

**INSTITUTE OF HOTEL MANAGEMENT  
BADKHAL LAKE CROSSING, FARIDABAD,121001  
PH.NO.0129-4052466/77**

Tender Form for the supply of Provision Items

**(i) Prescribed Date & Time for Receiving Bids : 28/06/2022 upto 10:00AM**

**(ii) To be opened on 28/06/2022 at 10:30AM**

**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.**

**TERM & CONDITIONS**

1. The tender must be accompanied by earnest money of Rs.20,000/- (Rupees Twenty 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. 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 Performa.**

**The Technical Bid will be opened on 28/06/2022 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.**

4. 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.

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 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 into view the circumstances.**
6. (a) **The GST, if applicable, should be indicated clearly in the tender form as “GST Extra” along with 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 VAT under the column of VAT 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 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.

7. 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.
8. 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.
9. The rates quoted should be F.O.R Institute irrespective of quantity ordered.

10. **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.**
11. The tenderer will supply the Provision 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.
12. 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.
13. 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.
14. 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.
15. (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 upto 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. The tenderer must have License so issued under the **FOOD SAFETY AND STANDARDS ACT 2006** or enclose a copy of Receipt of applying for the above License to the Govt. as token of proof for supplying of Provision Item along with an undertaking that in case the contract is allotted to the tenderer, the said License will be produced within 90 Days of allotment failing which the Institute would reserve the right to cancel the contract.
26. 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.

27. Bidder shall not be allowed to be represented by a lawyer.
28. The aforementioned terms & conditions shall be binding and operative between the bidder (contractor) and the Institute.
29. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.
30. Any dispute is subject to the jurisdiction of Faridabad only.

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 issue related to Tendering, Bidders may contact the Office of the 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. The tenderer must have License so issued under the **FOOD SAFETY AND STANDARDS ACT 2006** or enclose a copy of Receipt of applying for the above License to the Govt. as token of proof for supplying of Provision Item along with an undertaking that in case the contract is allotted to the tenderer, the said License will be produced within 90 Days of allotment failing which the Institute would reserve the right to cancel the contract prematurely.
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).
5. Any other information, terms and conditions that tenderer may like to add.

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

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**FINANCAL BID (PART B)**

**RATES OF PROVISIONAL ITEMS**

<b>S.No.</b>	<b>Name of Item</b>	<b>Packing(Economical/Institutional)</b>	<b>Estimated monthly consumption</b>	<b>Rates</b>	<b>GST % &amp; Amount</b>
1	Ajinomoto	Kg.	2		
2	Ajwain	Kg.	2		
3	Almond Giri	Kg.	5		
4	Araroot	Kg.	5		
5	Atta	Kg.	300		
6	Baking Powder	Kg.	3		
7	Bay leaves	Kg.	1		
8	Besan	Kg.	30		
9	Big Cardamom	Kg.	1		
10	Black Chana	Kg.	10		
11	Black pepper pwd	Kg.	2		
12	Black pepper whole	Kg.	1		
13	Boondi	Kg.	3		
14	Briyani masala	Kg.	1		
15	Chaat masala	Kg.	1		
16	Chana Dal	Kg.	60		
17	Chhole masala	Kg.	3		
18	Cinnamon Powder	Kg.	500 gm		
19	Cinnamon Whole	Kg.	1		
20	Cling Film	Kg.	5		
21	Cloves	Kg.	1		
22	Cocoa Powder	Kg.	2		
23	Coconut Powder	Kg.	1		
24	Coffee	Kg.	2		
25	Coriander pwd	Kg.	10		
26	Corn Flake	Kg.	2		
27	Corn Flour	Kg.	10		
28	Custard Powder	Kg.	5		
29	Dal Arhar	Kg.	60		
30	Dalia (Porridge)	Kg.	10		
31	Deji mirch	Kg.	3		
32	Desi Ghee	Kg.	5		
33	Dhania Whole	Kg.	2		
34	Green Cardamom	Kg.	1		



35	Gur	Kg.	5		
36	Honey	Kg.	5		
37	Imli (seedless)	Kg.	5		
38	Jawitri	Kg.	250 gm		
39	Jeera	Kg.	10		
40	Kabuli Chana	Kg.	60		
41	Kaju tukda	Kg.	5		
42	Kaju Whole	Kg.	1		
43	Kalaunji	Kg.	500 gm		
44	Kewra Essence	btl.	5		
45	Khaskhas	Kg.	1		
46	Kishmis	Kg.	5		
47	Lemon Yellow Essence	btl.	2		
48	Macaroni	Kg.	5		
49	Maida	Kg.	100		
50	Malka Masoor Wash	Kg.	30		
51	Mango Essence	btl.	2		
52	Masoor Whole	Kg.	30		
53	Match Box	pkt.	10		
54	Mayonnaise	Kg.	15		
55	Melon Seeds	Kg.	2		
56	Methi Dana	Kg.	1		
57	Misri Crystal	Kg.	1		
58	Moong Dal Chhilka	Kg.	30		
59	Moong Wash	Kg.	20		
60	Moong Whole	Kg.	20		
61	Mustard Oil	ltr.	5		
62	Mustard Powder	Kg.	1		
63	Mustard Seeds	Kg.	2		
64	Nutri	Kg.	5		
65	Oat Meals	Kg.	2		
66	Orange Essence	btl.	2		
67	Papad	pkt.	5		
68	Paprika Powder	Kg.	1		
69	Parmal Rice	Kg.	400		
70	Pasta Farfalle	Kg.	2		
71	Pasta Fusilli	Kg.	2		
72	Pasta Penne	Kg.	2		
73	Pav bhaji masala	Kg.	1		
74	Peanut Giri	Kg.	5		
75	Phool Makhana	Kg.	500 gm		
76	Pickle	Kg.	5		
77	Pineapple Essence	btl.	2		
78	Pista	Kg.	1		
79	Rajma masala	Kg.	2		
80	Rajmah Chitra	Kg.	60		
81	Red chilli pwd	Kg.	5		

82	Red Chilli Whole	Kg.	2		
83	Refined Oil	tin 15 ltr.	10		
84	Rice Basmati	Kg.	10		
85	Rice Shella (Basmati)	Kg.	300		
86	Roasted Channa	Kg.	5		
87	Saffron	gms	10		
88	Salt (Tata)	Kg.	60		
89	Sambhar masala	Kg.	2		
90	Saunf Motti	Kg.	1		
91	Scented Saunf	Kg.	500 gm		
92	Sevian	Kg.	5		
93	Silver Foil	Kg.	5		
94	Spaghetti	Kg.	2		
95	Strawberry Essence	Kg.	2		
96	Sugar	Kg.	100		
97	Suji	Kg.	10		
98	Tata tea	Kg.	15		
99	Tata Tea Bag	pkt.	5		
100	Til White	Kg.	2		
101	Tooth Pick {Sharp}	pkt.	1		
102	turmeric pwd	Kg.	5		
103	Urad Chhilka	Kg.	15		
104	Urad Wash	Kg.	10		
105	Urad Whole	Kg.	30		
106	Vanaspati Ghee	Kg.	10		
107	Vanilla Essence	btl.	10		
108	Walnut Giri	Kg.	3		
109	Way leaf	Kg.	1		
110	White pepper pwd	Kg.	2		

Stamp/seal of Tenderer

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**FINANCAL BID (PART B)**

**RATES OF PROVISIONAL ITEMS**

S.No.	Name of Item	Packing(Economical/Institutional )	Estimated monthly consumption	Rates	GST % & Amount
1	Cherry Tin	Tin	5		
2	Chilli Sauce	Btl.	5		
3	Condensed Milk	Tin	5		
4	Dark Chocolate	Kg	10		
5	French Fries	Kg	2		
6	Fruit Cocktail Tin	Tin	10		
7	Gelatin	Kg	500 gm		
8	Glaze Cherry	Kg	1		
9	Gulab Jal {Dabur}	Btl.	2		
10	Icing Sugar	Kg	5		
11	Jam Apple	Btl.	5		
12	Jam Mango	Btl.	5		
13	Jam Orange	Btl.	5		
14	Jam Pineapple	Btl.	5		
15	Mixed Fruit Jam	Btl.	5		
16	Olive	Btl.	5		
17	Olive Oil (Cooking)	Btl.	10		
18	Orange Peel	Tin	2		
19	Oregano	Btl.	10		
20	Pineapple Slices	Tin	10		
21	Pitted Olive	Btl.	5		
22	Salad Oil	Btl.	5		
23	Soya Sauce	Btl.	5		
24	Stuffed Olive	Btl.	5		
25	Sugar Cube	Kg	5		
26	Sweet Corn	Tin	10		
27	Tabasco Sauce	Btl.	2		

28	Thyme	Btl.	10		
29	Tomato Ketchup kissan	Btl.	15		
30	Tomato Ketchup maggi	Btl.	15		
31	Tomato Puree	Tin	20		
32	Vinegar White {Sailor}	Btl.	20		
33	White Chocolate	Kg	5		
34	Worcestershire Sauce	Btl.	2		

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**FINANCIAL BID (PART B)**

**RATES OF CLEANING MATERIAL**

<b>Sr. No.</b>	<b>Name of Items</b>	<b>Estimated monthly consumption</b>	<b>Packing(Economical/Institutional )</b>	<b>Rate in Kg,bottle,pkt, ltr</b>	<b>GST % &amp; Amount</b>
1	ALA FABRIC WHITENER	6 bottel	500 ml		
2	COMFORT	4 bottel	500 ml		
3	DUSTER	60 pcs	1 dozen		
4	DOVE SHOP	6 pcs	Medium		
5	SAVELON / DETTOL Liqde SHOP	10 ltr	750 ml		
6	DISH WASH GEL	10 ltr	5 lit		
7	FLOOR DUSTER	36 pcs	1 dozen		
8	GARBAGE BAG LARGE SIZE	25 kg			
9	GARBAGE BAG SMALL SIZE	10 pkt			
10	HIT BLACK	4 bottel	Medium		
11	HAND SANITIZER	10 ltr	5 lit		
12	LIZOL	10 ltr	1 lit		
13	Liquids DETERGENT	10 ltr	5 lit		
14	METROPOL SANITERY CUBES	12 pkt			
15	NEPTHELENE BALLS	20 pkt	100 gm		
16	ODONIL	12 pcs			
17	ODONIL STICK	12 pcs			
18	PHENYLE BLACK	40 ltr	5 lit		
19	PHENYLE WHITE (CLEANZO)	60 ltr	5 lit		
20	ROOM FRESHNER (ROSE)	6 bottel			
21	SENI FRESH / HARPIC	10 bottel	500 ml		
22	SURF EXCLE	10 kg	1 kg		
23	VIM POWDER	15 kg	700 gm		

24	VANIS	6 bottel	Medium		
25	SOFT BROOM	20 no			
26	HARD BROOM	24 psc			
27	VINEGAR	12 bottel	625 ml		
28	WIPPER / SQUEGER LARGE SIZE/ SMALL SIZE	10 NO 10 NO			
29	DUST PAN (PLASTIC)	12 NO			
30	DUSTBIN SMALL(plastic)	6 no			
31	DUSTIN LARGE(plastic)	2 no			
32	FEATHER BRUSH	6 no			
33	GLASS WIPPER(2 fitt)	12 no			
34	STEEL WOOL	10 pcs			