Tender Schedule:**

Kindly upload scanned copies of the below mentioned documents under Technical Qualification.

<b>Online / Manual Tender Schedule</b>		
<b>Sr. No.</b>	<b>Stages Name</b>	<b>Start Date and Time</b>
1	Start of downloading of tender document	04 <sup>th</sup> February, 2025 11.00 AM.
2	Closure of downloading of tender document	24 <sup>th</sup> February, 2025 06.00 PM.
3	Last date and time of online submission of Bid.	24 <sup>th</sup> February, 2025 06.00 PM.
4	Last Date of EMD, Tender Fee submission Online/Offline Mode to Cashier	24 <sup>th</sup> February, 2025 06.00 PM.
5	TENDER OPENING Technical	25 <sup>th</sup> February, 2025 11.00 AM.
6	TENDER OPENING Financial	27 <sup>th</sup> February, 2025 11.00 AM.
7	Minimum Validity of Tender offer/bids	180 Days

It should be noted that either manual or online filing of the tender is acceptable.



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### **TENDER TERMS & CONDITIONS**

The tender is subject to the following terms and conditions:

1. Earnest Money Deposit will be forfeited incase after the acceptance of tender, the tenderer does not furnish the requisite security deposit and execute the agreement.
2. All rates will be inclusive of taxes and delivery charges. All items will be supplied at the Institute premises.
3. The institute reserves the right to reject any or all the tenders without assigning any reason whatsoever and no representation shall be entertained on this account.
4. Each tender will be accepted subject to the existing tax laws prevalent in the State of Maharashtra and must state his tax registration no.
5. The technical bids will be opened 25<sup>th</sup> February, 2025 11.00 AM.
6. **FOR WIRE TRANSFER RTGS / NEFT / ONLINE MODE**

**Name of the beneficiary: INSTITUTE OF HOTEL MANAGEMENT, CATERING  
TECHONOLGY & APPLIED NUTRITION**

**Name of the bank: STATE BANK OF INDIA**

**Branch: SHIVAJI PARK BRANCH**

**Bank IFSC code: SBIN001429**

**Account No.:10419537220**

**Type of Account: Current Account**



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**Minimum Eligibility Criteria for the suppliers**

- (i) The Bidder must have their office/shop/establishment in Mumbai and must conform to norms of the Government pertaining to registration and taxation.
- (ii) Bidder must have minimum three years' experience of supply of the product or similar products as mentioned in the tender document.
- (iii) The bidder must not be blacklisted by any Government Departments/ PSUs/ Autonomous organization. An Undertaking duly attested by Executive Magistrate/ notary public shall be furnished.
- (iv) Copies of at least two Purchase orders of Rs.10 Lakhs or above issued by Government Departments/PSUs/Autonomous organization during last preceding three financial years (2022-23, 2023-24 and 2024-25) with proof of the supply shall be furnished.
- (v) Bidder must have minimum turnover of Rs.10 lakhs during last three preceding financial years (2022-23, 2023-24 and 2024-25). The Bidder should submit in this regard copy of Balance Sheet/Profit & Loss Account statement duly certified by the Chartered Accountant.

**GENERAL DIRECTIONS TO TENDERERS**

- a) Tenderers are to attest the tender form, giving exact specification of the articles, the contents and the design of the articles and the schedules of rates.
- b) Service Provider who fulfils all criteria in respect of technical bid and with the lowest quote will be considered as the L1 Bidder.
- c) The competent authority reserves the right to reject any or all the bids without assigning any reason thereof.
- d) If the bidder whose bid has been found to be the lowest evaluated bid withdraws or whose bid has been accepted, fails to sign the procurement contract as maybe required or fails to provide the security as maybe required for the performance of the contract or otherwise withdraws from the procurement process, the procuring entity shall re-tender the case. **(7.6.11 – Manual of Procurement of Goods 2024 by DoE/ [Rule 173 (xix) of GFR 2017)**
- e) Successful tenderer or tenderers shall supply articles in such quantities and as per specifications and of the requisite quality as any ordered on him 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.



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- f) 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.
- g) 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 item and total up for all the tendered items.
- h) Each bidder shall submit only one bid for the work. A bidder who submits more than one bid will cause disqualification of all the bids submitted by the bidder.
- i) If information submitted in bid is found to be misrepresented, incorrect or false, at any time during the processing of the contract or during the tenure of the contract including the extended period if any, it will cause disqualification of the bid submitted by the bidder.
- j) The Financial Bids of only those parties, who qualify in technical bid will be opened on a later date which will be informed to the technically qualified parties.
- k) Successful tenderers will be required to deliver articles under the terms of contract at the institute's premises which shall be inclusive of taxes and delivery charges/cartage/freight etc.
- l) If the quantity and quality of requirements have changed substantially or there is an un-rectifiable infirmity in the tender process, the Procuring Entity may cancel the process of procurement or reject all bids



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**I. Security Deposit: -**

- (i) 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.
- (ii) This security deposit is for the due performance of all conditions of the contract, such as quality, quantity and service etc.
- (iii) 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).
- (iv) **Security deposit will be 3% of the total quoted amount** to be deposited after the contract is awarded in the form of DD/Bankers Cheque/Online transfer (NEFT/RTGS).

**II. Force Majeure:-**

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, 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, as the tenderer may with the concurrence of the Institute elect to retain.



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**III. Termination Clause:-**

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 100% of Security Deposit will be forfeited. A notice for the same will be served on the tenderer and he will be given 10 days' time before closure of the contract.

**IV. Correspondence:-**

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](http://www.ihmctan.edu). All the bidders are requested to look at the said website for this purpose regularly.

**V. Tendered Rates:-**

- (i) 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 standards as specified in the tender. The rates tendered shall be on the basis of bulk rate and NO increase in rates during the contract period will be entertained.
- (ii) 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.

**VI. Conditions governing supply:-**

- (i) Please note that "Terms and conditions" accompanying the tender documents are for general guidance and successful tenderer will have to sign an agreement with amendments if any considered by the institute. Conditional tender will summarily be rejected and no correspondence in this regard shall be entertained.
- (ii) 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.
- (iii) In case of any of the said material being rejected, the Institute shall be at liberty to purchase the same from outside.



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- (iv) As 100% inspection of the commodities is not possible or practicable at the time of supply, the supplier shall be responsible to take back and replace all such material which are on inspection/opening/checking/actual use found unsuitable or below the standard quality as required by the Institute. In case of failure of the supplier to do so, the Institute shall have the right to proceed in same manner as in the case of (b) above in respect of these rejected commodities as well.
- (v) The quantities shown in the 'Schedule' are only estimated requirements. The Institute reserves the right to increase/decrease the quantities. NO alternative arrangement of any kind shall be entertained. The Institute 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.
- (vi) The supplier shall maintain proper date wise record of all indents placed on them by the Institute for effecting supplies. If telephonic indents are placed at any time, the supplier shall ensure that such telephonic orders are followed with written indents.
- (vii) The supplies must be accompanied by a proper dated challan/advice mentioning therein separately the quantity ordered and quantity supplied in respect of each item.
- (viii) In the event of failure on the part of the 'Supplier' to supply the material, in accordance with the conditions entered herein the Institute shall have the right to make alternative arrangement at the cost and risk of the supplier.
- (ix) In case of breach of any of the conditions stipulated herein the Institute shall be at liberty to terminate contract without prejudice and to claim damages on account of breaches

**VII. Acts Influencing the Contract:-**

- (i) The supplier shall not in any way influence the contract by colluding in any way with the officer or employees of the institute, nor shall suppliers either directly or indirectly give or promise to pay or give, to any the officer or employees of the institute, money or gratuity, fee or reward for any matter or thing or any way during the currency of the contract.
- (ii) The supplier shall not allow any other person or persons to execute operations of the contract without the written permission of the Institute.
- (iii) The Bidder/ Contractor undertakes not to enter into any undisclosed agreement or understanding, whether formal or informal with other Bidders. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other action to restrict competitiveness or to introduce cartelization in the bidding process.



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- (iv) The Bidder/Contractor undertakes not to commit any offence under the relevant Anti-corruption Laws of India; further the Bidder/Contractor will not use improperly, any information or document provided by the Employer as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically for purposes of competition or personal gain and will not pass the information so acquired on to others.
- (v) The Bidder/ Contractor will not instigate and allure third persons/parties to commit offences outlined above or be an accessory to such offences.

**VIII. Billing Terms:-**

- (i) 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.
- (ii) The bills for the accepted supplies may be raised by supplier on the Institute within a month. The bills should be printed & serially numbered and in NO case on the letterheads.
- (iii) Any over payment of the Supplier's bills for the supplies made shall be recovered from subsequently bills 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 Institute shall have the right to recover the overcharges, from the security deposit as well

**IX. Indemnity clause:**

The supplier shall be personally responsible for the quality and quantity of the materials supplied and in case of any adulterated or substandard materials being supplied, the supplier shall be held personally liable under the relevant acts. The supplier will indemnify the institute for his actions or omissions during the contract.

**X. Disclamatory Clause:**

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.

**XI. Integrity Pact:-**

All the tenderers have to enter into a pre contract integrity pact and signed copy has to be submitted along with technical bid.

**XII. Extension clause:-**



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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 tender rates.

**XIII. Supporting Documents-**

All the required supporting documents must be uploaded / annexed along with Techno Commercial Bid of the tender.

**XIV. Delivery Clause: -**

- (i) Delivery of material shall be for IHM MUMBAI. Payment will be released by the Institute directly after satisfactory delivery.
- (ii) In event of the delay in payment due to administrative reasons the supplier will have NO legitimate claim for any kind of compensation for the said delay.

**XV. Legal clause:**

All disputes will be subject to Mumbai jurisdiction.

**XVI. Commencement of Supply:-**

Tenders are required to commence the supply within one week from date of receipt of purchase order.

**XVII. TDS:-**

As per notification no.50/2018 central tax dated 13/09/2018 applicable from 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.



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

**CHECKLIST:**

- **Previous Experience of 3 years in same/similar trade (Copy of work order / Purchase order)**
- **Self-attested copy of last 3years Income Tax Return.**
- **Self-attested copy of PAN card.**
- **EMD fee of Rs.30,000/- (DD/NEFT/RTGS)**
- **Self-attested copy of MSME Certificate (if applicable)**
- **GST registration NO.**
  
- **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)**



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**ANNEXURE-A**

<b>Sr. No.</b>	<b>Particulars</b>	
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, Copy of Registration Certificate (in case of Registered Firm/Company)	
7	Certificate showing shop address (copy to be uploaded)	
8	Income Tax permanent Account No.(PAN) Copy to be uploaded.	
9	<b>EMD Fee of Rs. 30000/-</b>	
10	RTGS/NEFT Details/ Account Name (For refund of EMD)- Cancelled cheque needs to be provided	
11	<b>GST registration No. (if applicable</b> Copy to be uploaded)	
12	Under MSME ACT exempted from payment of EMD and tender for fee- <b>if yes, please attach MSME certificate.</b>	

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



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**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.

.....  
Signature of the Tenderer

.....  
Seal of the tenderer



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## FINANCIAL BID

From: \_\_\_\_\_

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

Sir,

With reference to the tender **8-2/IHMMum-Pur/1-2024/Cleaning Materials2** for the period **01<sup>st</sup> April 2025 to 31<sup>st</sup> December 2025** for the following items, I/We hereby submit my/our financial bid required by you.

SR. NO.	NAME OF ITEM	ESTIMATED QTY	UNIT	RATE PER UNIT	TOTAL AMOUNT (RATE PER UNIT X EST. QTY)
1	ACRYLIC CUP WINE GLASS - 140 ML	1000	NOS		
2	ACRYLIC CUPS ROUND -100 ML	5000	NOS		
3	ACRYLIC CUPS TRIANGULAR BIG -150 ML	1000	NOS		
4	ACRYLIC CUPS TRIANGULAR SMALL-60ML	1000	NOS		
5	ACRYLIC SHOT GLASS - 60 ML	1000	NOS		
6	AIR FRESHNER (250 ml)	200	NO		
7	ALUMINIUM FOIL 18 mtr	1000	RL		
8	ALUMINUM FOIL CONTAINER-450 ML	3000	NO		
9	ALUMINUM FOIL CONTAINER-600 ML	3000	NO		
10	BAND-AID (JOHNSONS, HANSAPLAST)	1000	NO.		
11	BLEACHING POWDER	50	KG		
12	BOTTLE SPRAYERS	20	NO		
13	BROOM HARD (350GM)	200	NO		
14	BROOM SOFT (350GM)	100	NO		



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15	BRUSH NYLON (WASHING CLOTH)	20	NO		
16	BRUSH TOILET	10	NO		
17	BUTTER PAPER	2000	NO		
18	CAUSTIC SODA	50	KG		
19	CHEF CAPS	200	NO		
20	CLING WRAP BIG	100	PK		
21	CLING WRAP SMALL	10	PK		
22	COLIN SPRAY (500 ml)	100	NO.		
23	COTTON WASTE(200 GM PKT)	20	PK		
24	DECORATED PAPER SILVER	100	NOS		
25	DETTOL (500ML)	200	BT		
26	DOILY PAPER	50	NO		
27	DUSTER CLEANING CHECKED 17X18"	200	NO		
28	DUSTER CLEANING FLOOR 17X18"	200	NO		
29	DUSTER CLEANING GLASS 20X19"	100	NO		
30	DUSTER CLEANING LINED 17X15"	100	NO		
31	DUSTER CLEANING WHITE 20X21"	100	NO		
32	DUSTER CLEANING YELLOW 17X15	100	NO		
33	DUSTPAN PLASTIC (LARGE SIZE)	50	NO		
34	DYSOL (5LTR CAN) PEAXOL	30	CN		
35	FACE TISSUES (100 in pkt) - 2 ply quality	1000	PKT		
36	GARBAGE BAG BIG (GREEN)	1000	KG		
37	GARBAGE BAG SMALL	1000	KG		
38	GARBAGE BIG DISPOSABLE (BLACK)	1500	KG		
39	GODREJ AER POCKET	150	PKT		
40	HAIROIL (5 ml) (Parachute, Bajaj, Shalimar)	500	NO		



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41	HANDGLOVES (100 PER BOX) SMALL, BIG, MEDIUM	50	BOX		
42	HANDWASH (1LTR) REFIL PACK (Dettol/Santoor/Godrej)	100	PK		
43	HIT AEROSPRAY BIG	10	NO		
44	HOMOCOL (5KG CAN) HAND WASH	60	CN		
45	KITCHEN TISSUE PAPER ROLL	50	NO		
46	MATCH BOX (box of 10 pkts)	100	BX		
47	MINCREAM 100ML	50	TN		
48	MOP REFELL CLOTH (GALA, SCOTCH BRITE)	200	NO		
49	MOP STICK 4FT WITH COTTON THREAD (GALA, SCOTCH BRITE)	80	NO		
50	NYLON SCRUBBER	250	NO		
51	ODONIL CAKES STD.SIZE	500	NO		
52	PAPER CUP FOR SMALL CAKE	8000	NOS		
53	PAPER CUP FOR TEA	100000	NO		
54	PAPER CUP GOLDEN LINER	500	NOS		
55	PAPER NAPKINS (100 in pkt) - 2 ply quality	1000	PKT		
56	PIPING BAG PLASTIC	1000	NOS		
57	PITAMBARI POWDER	50	KG		
58	SATAY STICKS 6"	30	PKT		
59	SCOTCH BRITE	500	NO		
60	SHAMPOO (SMALL SACHET) (Clinic Plus, Sunsilk, Head & Shoulders)	7000	NO		
61	SOAP (Sunlight/Surf excel, Tide)	200	NO		
62	SOAP TOILET SMALL (30gm) (Santoor, Lux, Medimix)	5000	NO		
63	STEEL WOOL SOFT	30	NOS		
64	STIRRERS (100 IN A PKT)	20	PK		
65	TOILET PAPER ROLLS (200GM)	3000	RL		
66	TOOTH PICK ROUND (WOODEN)	100	NO		



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67	VIM BAR BIG (300gm)	2000	NO		
68	WASHING POWDER (1 Kg) (SURF EXCEL/ARIEL/TIDE)	100	KG		
	<b>TOTAL AMOUNT QUOTED</b>				

Note: The estimated Quantity is projected on the basis of last year consumption, it may increase/ decrease as per the current year requirements.

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Signature of Tenderer

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Seal of Tenderer



**Institute of Hotel Management, Catering Technology and Applied Nutrition,**

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

**Phone: 022-45284100-238 (ext)** Email: [director@ihmctan.edu](mailto:director@ihmctan.edu) / [purchases@ihmctan.edu](mailto:purchases@ihmctan.edu)

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**INSTRUCTIONS FOR THE TENDERERS SUBMITTING THROUGH ONLINE MODE**

1. The Tenderers intending to participate in this Tender are required to get enrolled on the portal <https://ihmmumbai.ewizard.in> Enrolment on 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.
3. The Bidders may contact E-wizard helpdesk Mumbai (8448288982) for obtaining Class - III Digital Signature Certificates and get registration.
4. Tenders filled online need to <https://ihmmumbai.ewizard.in> website.
5. The tenders are required to upload on e-tendering Portal: <https://ihmmumbai.ewizard.in> 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.
6. Tender cost and processing fee are non-refundable.
7. Tenders which qualify 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 3% of quoted value of contract** to be deposited after the contract is awarded in the form of DD/Bankers Cheque/Online transfer (NEFT/RTGS).

SD/

PRINCIPAL

Institute of Hotel Management, Catering Technology, and Applied Nutrition,  
Dadar, Mumbai.