

**Computer Paper Century 15”x12”INSTITUTE OF HOTEL MANAGEMENT  
BADKHAL LAKE CROSSING, FARIDABAD,121001  
PH.NO.0129-4052466/77**

Tender for the supply of **Stationery Items**

**I) Prescribed Date & Time for Receiving Bids : 25/10/2021 upto 10:00AM**

**II) To be opened on 25/10/2021 at 10:30AM**

**Wherever the term “prescribed date & time” for submission of original EMD in the office is referred to, it implies 25/10/2021 upto 10:00AM only.**

**TERM & CONDITIONS**

1. The tender must be accompanied by earnest money of Rs.5,000/- (Rupees five thousand only) in the shape of Bank Draft/Pay Order of any scheduled bank drawn in favor of INSTITUTE OF HOTEL MANAGEMENT, PAYABLE AT FARIDABAD.  
The amount of earnest money shall not be accepted through cheque. The amount of earnest money, if any, lying with the Institute or any other pending amount will not be adjusted against the present tender. The earnest money of the successful tenderer(s) shall be converted into performance security and shall be refunded without interest after the faithfully execution/completion of the contract.
2. Tenders without earnest money shall not be entertained.
3. The technical details include Address and Telephone No. of Shop from where the supplies are proposed to be made, details of EMD (DD/Pay Order No., date, amount etc.), clients list, Transportation and any other relevant information.
4. The tenderer must have experience of supplying stationery items. The financial bid of only those parties will be considered, who fulfill the eligibility criteria. The decision on eligibility taken by Principal/Secretary will be final and binding on all.
5. Tender(s) will be received in the office upto the date as indicated in the notice.  
**The tender will be in two parts i.e. Technical Bid (Part ‘A’) and Financial Bid (Part ‘B’). The Technical Bid should contain the technical details like address and Telephone No. of shop from where the supplies are proposed to be made, details of EMD (DD/Pay Order No., date, amount etc.), storage and hygienic arrangements, clients list and any other relevant information. The Financial Bid will contain only the Financial Bid in the enclosed proforma.**

**The Technical Bid will be opened on 25/10/2021 at 10:30AM . After assessing the technical details, Institute will short list the parties fulfilling the technical criteria laid down for the purpose. The Financial Bid of only these technically short listed parties will be opened. The decision of short listing of technical bid by Principal/Secretary will be final and binding on all.**

6. Tenderer is free to quote rates for any or all the items. However, the Institute reserves the right to place the order in parts or as a whole to the one or more tenderers.
7. The validity of tender shall be for 90 days from the date of receipt. The finally approved and determined rates will remain in force **for the period of one year i.e 1.11.21 to 31.10.22** with a provision to extend further for a period of three months at the same rates approved by the Institute. **The Institute will not entertain any request for the increase**

of rates on account of increase of tax, excise duty, natural calamity, strike, other levies or any other reasons, whatsoever, during the period of contract. Any new tax imposed during the currency of contract will, however, be considered. However, Principal reserves the right to increase or decrease the rate of any item keeping in to view the circumstances.

8. (a) **The GST, if applicable, should be indicated clearly in the tender form as “GST Extra” alongwith the percentage of GST as applicable against each and every item failing which it will be treated that the rates quoted by the tenderer are inclusive of GST. After this no representation/ request regarding payment of GST shall be entertained. The rates may be quoted by showing the percentage and amount of GST under the column of GST in the specifications.**

**GST will be paid to the tenderer provided the GST Code & Accounting Code is mentioned on the bill/invoice and all relevant formalities including furnishing of Forms/VAT invoice, if any, are fulfilled by the tenderer.**

(b) In Case GST invoice, Institute name, address and GST must be indicated/printed by you. For items on which VAT is applicable, it may also be mentioned/printed **“Input Tax Credit is available against this invoice”**. Each such invoice will be submitted by the tenderer in duplicate (two copies). While the first copy will be used for claiming Input Tax Credit by the Institute and will be submitted to the Assessing Authority of Excise & Taxation Department, Rohtak, along with the return for claiming Input Tax Credit (ITC), the 2<sup>nd</sup> copy will be used for processing the payment to the suppliers. Therefore, it may be ensured that such invoices are submitted in duplicate (two copies).

**“Retail invoice”** will, however, be accepted for goods purchased by the Institute for own consumption and not for sale and for Inter State Purchase.

9. Under no circumstances any tenderer shall quote rates for any item more than MRP rates printed on the packing, wherever applicable. Otherwise penal action shall be initiated under the relevant act or as deemed fit by the Institute.
10. In case of any reduction in the excise duty, taxes, etc. in respect of any item(s) under this tender in pursuance of General Budget for the year **2021-22 or 2022-23**, the reduced excise duty, taxes shall be applicable for that particular item(s) irrespective of the approved rates contained in the contract letter.
11. The rates quoted should be F.O.R Institute irrespective of quantity ordered.
12. **The tenderers will quote the rates in respect of non-branded items and will submit the samples of allotted items to the Principal/Secretary for approval and in case of supply of inferior quality, if any; matter will be referred to the Purchase Committee.**
13. The tenderer will supply the Stationery items to the Institute on next day at 8.30 A.M. sharp or time given by the Institute. In case of late supply of the items, a penalty of Rs.500/- or 2% of value of supply whichever is higher will be imposed to the tenderer. The Institute shall also be at liberty to make purchase of the items as per the requirement from the open market at the risk and cost of the tenderer without further intimation.
14. The Management reserves the right to reject the supply of items for which the contract is awarded, if it is not found as per prescribed standard, wholly or partly, and the rejected

quantity shall be lifted / removed by the supplier immediately from the Institute premises at their own expenses on being informed of the same. In case the tenderer fails to remove the rejected material or items, the Department reserves the right to dispose-off the same at the cost of the tenderer and no claim whatsoever shall be entertained.

15. The number of items and quantity thereof mentioned in the BOQ are tentative/ indicative and can be increased/ decreased as per requirement of the Institute. The Institute also reserves the right to withdraw any item mentioned in the BOQ and no compensation shall be payable for the same.
16. The Institute shall not be in any manner concerned with internal affairs of the tenderers i.e. dispute and dissolution, etc. or affairs concerning any other (third) party that supplier may be having.
17. (a) In case of non-supply/short supply/inferior quality supply, the items shall be purchased at the risk and cost of the tenderer and the amount spent in excess of the approved rates shall be recovered from the pending bills and security deposit. In this eventuality, the security deposit will be forfeited. If at any time, the penalty levied/recoverable during the contract period exceeds the security amount, then the Institute reserves the right to withdraw the item(s) and re-allot the same to any other supplier and further blacklist the tenderer up to three years from participating in Institute tenders.  
  
(b) In case penalty is imposed for more than 5 times on the tenderer on account of non-supply/short supply/poor quality supply/late supply to the Institute the contract is liable to be considered for cancellation, forfeiture of security and blacklisting of the tenderer's /firm upto the period of 3 years.
16. The Institute shall be at liberty to purchase the items from Government approved agencies and the tenderer shall have no objection to it.
17. The tenderer shall be duty bound to affect the supply of items contracted for to the extent indented during the contract period.
18. The free scheme, if any, introduced by the Manufacturer/Authorized Distributors with the sale of product from time to time is applicable to the Institute. In such case the tenderer shall indicate the details of free supply in the bill, while supplying the indented material.
19. Failure to discharge the contractual obligations by the tenderer, will lead to blacklisting of the firm for future supplies/tendering in the Institute upto three years and the security deposited shall be forfeited.
20. Payments will be processed on fortnightly basis i.e. in batches of 1<sup>st</sup> to 15<sup>th</sup> and 16<sup>th</sup> 30<sup>th</sup>/31<sup>st</sup> of each month. Payment of each batch will be released within 15 days of close of each batch. Thus, while payment of bill from 1<sup>st</sup> to 15<sup>th</sup> of a month will be made upto 30<sup>th</sup> of the same month, payment for bills in the batch of 16<sup>th</sup> to 30<sup>th</sup> / 31<sup>st</sup> will be released before 15<sup>th</sup> day of next month.
21. The contract, if awarded, for specific period, can be terminated at any time without assigning any reason, whatsoever, even before the expiry of the contract period.
22. The aforementioned terms & conditions shall be binding and operative between the

tenderer (supplier) and the Institute.

23. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
24. Any dispute is subject to the jurisdiction of Faridabad only.
- 25.. In the event of any dispute or difference arising out of or in any way touching or concerning this tender whatsoever (except as to matters the decision of which is specifically provided under this contract), the same shall be referred to the sole arbitration of the Director Tourism, Haryana, Chandigarh or any person appointed by him / her. The award of such arbitrator shall be final and binding on both the parties hereto. The Arbitration and Conciliation Act, 1996, shall apply to the arbitration proceedings.

Principal/Secretary

## **PROCEDURE FOR TENDERING**

1. The Bids shall be received only in the office of Institute of Hotel Management, Faridabad.
2. Tender Documents can be downloaded from the web site of the Institute.
3. The Agency has to produce the original documents as and when asked for by the Institute. The failure of the Agency to furnish the said original documents will entail summarily rejection of its tender.
4. Instructions to Bidders:
  - (a) Tenders without required documents will be rejected. Incomplete tenders or tenders without earnest money will be rejected.
  - (b) Bids will be opened as per time schedule mentioned above.
  - (c) Before submission of Bids, Bidders must ensure that copies of all the necessary documents have been attached with the Bid.
  - (d) It will be mandatory for all the Bidders to attach all the documents mentioned under '**TECHNICAL BID**'.
  - (e) Institute will not be responsible for any delay in submission of the Bids due to any reason whatsoever.
  - (f) The details of Tender Fee & EMD specified in the Tender documents should be the same as submitted otherwise tender will be rejected.
5. For any technical issue related to Tendering, Bidders may contact the Office of Institute .

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**TECHNICAL DETAILS OF THE TENDERER  
TECHNICAL BID(PART 'A')**

- A. Earnest Money Deposit
- B. 1. Details of Tenderer – Name, Father’s Name, Name of Firm, Complete Address, Date of Incorporation and Contact Number.
2. Sales Tax/VAT No.
  3. Copy of PAN Card Number
  4. Manufacturing /Storage Arrangement
  5. Transportation Arrangements
  6. Experience
  7. List of Clients
  8. Any other information, terms and conditions that tenderer may like to add either in this sheet or as Annexure.
  9. No Agency having been blacklisted by the any State or Central Government Department or PSU in the past shall be eligible to participate in the tendering process (enclose a signed and stamped statement on the letter head of the company with regard to the blacklisting history of the company).

**Note:-** Please attach the scanned copy/copies of above said information with Technical Bid.

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**Financial Bid (Part – B)**

Rate of Stationery items

S.No	Items	Unit	Rate	GST(%age)
1	Photostat Paper Century A4	Pkt		
2	Photostat Paper Century FS	Pkt		
3	Royal Executive Bond A4	Pkt		
4	Typing paper Normal	Pkt		
5	Computer Paper Century 15"x12"	Pkt		
6	Rulled Paper 17"x27",16"x26"(500Sheets)	Pkt		
7	Attendance Register Students,1QSaraswati	Each		
8	Attendance Register Staff,1QSaraswati	Each		
9	White Board Marker Reynold	Each		
10	OHP Marker Luxor	Each		
11	Jem Clip Plastic CoatedZen 30mm	Pkt		
12	Centre Tag file, Brown	Each		
13	Gum Bottle 150ML Weldon	Each		
14	Writing Pad 1/8 Hans/Surya	Each		
15	Stapler Pin, No 10-IM,Max (small)	Pkt		
16	Stapler Pin, No 24/6,,Kangro(Big)	Pkt		
17	Green Tag,Long	Pkt		
18	White Tag,Small Good Quality	Pkt		
19	Rulled Register 3Q/4Q Delta	Pkt		
20	All Pin,Rust Proof 100gm Bell	Pkt		
21	Drawing Pin, Big size Superior	Pkt		
22	Transparency Sheet, Century CT-100	Pkt		
23	L-Folder Plastic, Solo/without Solo	Each		
24	Chowk Non-Dust Big size	Each		
25	Pencil without gift natraz	Each		
26	Non dust Rubber natraz	Each		
27	Sketch Pen,Luxor Black/Color	Each		
28	Brown Paper Good Quality	Each		
29	Chart Paper Brown, Good Quality	Each		
30	White slip pad(Gutkha)	Each		

31	Brown Tape 2"34 mtr Yash (50 mtr/65mtr)	Each		
32	Fevi Stick15gm	Each		
33	Computer Printer Ribbon Dotmatrix	Each		
34	Computer Sticker Desmat Century 89352	Pkt		
35	Stamp Pad Fobes Casstle	Each		
36	Correction Pen Camlin	Each		
37	Post it Prompt	Each		
38	Cello Tape Mayur 1/2" , 3/4"	Each		
39	White Envelope 10"x4" /11"X5"(PKT Qty 250)	Pkt		
40	Yellow Envelope (full size) Laminated (16"x12")	Each		
41	Yellow Envelope (A4 size)10"x12")	Each		
42	Fevicol 50gm	Each		
43	Stock Register (150/250/500)Saraswati Leather Binding	Each		
44	Cash Book (150/250/500) Saraswati Leather Binding	Each		
45	Printing of Journals(As per sample)	Each		
46	Printing of Answer Books(As per sample)	Each		

Stamp/seal of Tenderer