



Institute of Hotel Management, Catering Technology and Applied Nutrition
Veer Savarkar Marg, Dadar West, Mumbai 400 028
Email: director@ihmctan.edu / purchases@ihmctan.edu
Website: www.ihmctan.edu

TENDER NOTICE

NIT NO: IHM-Pur/Cleaning Material/2026

Dated: 01/12/2025

Sealed tenders are invited under two-bid system from reputed suppliers for the **supply of cleaning materials** to the Institute of Hotel Management, Catering Technology and Applied Nutrition, Mumbai, for the period **from 01.01.2026 to 31.12.2026**.

All related documents of the tender are available at Institute's website www.ihmctan.edu which may be downloaded for reference, as per instructions/guidelines given.

The schedule of the Tender is furnished hereunder:

Estimated Cost	Rs.15,00,000/-
Earnest Money deposit	Rs.30,000/-
Security Deposit	5% of the quoted value
Mode of submission	Online via https://ihmmumbai.ewizard.in or Offline drop in the tender box kept at the admin office
Start of downloading of tender document	1.12.2025 at 11.00 AM
Closure of downloading of tender document	21.12.2025 at 5.00 PM
Last date of online & offline submission of Technical and Financial bids	21.12.2025 at 5.00 PM
Tender Opening [Technical Bid]	22.12.2025 at 10.00 AM
Tender Opening [Financial Bid]	23.12.2025 at 10.00 AM
Minimum validity of tender bids	180 days
Bank details of the Institute	“Inst of Hotel Management Catering Tech”, State Bank of India A/c No.10419541395 IFS Code:-SBIN0001429 Branch Name:- Shivaji Park, Dadar West
E-tender Cost [for online tender submission]	As per e-wizard portal (inclusive of all taxes and charges)

Minimum Eligibility Criteria for Suppliers

- (i) The Bidder must have an office/shop/establishment in Mumbai and must conform to the norms of the Government pertaining to registration and taxation.
- (ii) The Bidder must have a minimum of three years' experience in supply of similar products.
- (iii) The Bidder must not be blacklisted by any Government Department/PSU/ Autonomous organization. An undertaking duly attested by Executive Magistrate/Notary Public shall be submitted.
- (iv) Copies of at least two Purchase Orders of Rs. 10 Lakhs or above issued by Government Departments/PSUs/Autonomous organizations during the last three financial years (2023-24, 2024-25, 2025-26) with proof of supply must be enclosed.
- (v) The Bidder must have a minimum turnover of Rs. 10 Lakhs during the last three preceding financial years. Copy of Balance Sheet/Profit & Loss Account certified by a Chartered Accountant must be enclosed.

General Guidelines

- a) Tenderers must attest the tender form, providing exact specifications, description, and rate schedules of the items quoted.
- b) The Institute does not bind itself to accept the lowest bidder.
- c) Successful tenderers shall supply articles as per required quantity, specification, and quality as ordered from time to time.
- d) If any article is not available or not quoted, it must be clearly indicated.
- e) Tenderers must fill in the tender carefully, compute total cost per item, and total the amount.
- f) Each bidder shall submit only one bid. Multiple bids by the same bidder will be disqualified.
- g) Misrepresentation of facts or submission of false information will lead to disqualification.
- h) Financial Bids of only those parties who qualify in Technical Bid will be opened on the date mentioned in the schedule.
- i) Successful tenderers must deliver items inclusive of all charges (taxes, delivery, freight, etc.) at IHM Mumbai premises.

Terms and Conditions

I. Earnest Money Deposit

- i. An amount of **Rs. 30,000/- (Rupees Thirty Thousand only)** shall be deposited by the bidder as Earnest Money Deposit through NEFT to the designated bank account (details provided in the first page) or in the form of a Demand Draft drawn on any Nationalized Bank in favour of Institute of Hotel Management, Catering Technology and Applied Nutrition, Mumbai, payable at Mumbai.
- ii. EMD will be exempted for MSME/NSIC registered firms, subject to submission of valid supporting documents.
- iii. EMD will be forfeited if the tenderer fails to furnish Security Deposit or execute the agreement after acceptance.

II. Security Deposit

- i. In the event of the tender being accepted, the contract shall be signed by all the members/authorized signatories of the firm after depositing the **Security Deposit** amount as required by the Institute.
- ii. This Security Deposit shall serve as a guarantee for the due and satisfactory performance of all terms and conditions of the contract, including adherence to the required quality, quantity, and service standards.
- iii. The Institute reserves the right to enter into parallel contracts, simultaneously or at any time during the period of this contract, with one or more tenderers/suppliers for such quantity or such items as may be deemed necessary.
- iv. The Security Deposit shall be **5% of the total quoted value of the tender** and must be deposited within **14 (fourteen) days** from the date of issue of the work order, in the form of **Bank Guarantee / NEFT / Demand Draft (DD)**, drawn in favour of "IHMCTAN, Mumbai."
- v. The Security Deposit shall be refunded after satisfactory completion of the contract period and settlement of all obligations under the agreement. No interest will be payable on the Security Deposit.

III. Force Majeure

- i. Neither party shall be held responsible for any delay or failure in the performance of their respective obligations under this contract if such delay or failure is caused by circumstances beyond their reasonable control, including but not limited to acts of God, natural calamities, floods, fires, epidemics, pandemics, quarantine restrictions, wars, acts of terrorism, civil commotion, strikes, lockouts, or acts of Government.
- ii. The affected party shall promptly notify the other party in writing of the occurrence of such event(s) and the expected duration of delay. If the performance of the contract is delayed by such circumstances for a period exceeding 30 (thirty) days, either party may, by mutual consent, terminate the contract without any financial repercussion on either side.

- iii. In the event of termination under this clause, the supplier shall be entitled to payment for the goods/materials already supplied and accepted by the Institute prior to the occurrence of the Force Majeure event.
- iv. If the performance of the contract is resumed after the Force Majeure event ceases to exist, the period of contract may be extended by the Institute for such duration as may be deemed reasonable to compensate for the loss of time.

IV. Termination Clause

The Institute reserves the right to terminate the contract at any time during the contract period in the event of unsatisfactory performance, non-compliance with tender terms, or failure to supply materials of required quality and quantity.

In such cases:

- i 100% of the Security Deposit shall be forfeited.
- ii A written notice stating the grounds for termination will be served to the tenderer, granting 10 (ten) days' time to respond or rectify the deficiencies before the closure of the contract.
- iii The decision of the Institute in this regard shall be final and binding on the tenderer.

V. Correspondence

Future Corrigendum, Addendum, Amendments, and extensions of bid submission date related to this tender, if any, shall be published on the Institute's official website www.ihmctan.edu and the e-wizard portal. Bidders are advised to visit the above website regularly to stay informed about any updates or changes related to this tender. No separate communication shall be made by the Institute in this regard.

VI. Tendered Rates

- i The rates quoted shall be "NET RATES", inclusive of all applicable taxes, duties, levies, transportation, delivery charges, and F.O.R. IHM Mumbai. No additional charges of any kind will be considered during the contract period.
- ii The rates must be quoted strictly in accordance with the specifications and standards mentioned in the tender document.
- iii The rates tendered shall be treated as bulk rates, and no increase in the quoted rates shall be entertained under any circumstances during the validity of the contract period.
- iv No column in the rate schedule should be left blank. If any item's rate column is left unfilled, the highest rate quoted by any other tenderer for that particular item shall be considered for evaluation purposes.
- v In the event that the tenderer is still found to be the lowest (L-1) on the overall evaluation, payment for such unquoted items shall be made at the lowest rate quoted by other tenderers for those respective items.

VII. Conditions governing supply

- i. Please note that the “Terms and Conditions” enclosed with the tender documents are for general guidance only. The successful tenderer shall be required to execute an agreement incorporating any amendments deemed necessary by the Institute. Conditional tenders will be summarily rejected, and no correspondence in this regard shall be entertained.
- ii. The material supplied shall be of the best quality and shall conform to the specifications prescribed. If, at any stage, the materials are found to be unsuitable or sub-standard, they shall be liable to rejection by the Institute. The decision of the Institute in this regard shall be final and binding on the Supplier.
- iii. In the event of any material being rejected, the Institute shall be at liberty to procure the same from an alternative source, and any additional cost incurred shall be recovered from the Supplier.
- iv. As 100% inspection of the commodities at the time of supply is not possible or practicable, the Supplier shall be responsible for taking back and replacing any material which, upon inspection, opening, checking, or actual use, is found to be unsuitable or below the standard quality required by the Institute. In the event of the Supplier’s failure to do so, the Institute shall have the right to take appropriate action in the same manner as specified in clause (iii) above with respect to such rejected commodities.
- v. The quantities indicated in the *Schedule* are only approximate estimates of the Institute’s requirements. The Institute reserves the right to increase or decrease the quantities as deemed necessary. No alternative arrangements of any kind shall be entertained. The Institute also reserves the right to place orders for any item or items covered under the purchase order at any time during the currency of the contract, and the Supplier shall not be entitled to claim any compensation or damages on this account.
- vi. The Supplier shall maintain proper date-wise records of all indents placed by the Institute for effecting supplies. In case any indent is placed telephonically, it shall be the responsibility of the Supplier to ensure that such telephonic orders are duly followed by written indents for record purposes.
- vii. Each supply must be accompanied by a proper, dated challan or delivery advice, clearly indicating the quantity ordered and the quantity supplied for each item separately.
- viii. In the event of the Supplier’s failure to supply the material in accordance with the terms and conditions specified herein, the Institute shall have the right to make alternative arrangements at the cost and risk of the Supplier.
- ix. In the event of any breach of the conditions stipulated herein, the Institute shall be at liberty to terminate the contract without prejudice to its rights and to claim damages arising from such breach.

VIII. Acts influencing the contract

- i. The Supplier shall not attempt to influence the contract in any manner by colluding with any officer or employee of the Institute. The Supplier shall

neither directly nor indirectly offer, give, or promise to give any money, gratuity, fee, reward, or other consideration to any officer or employee of the Institute in connection with any matter or transaction during the currency of the contract.

- ii. The Supplier shall not permit any other person or party to execute any part of the contract without the prior written permission of the Institute
- iii. The Bidder/Contractor undertakes not to enter into any undisclosed agreement or understanding, whether formal or informal, with any other Bidder. This prohibition specifically applies to matters relating to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids, or any other action intended to restrict competition or promote cartelization in the bidding process.
- iv. The Bidder/Contractor undertakes not to commit any offence under the relevant anti-corruption laws of India. Furthermore, the Bidder/Contractor shall not misuse any information or document provided by the Employer in the course of the business relationship, including plans, technical proposals, or business details—whether in physical or electronic form—for purposes of competition or personal gain, nor shall such information be disclosed or passed on to any third party.
- v. The Bidder/Contractor shall not instigate, induce, or allure any third party to commit any of the offences outlined above, nor shall the Bidder/Contractor act as an accessory to such offences in any manner.

IX. Billing Terms

- i. The successful tenderer, while effecting deliveries against the Institute's orders, shall send an official delivery challan clearly indicating the quantity, rates, and other relevant particulars.
- ii. Bills for the accepted supplies shall be raised by the Supplier on the Institute within one month of delivery. All bills must be printed, serially numbered, and shall not be submitted on letterheads under any circumstances.
- iii. Any overpayment made against the Supplier's bills for supplies shall be recovered from subsequent bills submitted for payment. In case such overpayment or any portion thereof is later remitted by the Supplier, the amount recovered shall be refunded accordingly. The Institute also reserves the right to recover any overcharges from the Supplier's security deposit, if necessary.

X. Indemnity Clause

The Supplier shall be personally responsible for ensuring the quality and quantity of the materials supplied. In the event of any adulterated or substandard materials being supplied, the Supplier shall be held personally liable under the relevant laws and regulations in force. The Supplier shall further indemnify and keep indemnified the Institute against any loss, damage, claim, or liability arising out of any act, omission, negligence, or default on the part of the Supplier during the period of the contract.

XI. Disclamatory Clause

The Institute reserves the right to accept or reject any or all offers without assigning any reason whatsoever. The Institute does not bind itself to accept the lowest rate or any particular tender, nor is it liable to furnish any explanation or justification for the rejection of any tender.

XII. Integrity Pact

All tenderers shall be required to enter into a Pre-Contract Integrity Pact with the Institute. A duly signed copy of the Integrity Pact must be submitted along with the Technical Bid as part of the tender submission.

XIII. Extension Clause

In the event of the contract being extended, the Management reserves the right to require the Supplier to continue the supply of materials for a period of up to three months beyond the original contract period, at the same terms, conditions, and tender rates.

XIV. Supporting Documents

All required supporting documents must be uploaded or annexed along with the Techno-Commercial Bid of the tender. Incomplete submissions or failure to provide the necessary documents may render the bid liable for rejection.

Supporting documents given below must be annexed in the same order :

- a) Signed and Stamped Copy of Tender Document (as a token of acceptance).
- b) Annexure A of the Tender document.
- c) Firm/Company Registration Certificate.
- d) Other Statutory Registrations/Licenses, if any.
- e) Copy of PAN Card.
- f) GST Registration Certificate
- g) Income Tax Returns for last 3 years.
- h) Audited balance sheet and profit and loss accounts along with gross turnover and profit for the last three financial years, showing turnover >10 lakhs.
- i) Work orders/experience certificates from clients (min 3).
- j) Attach proof of Rs.30,000 (Rupees thirty thousand only) towards EMD.
- k) MSME/NSIC Certificate (if applicable).
- l) Address proof.
- m) Copy of Aadhar Card of individual applicant/person signing the bid.
- n) Copy of cancelled cheque (for refund of EMD)
- o) Other documents as may be deemed necessary and as is required under any other provision of the bid document and not mentioned herein above.

XV. Submission of Tender

- a) Tenders may be submitted either online through the e-Wizard Portal or manually by depositing the hard copy in the Tender Box kept at the Administrative Department of the Institute.
- b) Any form of manual submission other than the prescribed procedure will not be accepted.
- c) The tender shall be submitted in two parts:
 1. Technical Bid – along with all requisite supporting documents.
 2. Financial Bid – as per Annexure B, in Indian Rupees, inclusive of GST.

For offline/manual bids, the documents shall be placed in two separate sealed envelopes, clearly superscribed as:

- “Technical Bid for (mention the name of the tender)”
- “Financial Bid for (mention the name of the tender)”

Both envelopes should then be placed in a single outer sealed cover duly addressed to the Institute.

XVI. Delivery Clause

- i. The delivery of materials shall be made to the Institute of Hotel Management, Mumbai (IHM Mumbai). Payment shall be released directly by the Institute upon satisfactory delivery and acceptance of the materials.
- ii. In the event of any delay in payment due to administrative or procedural reasons, the supplier shall not be entitled to claim any interest, compensation, or damages for such delay.

XVII. Legal Clause

All disputes or differences arising out of or in connection with this contract shall be subject to the exclusive jurisdiction of the courts in Mumbai.

XVIII. Commencement of Supply

The successful tenderer shall commence the supply of materials within one week from the date of receipt of the Purchase Order.

XIX. 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.



**Institute of Hotel Management, Catering Technology and Applied Nutrition
Veer Savarkar Marg, Dadar West, Mumbai 400 028**

TENDER FOR SUPPLY OF CLEANING MATERIALS

ANNEXURE A

Sr. No.	Particulars	
1	Name of the firm	
2	Address of the Firm	
3	Contact No.	
4	Email id.	
5	PAN No.	
6	GST No.	
7	Status of the firm (state whether Registered, Co-op Society, Partnership firm, company, etc)	
8	EMD payment details (Exempted for MSME/NSIC)	
9	MSME Reg. No. (if applicable)	
10	Bank details (for refund of EMD)	

Date:

Signature of the tenderer

Seal of the tenderer