

**INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION
Veer Savarkar Marg, Dadar west -40028
Email: director@ihmctan.edu**

Tender No: IHM/eTender/Manpower ATC/2025– 27

Dated: 21.08.2025

TENDER FOR MANPOWER AT ATC

**PROVIDING SKILLED / SEMI SKILLED AND UNSKILLED WORKERS AT ATC ON 2
YEARLY CONTRACT BASIS FOR THE PERIOD FROM **OCTOBER 2025 TO
SEPTEMBER 2027.****

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.1,92,00,000/- (for 2 years)
Earnest Money deposit	Rs.2,40,000/-
Tender Fee	Rs. 1000/-
Security Deposit	Rs.9,60,000/-
Mode of submission	Online via https://ihmmumbai.ewizard.in
Type of Contract	Minimum Wages as per Ministry of Labour & Employment, Govt. of India+ Agency charges (including administration charges) + GST @18%
Start of downloading of tender document	21.08.2025 at 11.00 AM
Closure of downloading of tender document	03.09.2025 at 5.00 PM
Last date of online submission of Technical and Financial bids	03.09.2025 at 5.00 PM
Tender Opening [Technical Bid]	04.09.2025 at 10.00 AM
Tender Opening [Financial Bid]	08.09.2025 at 10.00 AM
Bank details of the Institute	Name of Beneficiary – “Inst of Hotel Management Catering Tech, State Bank of India A/c No.10419541395 IFSC Code:-SBIN0001429 Branch Name:- Shivaji Park, Dadar West
E-tender Cost [for online tender submission]	Available in e-tender wizard (inclusive of all taxes and charges)

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Scope of Work

Sr. No	Name of Post	No of Post	Educational Background	Approximate remuneration
1	Front office Supervisor	3	<ul style="list-style-type: none"> • Should be able to read, write and speak in English and Hindi • Minimum 1 year experience in similar job • Age not exceeding 45 years 	As per minimum wages act of Ministry of Labour & Employment in consultation with Principal IHM Mumbai
2	Housekeeping Supervisor	2	<ul style="list-style-type: none"> • Should be able to read, write and speak in English and Hindi • Minimum 1 year experience in similar job • Age not exceeding 45 years 	As per minimum wages act of Ministry of Labour & Employment in consultation with Principal IHM Mumbai
3	F & B Supervisor	3	<ul style="list-style-type: none"> • Should be able to read, write and speak in English and Hindi • Minimum 1 year experience in similar job • Age not exceeding 45 years 	As per minimum wages act of Ministry of Labour & Employment in consultation with Principal IHM Mumbai
4	Cooks	2	<ul style="list-style-type: none"> • Should be able to read, write and speak in English and Hindi • Minimum 5 years experience in similar job • Age not exceeding 58 years 	As per minimum wages act of Ministry of Labour & Employment in consultation with Principal IHM Mumbai
5	Assistant Cook	3	<ul style="list-style-type: none"> • Should be able to read and write in English and Hindi • Minimum 5 years experience in similar job • Age not exceeding 58 years 	As per minimum wages act of Ministry of Labour & Employment in consultation with Principal IHM Mumbai
6	Multitasking staff	17	<ul style="list-style-type: none"> • Should be able to carry out different tasks assigned by the superior like housekeeping, F&B service, kitchen stewarding, laundry etc. • Age not exceeding 58 years 	As per minimum wages act of Ministry of Labour & Employment in consultation with Principal IHM Mumbai

Note:

- Minimum age not below 18 years in all categories
- No. of persons required may vary against each category as per the requirement during the year.

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**PROVIDING SKILLED / SEMI SKILLED AND UNSKILLED MANPOWER FOR AT
THE ATC ON CONTRACT BASIS FOR THE PERIOD FROM OCTOBER 2025 TO
SEPTEMBER 2027.**

General Guidelines

1. Each and every page of the bid must be signed by the Tenderer himself, if the tenderer is a proprietorship firm and by a partner in case of a partnership firm. However, in such case, there must be an authorization from all the partners to the effect that the person signing the bid as a partner has been authorized to sign the bid document on behalf of all partners.
2. If the tenderer is a Company, there must be a valid authorization from the Competent Authority/ Board resolution, authorizing the person to sign and file the bid on behalf of the Company.
3. Any tender if found not signed on each page and without authorization will be rejected.
4. Overwriting or cutting in the bid document should be strictly avoided. However, if any alterations become unavoidable, they must be clearly attested by the authorized signatory of the bid.
5. The tenderer is not allowed to make addition /alteration in the tender paper. Such addition and alterations shall be at the tenderers own risk and shall render the tender to be summarily rejected. Conditional tenders shall not be accepted.
6. The tenderer shall give his/her full permanent as well as temporary address and shall also furnish/attach proof thereof.
7. Financial Bids in Annexure-II must be quoted in Indian rupees and must be inclusive of GST.
8. The bids shall be uploaded in two parts i.e. Technical Bid and the Financial Bid. For Technical bid, all supportive documents should be scanned and uploaded.
9. The tenderer must have all the requisite statutory registrations, documents, Tax registration including GST/GSTN, PAN, ESI, EPF etc. as applicable.
10. Manual submission of any bid shall be summarily rejected and will not be considered under any circumstances.

11. The Technical Bids should be supported by following enclosures:
 - a) Firm/Company Registration Certificate.
 - b) Copy of PAN Card.
 - c) GST Registration Certificate and Number
 - d) Income Tax Returns for last 3 years.
 - e) Other Statutory Registrations/Licenses, if any.
 - f) Bank Solvency Certificate.
 - g) Details/particulars of the firm submitting the bid in Annexure-I.
 - h) Total number of outlets and details of outlets not exceeding five presently being run by the tenderer of which one outlet in Mumbai.
 - i) Head office of the tenderer should be in **Mumbai**.
 - j) Audited balance sheet and profit and loss accounts along with gross turnover and profit for the last three financial years, showing turnover >2 crores.
 - k) Authority/Resolution in favour of the person signing the bid on behalf of the firm submitting the tender.
 - l) Rs.2,40,000 (Rupees two lakh forty thousand only) towards EMD.
 - m) Address proof.
 - n) Copy of Aadhar Card of individual applicant/person signing the bid.
 - o) Declaration in Annexure III, IV and V
 - p) Other documents as may be deemed necessary and as is required under any other provision of the bid document and not mentioned herein above.
12. The tender will remain valid for 30 days from the date of opening. After submission of the bid, it shall be deemed that the tenderer has undertaken to keep its tender open for acceptance for the entire period of 30 days and will have no right to withdraw the same before expiry of the said period.
13. The Technical bids will be opened as per notification for date of opening of tenders to be published at Institute's website www.ihmctan.edu. The bids will be opened in front of bidding parties or their representatives and the Members of Tender Committee of the Institute. Thereafter, financial bids of only those tenderers who qualified in Technical bids will be opened.
14. The contract will be awarded to the tenderer who will fulfil all criteria.
15. The tenders that do not fulfil any of the above conditions or are incomplete in any respect, not duly signed etc. are liable to be rejected.
16. The Institute reserves the right to accept or reject any or all tenders without assigning any reasons thereof and the tenderer shall have no right, whatsoever, to challenge the same.

Terms & Conditions:

The Institute desires to invite agency for outsourcing multi-skill manpower for various jobs at ATC, IHM Mumbai, on contract basis for the period from October 2025 to September 2027, on following terms and conditions.

1. The cost of the tender documents is Rs. 1000/- to be paid online on the e-wizard website.
2. An amount of Rs.2,40,000/- (Rupees two lakh forty thousand only) is to be paid online on e-wizard website as Earnest Money Deposit. Cheques will not be accepted on any circumstances. The earnest money deposit of unsuccessful tenderers shall be refunded within 30 days from the date of opening of the financial bid. The EMD of successful tenderer will be returned after receiving Security Deposit. In case the tenderer refuses to accept the award or refuses to comply with any of the terms and conditions for the award of contract, the EMD shall be forfeited.
3. Exemption from payment of Tender Cost and EMD will be considered for MSEs as per Rules.
4. The successful tenderer after receiving the work order should furnish a Bank Guarantee of Rs.9,60,000/- (Rupees nine lakh sixty thousand only) towards the Security Deposit for the entire contract period. Exemption of Security Deposit will not be considered under any circumstances including for MSME/SSI/NSI/NGOs.
5. Tenders from Contractors with sound financial standing and capacity will only be considered.
6. Tenderer withdrawing before the announcement of successful tenderer shall be liable to have his earnest money deposit forfeited.
7. The Institute reserves the right to negotiate reduction in the rates or to reject any or all tenders without assigning any reasons.
8. The Job specifications be as specified by the Competent Authority of the Institute.
9. Following things should be strictly adhered to:
 - i) Timing should be followed on all working days [as per duty entrusted]
 - ii) One day weekly off as decided by the Competent Authority of the Institute and three National Holidays [26 January, 15 August and 02 October]
 - iii) Shift will be on rotation basis.
 - iv) A normal working day shall consist of 8½ hours of work including interval of half an hour for meals and refreshment. (No meals will be provided by IHM Mumbai)
 - v) The agency should ensure that all staff on his pay roll placed in IHM, MUMBAI, must attend duty on time (as per duty roster). There will be no late arrival or early departure without appropriate reason and approval of the Competent Authority of the Institute. As per biometric report if any person is found joining duty late or leaving duty early, the Institute will be free to deduct proportionate amount from the monthly bill of the Contractor.
 - vi) Overtime, as per Rules, will be applicable for working beyond normal duty hours, after prior approval from the Competent Authority of the Institute.
 - vii) The Institute's utility Manpower will be deputed on need basis only.
 - viii) The firm's personnel would be entitled to 1 day leave per month.

- ix) Provisions for reliever (if the agency's person on leave) should be arranged by the agency in advance so that there is no shortage of manpower on duty.
- 10. Before deployment of the Manpower the same should be approved by the Competent Authority of the Institute.
- 11. For additional requirement of Manpower, the contractor shall have to respond immediately on receipt of intimation from the Institute.
- 12. The age of the deployed Manpower should be above 18 years and below 58 years as on day of commencement of the contract.
- 13. The Manpower engaged under the contract agency should make daily attendance on a separate register / bio metric machine, which will be monitored by the designated officer of the Institute.

General disciplines and other criteria:-

- 14. The employees are expected to maintain specified grooming standards while on duty by wearing clean and ironed uniform, shoe, well shaved and proper haircut [male] with Identity Card. Noncompliance will be informed to the agency for corrective measures. If there is no improvement after 3 reminders the Institute shall not place the employee in the campus for future duty.
- 15. All employees must wear uniform including shoes, which will be provided by the contractor.
- 16. The material for the uniform needs prior approval of the Competent Authority of the Institute.
- 17. The Contractor should provide Identity Card to each of its employees and it is mandatory for each employee to wear the Identity Card during duty hours.
- 18. Conduct and discipline of the outsourced employee shall have to be maintained during duty hours. Any disobedience or indiscipline shall not be tolerated and will be viewed seriously which may result in removal from duty.
- 19. In case of pilferage/damage, or any kind of loss due to the lapse of the utility manpower deployed in the Institute, the value of the loss of the Institute will be either paid by the contractor or be deducted from monthly bill of the concerned person.
- 20. Total responsibility for the Institute's properties, assets and documents are to be taken care of by the Contractor and his personnel on duty. If any employee is found sleeping or not alert on duty or not at his duty place as directed by the Institute Authority, Institute may ask the agency to take appropriate action against the concerned person. After three reminders, if there is no improvement, then the Institute shall not place that outsourced employee in the campus for future duty.
- 21. The Contractor/employees shall not be provided with any residential accommodation at the work place(s), transportation to work place etc. The Institute shall have no other liability whatsoever, except expressly provided under the contract.

22. The Contractor shall be liable for non-compliance of the provisions of any acts, laws, rules & regulations relating to any tax or any other existing act or status not here-in specifically mentioned but having direct or indirect application to persons engaged under this contract.
23. It will be the responsibility of the contractor to meet transportation, food, medical and any other requirements in respect of the persons deployed by the contractor in this office and this office will have no liabilities in this regard.

Financial and other liabilities and obligations:

24. The agency will be responsible for compliance of all statutory provisions including minimum wages as per the Labour Department of Central govt, Provident Fund, Employees State Insurance, **Bonus** etc. of all his employees and any other applicable law in respect of the persons deployed by the agency in IHM, MUMBAI. This office shall have no liability in this regard.
25. Payment will be made only after successful submission of bill with all documentary proof of statutory payment receipts attached with the bill of each month, inclusive of all statutory taxes as applicable. Monthly payments to Manpower deployed on outsourced basis cannot be held or delayed by the contractor beyond first five days of the month in any condition. Contractor should be able to release payment to his Manpower even if there is delay in release of payments by the Institute due to any unavoidable circumstances.
26. The manpower deployed by the contractor shall not claim or shall be entitled to any pay, perks and other facilities admissible to regular / confirmed employees of this office during the contract period or after the expiry of the contract.
27. IHM, MUMBAI shall not be responsible for any escalation in prices of labour or any increase in any duties, levies, or taxes in respect thereof. The Contracted rates and Contractor's obligation shall remain unaffected by such escalation and/or increase. However, during the period of the contract, as and when the minimum wages are revised by the labour commissioner or any designated authority, then the rates payable for each category of manpower shall be revised accordingly.
28. If the work is not performed by any or all of the manpower on any day in a month, deduction shall be made proportionately (per day basis) from the bills of the contractor.
29. The manpower engaged by the contractor for executing jobs is purely the responsibility of the contractor and the Institute will monitor the completion of assigned job.
30. The contractor will intimate at the local police station regarding the identity and permanent address of the manpower employed. A copy of the acknowledgment received from the local police station should be submitted to this office.
31. The Contractor must comply with all the provision of labour laws, rules and all statutory obligations as required by the law of land. Institute will not take any liability in this matter and in case of breach of any/whole of the same; the sole responsibility will be on contractor only. The Contractor shall be responsible for settlement of any/all claims/dues in case of any of his employee sustaining injury or damages within the premises of the Institute.
32. The Contractor shall be liable for non-compliance of the provisions of any acts, laws, rules & regulations relating to any tax or any other existing act or status not here-in specifically mentioned but having direct or indirect application for persons engaged under this contract.

33. For all intents and purposes, the contractor shall be the “Employer” within the meaning of different Labour Legislations in respect of manpower Operator so employed and deployed at this office. The manpower deployed by the contractor at this office shall not have claims either of any Master and Servant relationship or have any principal and agent relationship with or against IHM, Mumbai.
34. All Utility Manpower should possess good health & physique and a minimum qualification/skill as required for the respective area of work / job as per Rules of Labour Commissioner, Central Govt. Detailed particulars including all authenticated supporting documents of the individual deployed in our Institute by the agency should be submitted to our office along with passport size photographs, within one month after receiving the new contract.
- | | |
|---|---|
| Name | : |
| Date of Birth | : |
| Present Address | : |
| Permanent Address | : |
| Marital Status | : |
| Height and Weight | : |
| Age | : |
| Qualification / Skill | : |
| Number of years working | : |
| Name of Agency, Place of Posting, :
duration | : |
35. The Contractor must ensure that the personnel engaged by him bears a good moral character and high degree of integrity. In case of breach of any discipline and decorum of the Institute by any manpower engaged by him, the entire responsibility would be on contractor and any expenditure out of such indisciplined behaviour by his employee is to be borne by the contractor.
36. The Contractor shall maintain First Aid facility for his employees.

Payment and other related obligations:

37. Payment will be made on monthly basis after submission of the bill within 15 (fifteen) days [except under unavoidable circumstances] supported by:
- i) A copy of the attendance sheet / shift report date wise duly authenticated by the Institute’s authority.
 - ii) The Contractor must furnish a copy of disbursement of minimum wages to the personnel(s) employed by the Contractor after satisfactorily completion of said job and maintenance of all statutory requirements along with the certified copies of challan e.g. ESI, Provident Fund, and other relevant documents thereof.
 - iii) Any over payment of the Contractor’s bills for the job under these terms and conditions shall be recovered from the Contractor’s bills subsequently submitted for the payment and if such over payments or any portion thereof or thereafter remitted by the Contractor, the amount so recovered will be refunded to the Contractor. The Institute shall have the right to recover the overcharges, from the security deposit as well.

38. TDS (Tax Deducted at Source) would be applicable on the gross value of the bills as per rule.
39. All employees engaged by the Contractor shall be on the Contractor's payroll and be paid by him only. The Institute will have no liability whatsoever in this regard. Nothing under the contract shall confer any right or lien on the personnel of the contractor to claim any direct employment under the Institute or to be treated at any time as an employee of the Institute. All administrative and financial responsibilities/liabilities including those arising out of the acts/rules framed/to be framed by the State Government or any other administrative notification of competent authority shall be borne by the Contractor.

Termination & other Clauses

40. The Institute reserves absolute right to terminate the contract if -
- i) The Contractor fails to provide the services as envisaged herein within the period specified in the contract or any extension thereof as may be granted by the Institute.
 - ii) If fails to perform any of the obligations under the contract.
 - iii) If on a later date found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and the Security Deposit issued to the Institute by the Contractor shall be forfeited without any claim whatsoever on Institute and the Contractor shall be liable for action as appropriate under the extant laws.
41. In the event of failure on the part of the 'Contractor' to complete the Job in accordance with the conditions entered herein, the Institute shall have the right to make alternative arrangement at the cost and risk of the Contractor. The Contractor shall reimburse the extra cost to the institute and in case of his failure to do so the institute shall have the right to recover the amount from the security deposit of the Contractor or any other dues owed to the institute by the Contractor. It should be clearly understood that the institute's right and the Contractor's obligation for compensation is not limited to the extent of security deposit and/or the dues owed. The Institute shall have the right to proceed against the Contractor for the recovery of its claim in excess of the security deposit and/or the dues available with the institute. The Institute has the right to withhold the security deposit and appropriate the same, if need be, until the dues of the Contractor are fully settled.
42. In case of breach of any of the conditions stipulated herein, the institute shall be at liberty to terminate the contract without prejudice to the right of the institute to claim damages on account of breaches thereof. The Institute in its sole judgment may terminate the contract by giving one month notice without assigning any reason thereof and the contractor and his security personnel shall vacate the area of operation for this purpose on the expiry of such period.
43. The Contractor shall not be directly concerned or in any way deal with the officers or other persons employed by or under the authority of the Institute in making the Contract hereby/contracted for, nor shall be the Contractor either directly or indirectly, give or promise to pay or give, or permitted to be given to any person or persons or in any department under the institute, money or gratuity, fee or reward for any matter or thing or any way relating to the performance of the contract.
44. The Contractor 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 Institute.

45. Maximum period each tender will hold, must be mentioned. The tender must hold good for at least 1 year after opening of the financial bid. In the event of the agreement being extended, the Management reserves the right to call upon the Contractor to continue the Contract for a further period of one year in excess of the contracted period at the rates of the immediately preceding month, provided such an extension is made before next year's tenders are accepted by the Institute and communicated to the concerned Contractor. Similarly, the Management reserves the right to defer the commencement of the contract for a period of three months.
46. The contractor shall be solely responsible for the redressal of grievances/resolution of disputes relating to his manpower deployed. This office shall not be responsible for settlement of such issues whatsoever. This office shall not be responsible for any damages, losses, claims, financial or other injuries to any manpower deployed by the contractor in the course of performing their duties /functions, or for payment towards any compensation.
47. During the performance of the duties, the contractor shall at his own cost and initiative fully comply with all applicable laws of the land and with any and all applicable by-laws/rules, regulations and orders and any other provisions having the force of law made or promulgated or deemed to be made or promulgated by the Government, Governmental agency or Municipal boards, Government of other regulatory or authorized body or persons and shall provide all certificates of compliance therewith as may be required by such applicable law, bylaws, rules, regulations, orders and/or provisions. The contractor shall assume full responsibility for the payment of all contributions and payroll taxes, as to its employees, servants or agents engaged in the performance of the work specified in the contract documents.
48. It is entirely the responsibility of the contractor to follow the safety procedures such as using safety belts, life lines, helmets, rubber gloves etc. depending upon the nature of works and wherever applicable. Contractor is free to approach IHM Mumbai for any suggestion in this regard. However, any lapse in this regard will be viewed seriously.
49. The tenderer must indemnify the Institute for any Employment or Labour related activities for the employees deployed by him, as per the Employees State Insurance Act & Employees Provident Fund Act, Payment of wages Act 1936, Minimum Wages Act 1948, Employers liability Act 1938, The workmen compensation Act 1923, Industrial Dispute Act 1947, Maternity Benefit Act 1961, Mumbai shops and Establishment Act etc. as per their latest amendments or any other law from time to time from the Maharashtra offices of the concerned departments.
50. If any firm quotes "Nil" charges/consideration, the bid shall be treated as unresponsive and will not be considered. Service charges should be adequate to meet statutory deductions towards TDS and such other levies laid by the Government. In the case of the quoted service charge is less than such statutory deductions, then the bid will be summarily rejected. Minimum service charges will be 3.85% as per DoE OM No.F.6/1/2023-PPD dated 06.01.2023.

Jurisdiction:-

51. All matters and disputes under this contract shall be subject to the jurisdiction of Honourable High Court, Mumbai only.

Force Majeure

52. Neither IHM, Mumbai nor the agency shall be considered in breach of this Contract to the extent that the performance of their respective obligations is prevented by an ACT / EVENT of Force Majeure (Natural calamities, earth quake, and act of God etc.) that arises after the effective date.

Agreement

53. An agreement is to be signed with the Institute embodying all terms and conditions of the tender before the orders are placed by the institute within 15 (fifteen) days after the receipt of acceptance letter from the institute. The cost of the stamp papers of appropriate value shall be borne by the Contractor.
54. The contractor should make the non-disclosure agreement with the institute before commencing the work.

Mandatory visit:-

55. Before submission of Bids it is mandatory for the agency to pay a visit to the Institute to have clear ideas and submit the duly filled in form furnished in Annexure III.

Mandatory Disclosures:-

56. The annexure I, III, IV and V along with the Earnest Money, Cost of Tender Document, photocopies of all licenses, taxes and all experience certificates, should be uploaded on e-wizard website to form Technical Bid. The annexure II, which is financial bid, should be uploaded separately on e-wizard website to form Financial Bid and to be opened after Technical Bid. Manual submission of tender will not be accepted. The tender is liable to be rejected without any of the above mentioned documents in the Technical bid.

Evaluation criteria for Technical bid:-

57. The technical bid will be evaluated for determining the eligibility of the firm as per the following criteria
- Submission of tender fee and EMD.
 - Submission of all documents mentioned in Technical bid.
 - Annual turnover should not be less than Rs.2,00,00,000/- (Rupees two crores) per year.

Evaluation criteria for Financial Bid:-

58. The firm is required to quote the wages for different categories of employees. Those may indicate the EPF, ESIC, GST etc. for all the manpower required respectively in the prescribed format of the financial bid at Annexure-II. These changes should be in compliance /accordance with the statutory requirement.

The financial bid will be evaluated on the basis of:

- Minimum of Service Charges / Establishment Charges/ Administrative Charges of the bidder in comparison to other bidders.
- In case of tie, agency who is having more no of clients present in the Govt sector, or similar establishments preferably educational institutions will be considered.

59. In case it is found that different firms have quoted lowest service charges to different categories of employees/manpower, the L1 firm will be decided on the basis of lowest charges on all employees on cumulative basis. Negotiations of rates if required would be held with the L1 firm considering the reasonability of rates for different categories. Based on this, the contract will be awarded to the L1 firm.

Signature & Seal of authorized signatory of the agency

ANNEXURE I

TECHNICAL BID FOR ENGAGEMENT OF WORKERS (PLEASE STRIKE OFF WHICHEVER IS NOT APPLICABLE)

1. Name of the Tenderer :
Son/Wife/Daughter of Shri
2. Name of the Firm/ Company :

Permanent Address

Registered Office (if any)

Telephone No. (Office)

Mobile No.
3. Address of Co/Establishment/Unit :
4. Yearly turn-over of Business :
(Should not be less than 2 crores)
5. Status of Tenderer (Whether Sole Proprietor/ :
HUF Business/Partnership/Limited Company)
6. Status of the Signatory of this Tender :
in case of HUF Business/Partnership/Limited Company
7. Names and Address of the Bankers with Account No. :
8. Details of licenses: Tender should be submitted
along with photocopies of the following documents:
 - a. Valid Trade license.
 - b. Valid Professional Tax Registration certificate with No.
 - c. Valid Provident Fund Registration certificate with No.
 - d. Valid E.S.I. Registration with No.
 - e. Valid GST Registration with No.
 - f. Valid Labour License Registration with No.
 - g. Valid Security License Registration with No.
 - h. Copy of PAN Card.
 - i. Tender Cost of Rs.1,000/-
 - j. Earnest money deposit of Rs. 2,40,000/- (Rupees Two lakh Forty Thousand only) to be paid online.
9. Past Experience in the business (A brief and certified :
copy of the credentials is to be enclosed)

10. Particulars of Income Tax Return for the last 3 years :
(photocopy of IT Return to be enclosed)
11. Balance Sheet of 2022-23, 2023-24 & 2024-25 :
The Company/firm is required to furnish the
financial turn over not less than Rs. 2 crores)
12. Particulars of Earnest Money Deposit :
13. Particulars of cost of tender documents :
14. Form of the site observation report duly signed :
jointly by the tenderer and Institute Authority

NOTE:

a) In case of sole proprietary concern, the name of the proprietor, father's/husband's name, age, residential address and office & residence phone numbers are to be indicated.

b) In case of Partnership Concern, the Attested Photostat copy of the Registered Partnership Deed is to be enclosed. The Partnership Deed should state specifically that a particular partner or partners are authorized to deal with any matter of Firm/Company. Certified Photocopy of the Income Tax assessment of the Partnership Firm as well as Individual Partners (for last 3 years) is to be enclosed.

c) In the case of HUF Business, an Income Tax Registration Certificate is to be enclosed in addition to the above as per (b).

d) In all cases, Income Tax Clearance Certificate of the applicant / tenderer (valid as on date of submission of tender) should be enclosed.

Signature & Seal of authorized signatory of the agency

ANNEXURE II

FINANCIAL BID FOR DEPLOYMENT OF MAINTENANCE WORKERS

FINANCIAL BID FOR DEPLOYMENT OF MANPOWER AT ATC								
Sr. No.	Particulars	No. of Person			Rate to be quoted per person(in Rs. per month)			Remarks
		Skilled	Semi-skilled	Unskilled	Skilled	Semi-skilled	Unskilled	
	Front office Supervisor	3						
	Minimum wage							
	PF Contribution of Employer @13%							
	ESIC (if applicable)							
	GST @ 18%							
	Agency Commission							
	Total							
2	Housekeeping Supervisor	2						
	Minimum Wage							
	PF Contribution of Employer @13%							
	ESIC (if applicable)							
	GST @ 18%							
	Agency Commission							
	Total							
3	F & B Supervisor	3						
	Minimum Wage							
	PF Contribution of Employer @13%							
	ESIC (if applicable)							
	GST @ 18%							
	Agency Commission							
	Total							
4	Cooks	2						
	Minimum Wage							
	PF Contribution of Employer @13%							
	ESIC (if applicable)							
	GST @ 18%							
	Agency Commission							
	Total							
5	Assistant Cook		3					

	Minimum Wage						
	PF Contribution of Employer @13%						
	ESIC (if applicable)						
	GST @ 18%						
	Agency Commission						
	Total						
6	Multitasking staff			17			
	Minimum Wage						
	PF Contribution of Employer @13%						
	ESIC (if applicable)						
	GST @ 18%						
	Agency Commission						
	Total						

Signature & Seal of authorized signatory of the agency

ANNEXURE III

On the letter head of the tenderer

Certified that I/Weon behalf of
M/s. has visited the
Institute of Hotel Management, Veer Savarkar Marg, Dadar West, Mumbai 400028, on
..... (date) to understand the duty and job responsibility of the workers for
various jobs and the work place.

I/We fully understand and do not have any doubt regarding duty and responsibility of workers
for various jobs in the Institute.

Signature & Seal of authorized signatory of the agency

Signature of the Institute's authority with seal.

ANNEXURE IV

DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER

(To be executed & attested by Public Notary / Executive Magistrate on Rs10/- non judicial Stamp paper by the Tenderer)

I/ We _____ (Tenderer) hereby declare that the Tenderer namely M/s. _____ has not been blacklisted or debarred in the past by Union / State Government or any Organization from taking part in Government tenders in India and has no litigation in any of the Labour Court(s).

(Or)

I / We _____ (Tenderer) hereby declare that the Tenderer namely M/s. _____ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of _____ years w.e.f. _____ to _____. The period is over on _____ and now the firm / company is entitled to take part in Government tenders.

In case the above information found false, I / we are fully aware that the tender / contract will be rejected/cancelled by The Principal, IHM Mumbai and EMD/Performance Security shall be forfeited.

In addition to the above, Principal, IHM, Mumbai will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

Attested:

(Public Notary / Executive Magistrate)

Name _____

Address _____

ANNEXURE V

List of Major Clients, including Govt. Organizations / Academic Institutions.

Sr. No.	Name of Client with contact details	Category / Nature of Manpower supplied	Duration for which Manpower Supplied [Year]	Number of Manpower supplied
1				
2				
3				
4				
5				

Note:- Please furnish at least two references of senior executives as under:-

Sr. No.	Name & Designation	Name of Company/ Firm	Address	Landline No.	Mobile No.	E-mail ID
1						
2						

Copies of relevant documents are to be enclosed in support of above information.

Also provide list of ongoing projects along with copies of work orders /completion certificates.

Turnover during the last three years

Sr No	Years	Turnover in Rupees (in figure and words)	Copy enclosed / Not enclosed
1			
2			
3			

Please enclose documentary evidence for above facts, dully verified by the Chartered Accountant (CA).

Copies of relevant documents are to be enclosed in support of above information.

Undertaking

(a) I hereby certify that all the information furnished above are true to the best of my knowledge. I have no objection to Institute verifying any or all the information furnished in this document with the concerned authorities, if necessary.

(b) I also certify that, I have understood the complete scope of work; all terms and conditions indicated in the tender document and completely accept all of them.

(c) I also certify that, all employees enrolled are police verified.

Signature & Seal of authorized signatory of the agency