

**INSTITUTE OF HOTEL MANAGEMENT  
BADKHAL LAKE CROSSING, FARIDABAD,121001  
PH.NO.0129-4052466**

**Tender for the supply of Vegetables & Fruit**

- (i) **Prescribed Date & Time for Receiving Bids 28/06/2022 upto 10:00AM**  
(ii) **To be opened on 28/06/2022 at 10:30 AM**

**Wherever the term “prescribed date & time” for submission of original EMD in the office is referred to, it implies 28/06/2022 upto 10:00AM only.**

**Terms and Conditions :**

1. The tender must be accompanied by earnest money of Rs.20,000/- (Rs. Twenty thousand only) in the shape of Bank Draft/Pay order of any scheduled Bank drawn in favour of INSTITUTE OF HOTEL MANAGEMENT, PAYABLE AT FARIDABAD.. No Cheque will be accepted on account of earnest money. The earnest money of the successful tenderer(s) shall be converted into performance security and shall be refunded without interest after the faithful execution/completion of the contract. The amount of earnest money, if any, lying with the Institute or any other pending amount will not be adjusted against the present tender.
2. Tender should only be uploaded by the authorized signatory of the firm.
3. 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.
4. 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 28/06/2022 at 10:30 AM. 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.**

5. 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 11.07.22 to 10.07.23** with a provision to extend by further 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 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 into view the circumstances

6. (a) **The GST, if applicable, should be indicated clearly in the tender form as “GST Extra” alongwith the percentage of Tax as applicable against each and every item failing which it will be treated that the rates quoted by the tenderer are inclusive of Taxes. 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 coloumn of GST in the specifications.**

**GST will be paid to the tenderer provided the GST registration No. 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 of Value Added Tax (VAT) invoice, Institute name, address and VAT/TIN No. must be indicated/printed by you. For items on which GST 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, Faridabad., alongwith 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.

7. The rates quoted should be F.O.R. Institute irrespective of quantity ordered.
8. The tenderer will supply the Fresh Vegetables & Fruits to the Institute at 8.30 AM sharp or the other time given by the Department.

In case the supply is not received upto the time given above, the Institute shall 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.

9. 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 Department at their own expenses on being informed of the same. In case the tenderer fails to remove the rejected material or items, the Institute reserves the right to dispose off the same at the cost of the tenderer and no claim whatsoever shall be entertained.

10. The number of items mentioned in the Tender are tentative/indicative and can be increased as per requirement of the Institute. The Institute also reserves the right to withdraw any item mentioned in the Tender Form and no compensation shall be payable for the same.
11. The Institute shall not be in any manner concerned with the internal affairs of the tenderers i.e. dispute and dissolution, etc. or affairs concerning any other (third) party that the supplier may be having.
12. 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 Institute reserves the right to withdraw the items(s) and re-allot the same to any other supplier and further blacklist the tenderer upto three years from participating in Institute tenders.
13. The Institute shall be at liberty to purchase the items from Government approved agencies and the tenderer shall have no objection to it.
14. The tenderer shall be duty bound to effect the supply of items contracted for to the extent indented during the contract period.
15. 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.
16. 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> to 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.
17. 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.
18. The aforementioned terms & conditions shall be binding and operative between the tenderer (supplier) and the Institute.
19. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
20. Any dispute is subject to the jurisdiction of Faridabad only.
21. 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 **2022-23 or 2023-24**, the reduced excise duty, taxes shall be applicable for that particular item(s) irrespective of the approved rates contained in the contract letter.
22. 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 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 and Contact Number.
2. Transportation Arrangements
3. Any other information, terms and conditions that tenderer may like to add.
4. 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')**

**RATES OF FRESH VEGETABLES & FRUITS**

| S.No. | Name of Item        | Weight | Estimated monthly consumption | Rates in Kg |
|-------|---------------------|--------|-------------------------------|-------------|
| 1     | Potato              | Kg     | 200                           |             |
| 2     | Baby potato         | Kg     | 10                            |             |
| 3     | Onion               | Kg     | 240                           |             |
| 4     | Tomato              | Kg     | 270                           |             |
| 5     | Ginger              | Kg     | 15                            |             |
| 6     | Garlic              | Kg     | 10                            |             |
| 7     | Green Chili         | Kg     | 5                             |             |
| 8     | Green Coriander     | Kg     | 5                             |             |
| 9     | Lemon               | Kg     | 12                            |             |
| 10    | Cabbage             | Kg     | 40                            |             |
| 11    | Cauliflower         | Kg     | 115                           |             |
| 12    | Gr. Peas            | Kg     | 40                            |             |
| 13    | Frozen Peas         | Kg     | 40                            |             |
| 14    | Carrot              | Kg     | 100                           |             |
| 15    | Capsicum            | Kg     | 30                            |             |
| 16    | Beans               | Kg     | 20                            |             |
| 17    | Kheera              | Kg     | 30                            |             |
| 18    | Palak               | Kg     | 50                            |             |
| 19    | Mushroom            | Kg     | 20                            |             |
| 20    | Baingan             | Kg     | 25                            |             |
| 21    | Pudna               | Kg     | 5                             |             |
| 22    | Salad patta         | Kg     | 5                             |             |
| 23    | Red Yellow Capsicum | Kg     | 20                            |             |
| 24    | Beetroot            | Kg     | 15                            |             |
| 25    | Raddish             | Kg     | 30                            |             |
| 26    | Green Onion         | Kg     | 10                            |             |
| 27    | Coconut             | Kg     | 20 pcs                        |             |
| 28    | Coconut fresh       | Kg     | 10 pcs                        |             |
| 29    | Ghiya               | Kg     | 10                            |             |
| 30    | Petha               | Kg     | 40                            |             |
| 31    | Turnip              | Kg     | 20                            |             |
| 32    | Tinda               | Kg     | 5                             |             |
| 33    | Tori                | Kg     | 5                             |             |
| 34    | Karela              | Kg     | 5                             |             |
| 35    | Arbi                | Kg     | 5                             |             |
| 36    | Bhindi              | Kg     | 60                            |             |
| 37    | Kamal kakdi         | Kg     | 5                             |             |
| 38    | Chowlai             | Kg     | 5                             |             |

|    |                 |    |        |  |
|----|-----------------|----|--------|--|
| 39 | Ankur Dal       | Kg | 5      |  |
| 40 | Fresh Methi     | Kg | 20     |  |
| 41 | Sarson Saag     | Kg | 50     |  |
| 42 | Bathuwa         | Kg | 5      |  |
| 43 | Noodle          | Kg | 40     |  |
| 44 | Drumestic       | Kg | 5      |  |
| 45 | Corn            | Kg | 5      |  |
| 46 | Kari patta      | Kg | 2      |  |
| 47 | Kacha banana    | Kg | 5      |  |
| 48 | Kacha papaya    | Kg | 5      |  |
| 49 | Cherry Tomato   | Kg | 2      |  |
| 50 | Kcha Aam        | Kg | 2      |  |
| 51 | Broccoli        | Kg | 15     |  |
| 52 | Babycorn        | Kg | 5      |  |
| 53 | Leak            | Kg | 2      |  |
| 54 | Celery          | Kg | 2      |  |
| 55 | Parsely         | Kg | 2      |  |
| 56 | Besil           | Kg | 1      |  |
| 57 | Zukni           | Kg | 5      |  |
| 58 | English Kheera  | Kg | 5      |  |
| 59 | Ice Bruge       | Kg | 2      |  |
| 60 | Red Cabbge      | Kg | 5      |  |
| 61 | Rose Merry      | Kg | 1      |  |
| 62 | Thyme           | Kg | 1      |  |
| 63 | Amrud           | Kg | 5      |  |
| 64 | Anar            | Kg | 10     |  |
| 65 | Apple           | Kg | 20     |  |
| 66 | Apple green     | Kg | 5      |  |
| 67 | avocado         | Kg | 2      |  |
| 68 | Babbu Gosa      | Kg | 2      |  |
| 69 | Banana          | Kg | 20 doz |  |
| 70 | Drangan Fruit   | Kg | 5 pcs  |  |
| 71 | Grapes red      | Kg | 5      |  |
| 72 | Grapes black    | Kg | 5      |  |
| 73 | Grapes green    | Kg | 5      |  |
| 74 | Kiwi            | Kg | 50 pcs |  |
| 75 | Mosami          | Kg | 5      |  |
| 76 | Orange          | Kg | 10     |  |
| 77 | Papaya          | Kg | 10     |  |
| 78 | Pineapple fresh | Kg | 5 pcs  |  |
| 79 | Stroberry       | Kg | 10 pkt |  |
| 80 | Tarbuge pila    | Kg | 10     |  |
| 81 | Tarbuge red     | Kg | 10     |  |

Stamp/seal of Tenderer