

INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY AND APPLIED NUTRITION

**Veer Savarkar Marg, Dadar (W), Mumbai - 400028. Phone: 022-45284100
Email:director@ihmctan.edu**

Expression of Interest are invited from reputed companies for services pertaining to developing and printing of a coffee table book in honour the IHM Mumbai's (referred to as "Institute" in the entire tender document) completion of 75 years in the field of hospitality education which would be published on June 27 2024.

Sr. NO	Name of work	Estimated Cost	EMD
1	Expression of Interest for Developing and printing of a coffee table book for Hotel Management, Catering Technology and Applied Nutrition	10,00,000/-	-----

Developing and printing of a Coffee table book which would be a memoir that illustrates IHM Mumbai's history, journey, alumni and its role in the development of the country. The Expression of Interest aims to list deliverables, in detail, that the company can provide.

Scope of Work (A):

1. CONTENT:

The company will assign a specialist to work with the institute team to develop the coffee table book's strategy. This specialist will write the text in accordance with the format needed for a coffee table book, emphasizing the following crucial elements

- 1) Current management of the institution & goals-
- 2) Historical significance of the institute
- 3) Changes over time
- 4) Academic progress
- 5) Placements
- 6) Improving students' lives
- 7) Extracurricular activities
- 8) Industry Partnerships.
- 9) Facilities and infrastructure
- 10) International partnerships
- 11) Details of illustrious alumni, including details on accomplishments, current position & future goals.

2. DESIGN:

The entire book will be designed by a professional/creative team from the company. Infographics, pictures, illustrations and other media will be used to enhance the book's narrative experience.

3. PRINTING & BINDING:

The company will handle the coffee table book's publication. The paper quality, cover, binding and other details will meet IHM Mumbai's requirements. Prior to launch date (27June 2024), 500 copies will be printed and handed out to IHM

Mumbai. Following are specifications of the Coffee Table Book as per IHM Mumbai's requirement.

a) Paper Specification:

- Size – 9x12 closed
- Paper cover – 170 gsm Art +2 mm board, inside 130 gsm Montblanc
- Colour - 4+4
- Pages - 4+208
- Lamination - One side matt on cover
- Binding - Hardcase + Section

b) Quantity :500

c) Price:

Cost heads in the proposal will include:

- Graphic Design
- Illustrations/Artwork
- Writing/Editorial
- Editing
- Design & Layout
- Pre-Production
- Printing
- Post Production
- Binding

4. POST EVENT COVERAGE:

Post the book launch, the company will create and publish full page articles in reputed newspapers about the occasion. The full page will feature quotes from IHM Mumbai's management, important information about the institute, prominent dignitaries attending the event. Info graphics, smart artworks and event photos will be incorporated to improve readers interest.

**A detailed proposal based on the above specifications will be attached with this
Expression of Interest.**

Eligibility (C) - To form part of the technical specifications:

- (i) The Bidder must have their establishment in Mumbai and must conform to norms of the Government pertaining to registration and taxation.
- (ii) 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.

Terms & conditions (D)

a) Schedule:

Online Tender Schedule		
Sr. No.	Stages Name	Start Date and Time
1	Start of downloading of documents	8th April 2024.
2	Closure of downloading of tender document	15 th April 2024 17:00 hrs
3	Last date and time of offline submission of Expression of Interest.	15 th April 2024 17:00 hrs.

b) Bids:

The bids received after the closing time date and time will not be accepted by the Institute under any circumstances. Any offer containing incorrect and incomplete information shall be liable for rejection.

c) Purchase Agreement:

If an order is placed with the firm, the purchase shall be governed by the rules and regulations in force at the institute at the time. Additional terms and conditions may be incorporated into the purchase order, if needed to safeguard the interests of the institute.

The tender is non – transferable.

d) Power to reject the offer:

The institute reserves the right to accept/reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason whatsoever and no representation shall be entertained on this account.

Deficiencies on any one or more of the following crucial criteria, eligibility and scope of work will be a factor for consideration other than lowest quotation:

- (i) The bidder /firm should be a well established firm and must have completed a minimum of 5 orders with similar specifications as this Expression of Interest. (Documentary proof to be attached)
- (ii) If the quality decided by the technical committee does not match that of samples provided.
- (iii) Any other techno-commercial information which is deemed fit to be important in the opinion of the institute.

e) Rejection Criteria:

1. EOI not made in procedure mentioned by this document
2. Failure on part of the company to provide information as requested by the tender document or any other additional information as requested by the Institute enclosing any supporting documents.
3. The submission of more than one EOI under different names. If the same is found at any stage, all the EOIs submitted by that company will be rejected.
4. Material inconsistencies in the information submitted.
5. Misrepresentations of any kind in the bid proposal or any supporting documentation.
6. EOI received after the last date and time specified in this document.

f). Force majeure clause:

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.

g. Correspondence:

All future Corrigendum's, addendums, amendments, extensions of bid submission date with regard to this Bid, if any, shall be published at website www.ihmctan.edu. All the bidders are requested to look at the said website www.ihmctan.edu

h. Acts influencing the contract:-

- i. The company 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 anyway 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.

PLEASE CAREFULLY READ THIS DOCUMENT AND ENSURE COMPLIANCE. NON – COMPLIANCE OF ANY ONE OF THE DOCUMENTS MAY MAKE YOUR OFFER INVALID.

TECHNICAL SPECIFICATIONS (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.	Date of inception of the company.	
6.	Status of the Firm -please state whether Registered, Co-operative society, Public Ltd company,	
7.	Certificate showing shop address (copy to be uploaded)	
8.	Income Tax permanent Account No.(PAN) Copy to be uploaded.	
9.	GST registration No.(if applicable Copy to be uploaded)	
10.	Copies of balance sheet, annual report and audited accounts and income tax clearance certificate for the last three years	

Checklist:

All supporting documents uploaded by the company should be duly signed and stamped by the authorised signatory of the company before submission:

1. Registration/ Incorporation certificate of the company
2. Propriety certificate if applicable should be uploaded.
3. Proof of date of inception of the company.
4. Copies of balance sheet, annual report and audited accounts and income tax clearance certificate for the last three financial years.
5. **Sales tax certificates, PAN NO. Service tax certificate if applicable should be uploaded.**
6. **Undertaking on Rs. 10 stamp paper that it has not been blacklisted by any Government Departments/PSUs/Autonomous organization duly attested by Executive Magistrate/ notary.**
7. Number of similar works undertaken in the past 3 years or more with brief description of each work is to be mentioned along with satisfactory execution certificate of the competent authority.
8. Any other information that the bidder desires to furnish.
9. Bidding document duly signed and sealed as a token of acceptance of our terms and conditions.
10. Detailed proposal as per Scope of Work (A)

Name and Signature of the authorized signatory of the company

Seal of the Company