

Institute of Hotel Management
Catering Technology & Applied Nutrition
Veer Surendrasai Nagar, Bhubaneswar- 751 010
Website: www.ihmbbs.org; Email: hospitality@ihmbbs.org

TENDER NOTICE

No. IHM BHUBANESWAR/2021-22/243

Date 27.07.2021

Sealed quotations are invited from individuals/firms/shops registered in India/local appropriate authority fulfilling the eligibility conditions, as detailed in the tender documents available in the Institute website: www.ihmbbs.org for the following individual section. The interested firms should have GST registration, PAN No. and other related papers. The rate must be quoted in the quotation paper.

1. Annual Contract for supply of Office Stationery
2. Annual Contract for maintenance of Gas Appliances , Gas Bank.
3. Annual contract for Hiring of Vehicles.
4. Printing of Office Stationary.
5. Annual Contract and Refilling of Fire Extinguisher.
6. Supply of Barcode Printer & Barcode Scanner.

Last date for receipt of tender/quotation is 16th August,2021 by 02.00 PM.

The quotation shall be opened at 3.00 PM on 16th August,2021 in presence of the quotationer or their authorized representatives , who may wish to remain present.

The Principal of the Institute reserves the right to accept or reject any or all the tenders without assigning any reason.

PRINCIPAL

FIRE EXTINGUISHERS

Sealed Quotations are invited from the reputed, regd. and authorised licensed business firms and company dealing with fire Extinguishers for checking , refilling and maintenance of 33(Thirty three)nos. of ABC fire Extinguishers in the Institute. The interested firms and company should have GST registration, PAN No. and other related papers as prevention License . The rate must be quoted in the quotation paper.

General Terms and Condition

1. The Tender Notice to downloaded from our www.ihmbbs.org .The quotations are advised to inspect and examine the Fire Extinguisher Refilling and its maintenance work involved and to satisfy themselves before submitting their tender as to the nature and quantity of work and in general shall themselves obtain all necessary information as to risks contingency and other circumstances which may influence or affected their quotation. The quotationers shall be deemed to have full knowledge of the work whether the quotationers inspect it or not and no extra charges shall be allowed.
2. A quotationers should quote in figures as in words in which rate tendered in their letter head.
3. It is not binding on the part of the Institute to accept the lowest rate or to give any reason for their decision.
4. Submission of quotation implies that he/she had read this notice and documents and has made he/ she aware of the scope satisfactory conditions of the work to be done and of local conditions and other factors for execution of work.
5. Quotationers shall submit the tender which satisfies each and every condition laid down in the notice falling which the tender will be liable to be rejected without assigning any reason there of.
6. The tender should not accompany or followed any request for negotiation from tenderers.
7. The Tenders received late are liable to be rejected . Required forms attached here with have to be submitted along with the tender/ quotation form.
8. On refilling the Fire extinguishers, the firm should produce the Guarantee Certificate minimum for Two years from the date of installation and License to undertake the work from the Fire depts.. Bhubaneswar
9. The intending firm should have sufficient experience in the relevant field.
10. The undersigned reserve the right to cancel any of all the quotation without assigning any reason.
11. **The intending firm should have been registered as a shop and commercial establishment or should have Fire privation License / GST registration, PAN NO. Bank details of business firms.**
12. **The Products to be used should of ISI certified and samples should be given along with the quotation.**
13. **Refilling must be certified after inspection by the Fire prevention Officer, Bhubaneswar Fire station, Bhubaneswar.**

14. Free Fire fighting demonstration to be organized in presence of our staff and students after installation and also impart preliminary training to our staff i.e How to use at the time of emergency
15. The quotationers should give a undertaking to attend the maintenance works, if any as and when required and also in any emergency call as and when required by the undersigned.
16. The certificate against the life period of refilling of the products should be mentioned.
17. The tenderer have to deposit a sum of Rs. 5000.00 towards EMD which carry no interest and Rs. 1000.00 towards tender cost which should paid by DD in favour of Principal Institute of Hotel Management.
18. The Principal of the Institute reserves the right to cancel one or all the tenders without assigning any reason.
19. Last date for receipt of tender/quotation is **16th August,2021 by 02.00 PM.**
20. The quotation shall be opened at 3.00 PM on **16th August,2021** in Presence of the quotationer or their authorized representatives, who may wish to remain present.

Quotation for Materials use in fire extinguisher and details in following

ABC Dry Chemical powder type foire Extingusher—6kg

Name of product	Capacity	Quantity	Each Rate	Taxes	Total including Taxes
ABC Dry powder	6kg	33 nos			

Supply of Barcode Printer , Barcode Scanner & USB POS Printer

On behalf of IHM, Bhubaneswar Off line tender is invited from Individuals/Companies/Firms registered in India fulfilling the eligibility conditions, as per tender document.

Sl. No	Item	Particulars
1	Tender Notice No & date	IHM BHUBANESWAR/2021-22 /243 Dated : 27.07.2021
2	Tender item	Supply of Barcode Printer , Barcode Scanner & USB POS Printer
3	Cost of tender paper	The cost of Bid security and cost of Tender paper to be paid through online Banking/ NEFT / DD/ MSME OR NSI are exemption from Tender paper cost & EMD .
4	Cost of Tender document	Rs 1000/-

Note: In case the last date of submission /opening of bid is declared to be a holiday, last date of submission / opening of bid will get shifted automatically to next working day at the same scheduled time. Any change in bid submission/ opening date due to any other unavoidable reasons will be notified through the IHM Bhubaneswar web site or newspapers IHM Bhubaneswar is the final authority to accept or reject the tender bids.

1. The Tender document can be downloaded from the website: www.ihmbbsr.org and to be submitted in a format.

The cost of Tender paper can also be paid through online Banking/RTGS/NEFT/Demand Draft in favour of Principal, Institute of Hotel Management, Bhubaneswar, as per the following details. (MSME/NSIC are exempted from Fees)

Name of the Bank & Branch	Indian Overseas Bank, Macheswar, Bhubaneswar
Accounts Name	Principal, IHM CT & AM, V.S.S Nagar, Bhubaneswar
Account No.	091502000001017
IFSC Code	IOBA0000915
Address of the Bank	V.S.S Nagar, Mancheswar, Bhubaneswar
E-Mail id	hospitality@ihmbbs.org
Contact No.	9437001241

The Xerox copies of the (MSME / NSIC Certificate) Or Payment receipt towards EMD/BID security, Cost of bid document have to be submitted.

In case of any correction/ addition/ alteration/omission is found in the tender document; the tender bid shall be treated as non-responsive and shall be rejected.

The bidder should have **experience** of supply.

Eligibility criteria: The bidder must have the following eligibility to participate in tender:

1. Separate DD / NEFT/RTGS of **Rs.1000/-** made in favour of Principal, Institute of Hotel Management, Bhubaneswar should be attached with the form towards form charges(non-refundable).
2. Trade license true copy (attested by gazette officer) to be submitted along with the tender form.
3. Xerox copies of PAN certificate, Income tax filing Last Year i.e AY 2020-21 and GSTIN Registration and Clearance certificate(last year) to be submitted along with the tender form.
4. by the tenderer in the remarks column. Article to be supplied strictly in time as briefed.
5. Parties must supply as per specification mentioned in the tender paper.
6. The Institute do not bind themselves to accept lowest or to give any reason for their decisions.
7. The undersigned reserves the right to cancel any or all the tenders without assigning any reason.
8. Rates for all items carrying printed MRP should be quoted in terms of percentage of discount on the MRP printed on each item.
9. Any paper related to tender should be provided as and when required by the Institute.
10. **Office must Situate at Bhubaneswar Location .**
11. **The Bidders must have to submitted the guarantee documents of machine , which will support of any claim of machine.**

TECHNICAL BID

Sl no	Description
1	Photo copy of PAN Card
2	Photo copy of Experience Certificate
3	Photo copy of the computerized receipt (Online/RTGS/NEFT) towards cost of Tender Paper Or (MSME/NSIC Certificate for Exemption)
5	Photo copy of valid GSTIN Registration Certificate.
6	Copy of Income Tax Return filing Last Year i.e AY 2019-2020
7	Trade license true copy (attested by gazette officer) to be submitted along with the tender form.

FINANCIAL BID

<u>SI No</u>	<u>Item QTY</u>	<u>Unit</u>
1	Barcode Printer	1 Nos.
2	Barcode Scanner	2 Nos.
3	USB POS Printer	1 Nos.

Specification

1, Barcode Printer – 1 No
Model ` TVSE Zenpert
4T200 Barcode

Model	TVSE Zenpert 4T200 Barcode Printer	TVS LP44 Barcode Printer	TVS Electronics LP 46 Neo Label Printer	Price excluding GST
Specification	<p>Print speed: 127 mm (5"/second) max. 211 mm (W) x 164 mm (H) x 286 mm (D) 8.31" (W) x 6.46" (H) x 11.26" (D) weight : 2.2 kg (4.85 lbs) label roll capacity : 127 mm (5") od ribbon : 300 m long, max.</p> <ul style="list-style-type: none"> • Manufacturer : TVSE • ASIN : B07FRJXVSH • Manufacturer : TVSE • Item Weight : 3 kg 410 g • Printer model 4t200 resolution: 8 dots/mm (203 dpi) printing method: thermal transfer and direct thermal max. Print speed: 127 mm (5"/second) max Print width: 108 mm (4.25") Max. Print length: 2, 794 mm (110") enclosure abs plastic physical dimension: 211 mm (w) x 164 mm (h) x 286 mm (d) 8.31" (W) x 6.46" (H) x 11.26" (D) weight: 2.2 Kg (4.85 Lbs) 	<p>Brand - Tvs Manufacturer - TVSe Item Height - 15.6 Centimeters Item Width - 23.2 Centimeters Product Dimensions - 28.8 x 23.2 x 15.6 cm Item model number - Barcode-44 Are Batteries Included - No Manufacturer - bTVSe</p> <p>Brand TVS ELECTRONICS Manufacturer TVS Electronics Limited Package Dimensions 40.8 x 27.6 x 24.4 cm; 4.24 Kilograms Item part number TEC_7 Processor Count 1 Hardware Platform PC Hardware Interface Ethernet Printing Technology Thermal Batteries Required No Connector Type Ethernet Manufacturer TVS Electronics Limited Item Weight 4 kg 240 g</p>	<ul style="list-style-type: none"> • Manufacturer : TVS Electronics Limited • Printing Technology Thermal • ASIN : B08GSR5N6J • Item model number : LP 46 NEO • Manufacturer : TVS Electronics Limited • Item Weight : 4 kg 520 g • Generic Name : Label Printer • Part Number - TVS ELECT_05 Printer Technology - Thermal • Size - Medium 	<ul style="list-style-type: none"> •

Barcode Scanner – 2 No

<p>Model</p>	<p>TVS BS-C 101 STAR BS-L100 PLUS</p>	<p>iBall WBS-650MV 2.4GHZ Wireless High-Speed 1D Barcode Scanner Reader, Grey</p>	<p>Price excluding GST</p>
<p>Specification</p>	<p>Manufacturer - TVSE Brand - TVSE Model Number - BS-C 101 STAR Colour - Black Manufacturer Part Number - 3006220011 Manufacturer - TVSE Country of Origin – India</p> <p>Power Source Corded Electric Brand TVSE Connectivity USB Technology</p> <p>Scan Rate 330ms/line Operating Voltage 5 Volts (DC)</p>	<p>Model No- WBS-650MV</p> <p>Colour -Grey Item Height - 6.2 Centimeters Item Width - 8.5 Centimeters Product Dimensions - 15.4 x 8.5 x 6.2 cm; 182 Grams Batteries - 1 A batteries required. (included) Item model number WBS-650MV Power Source - Corded Electric Are Batteries Included - Yes Lithium Battery Energy Content - 8.14 Watt Hours Lithium Battery Weight - 0.66 Grams Number Of Lithium Ion Cells - 1 Included Components - 1 Barcode Reader, 1 USB Receiver, 2 Mini USB Charging cable and Quick Start Guide Manufacturer - iBall Item Weight -182 g</p>	

Epson TM-T82 Receipt (USB POS Printer) -1 No

Brand / Manufacturer	Epson , Epson Engineering(Shenzhen)Ltd
Model	TM-T82 USB
Product Dimensions	49 x 40 x 29 cm; 1.7 Kilograms
Hardware Interface	USB
Printer Media Size Maximum	3 Inch width
Mounting Hardware	Printer, Adopter, Power cable, Interface
Batteries Required	No
Connector Type	Wired
Memory Card Slot	Thermal Paper
Manufacturer	Epson Engineering(Shenzhen)Ltd
Item Weight	1 kg 700 g

Barcode Paper Roll

1. 25x25 (Chromo) Barcode Stickers, 8000 Label in Roll, 4up.
2. Devangi Label 34x22 (Chromo) Barcode Stickers, 6000 Label in Roll, 3up.
3. 33x15mm Barcode Label/Stickers Chromo Plain White 1Inch core Inside Winding 3ups W/o Gap 8300 Labels/Roll for Desktop Printer TSC, Zebra, Citizen, WEP, Datamax, Thosiba, Sato etc.(Pack of 4 roll)
4. TSC Tudko 50x 25mm, 2 ups Self-adhesive Paper Label (White)
5. Royaltex 25X15MM Barcode Label (1X0.6 INCH) Self-adhesive Paper Label (White)

Annual Contract for supply of Office Stationery

The following rules are to be abided by the tenderer

1. Separate DD of Rs.500/- and Rs.3000/- made in favour of Principal, Institute of Hotel Management, Bhubaneswar should be attached with the form towards form charges(non-refundable) and earnest money(refundable) respectively.
2. While quoting rates the parties must quote for the unit mentioned in the tender paper. However if there is any change in unit of any article, this must be mentioned while quoting the rates.
3. Trade license true copy (attested by gazette officer) to be submitted along with the tender form.
4. Xerox copies of PAN certificate, Income tax filing(last year) and GSTIN Registration and Clearance certificate(last year) to be submitted along with the tender form.
5. Wherever brand and quantity of any article containing in a sealed is not mentioned in the tender form, the details of such article are to be mentioned by the tenderer in the remarks column. Article to be supplied strictly in time as briefed.
- 6 Parties must supply as per specification mentioned in the tender paper.
12. The successful tenderer shall have to deposit a sum of Rs.5,000=00 (Rupees five thousand) only as security deposit before the agreement and it will be refunded immediately after the contract period is over. The security deposit will carry no interest.
13. The tenderer should enter into an Agreement before commencement of supply of materials. The cost of the bond paper shall have to borne by the tenderer.
14. Discontinuance of supply of materials before the contract period will lead to forfeit the security deposit.
15. The Institute do not bind themselves to accept lowest or to give any reason for their decisions. The rate will be for one year and can be extended in consultation with the tenderers.
16. The undersigned reserves the right to cancel any or all the tenders without assigning any reason.
17. The sealed tender should be received by speed post/regd. post up to 02.00pm on **dt.16.08.2021**. The tender shall be opened at **3.00p.m. on 16.08.2021** in presence of tenderer or their authorized representative.
18. Rates for all items carrying printed MRP should be quoted in terms of percentage of discount on the MRP printed on each item.
19. Any paper related to tender should be provided as and when required by the Institute.
20. The purchase requisition shall be collected from the store keeper on every Friday between 4.00pm to 5.00pm and the materials to be delivered on next Monday by 5.00pm
21. The items not supplied by the contractor because of some or other reasons, will be purchased by the Institute from open market and the extra cost incurred will be deducted from payment with intimation and issue of copy of purchase bills.
22. In case of repeated defaulters in the supplies, the Institute reserve the right to terminate the contract and the contractor shall have no right to any compensation of any loss.
23. Payment will be made on monthly basis.

Final Authority

If the tenderer desires to appeal against any matter he shall appeal to Principal/Secretary, Institute of Hotel Management Catering Technology & Applied Nutrition, Bhubaneswar whose decision on such matters shall be final and conclusive.

Arbitration

Any dispute or difference between the parties with regard to this document and all connected and related matters whatsoever shall be discussed and settled amicably. In the event of any failure to resolve the disputes or difference whatsoever shall be referred to the sole Arbitrator appointed by the Institute. The decision of the Arbitrator will be final and binding on both sides.

To

The Principal
Institute of Hotel Management
Catering Technology & Applied Nutrition
Veer Surendrasai Nagar
Bhubaneswar-751007

Sub: Supply of Office Stationery

Sir,

I hereby offer my rates to supply the Office Stationery to the Institute of Hotel Management Catering Technology & Applied Nutrition, Veer Surendrasai Nagar, Bhubaneswar-751007 commencing from 1st April 2019 to 31st March 2020, the articles listed in the tender form in such quantities as may be required by the Institute from time to time at the rates mentioned in the schedule.

Enclosed

DD No.....Dt.....Rs.....(Earnest Money)

DD No.....Dt.....Rs.....(Form Charges)

Yours faithfully,

Place

Dt.

Full signature of the Tenderer with Seal

Institute of Hotel Management
Catering Technology & Applied Nutrition
Veer Surendrasai Nagar, Bhubaneswar-751007

(To be filled up by the Tenderer)

1. Name of the Firm
2. Address
3. Telephone(O) (R) (M)
- 4 Name, Address and Telephone Nos. of the Contact Person
- 5 PAN No. GSTIN No.
- 6 (a) Name of the Banker
(b) Bank A/c No.
© IFSC Code
(d)Type of A/c
- 7 Whether you own any stall in local Market within Bhubaneswar Municipal jurisdiction(if yes, give details)
- 8 How long you are in business of Supply of Office stationery
- 9 Whether you are at present Supplying to any Hotel, Hospital, Hostels, Club etc. (If yes, give details of name and address of the organizations)
- 10 Whether you have previously supplied to this Institute(if yes, mention the year of supply)
- 11 Whether the supply was discontinued from the Institute (if yes, mention the reason)

FINANCIAL BID

OFFICE STATIONERY

SI	SPECIFICATION	UNIT	Price without GST
1	ALL PIN (PIN PAPER)	PACKET	
2	ALL PIN T TYPE	PACKET	
3	BATTERY(9 VOLT)- EVEREDY	EACH	
4	BATTERY(PENCIL)- DERACEL	EACH	
5	BATTERY(PENCIL)- EVEREDY	EACH	
6	BATTERY(REMOTE) -DERACEL	EACH	
7	BATTERY(REMOTE) -EVEREDY	EACH	
8	BINDER CLIP 15MM (12 NO)	PKT	
9	BINDER CLIP 19MM-(12NO)	PKT	
10	BINDER CLIP 25MM (12 NO)	PKT	
11	BINDER CLIP 32MM (12 NO)	PKT	
12	BINDER CLIP 42MM (12 NO)	PKT	
13	BINDER CLIP 51MM (12 NO)	PKT	
14	BROWN PAPER	PER QR.	
15	BROWN TAPE 2" WONDER(60MT)	ROLL	
16	BROWN TAPE 2" WONDER(90MT)	ROLL	
17	BUDKIN(PHODANI)STEEL	EACH	
18	BUTTER PAPER THICK	PER QR.	
19	CALCULATOR 12 DIGIT-CASIO MJ120	EACH	
20	CALLING BELL (Hand)	EACH	
21	CANDEL BIG	EACH	
22	CANDEL(6 PC)	PACKET	
23	CARBON PAPER -KORES	PACKET	
24	CD REWRITE	EACH	
25	CD/DVD MARKER PEN ARTLINE	EACH	
26	CELLO TAPE 1"-WONDER(45MT)	ROLL	
27	CELLO TAPE 1"-WONDER(60MT)	ROLL	
28	CELLO TAPE 2"-WONDER(45MT)	ROLL	
29	CELLO TAPE 2"-WONDER(60MT)	ROLL	
30	CHALK DUSTLESS-KORES	PACKET	
31	CHAT PAPER	EACH	
32	CLIP FILE	EACH	
33	CLOTH ENVELOP 12"X10"(100PC)	PKT	
34	CLOTH ENVELOP 16"X12"(100PC)	PKT	
35	CORRECTION PEN FABER CASTELL	EACH	
36	DRAWING BOARD PIN BRASS	PKT	
37	DRAWING BOARD PIN PLASTIC	PKT	
38	DRAWING PIN-ODDY	PACKET	
39	DUST BIN PLASTIC for office use	EACH	
40	DVD REWRITE	EACH	
41	ENVELOPE WHITE BIG 10" X12"	PACK OF 100 PCS	
42	ENVELOPE WHITE SMALL10 "X4.5 "	PACK OF 100 PCS	
43	ENVELOPE YELLOW LAMINATED 14"X10"	PACK OF 100 PCS	
44	ENVELOPE YELLOW LAMINATED 16"X12"	PACK OF 100 PCS	
45	ENVELOPE YELLOW LAMINATED12"X10	PACK OF 100 PCS	

46	ERASER (RUBBER) NATARAJ	EACH	
47	FEVICOL ADHESIVE	1KG JAR	
48	FEVICOL ADHESIVE	500GM JAR	
49	FEVICOL ADHESIVE	200GM JAR	
50	FILE BOARD	EACH	
51	FILE FOLDER EXECUTIVE	EACH	
52	FLAG STICKY (PAGE MAKER)	PACKET	
53	GLUE STICK (15GM)-FEVISTICK	EACH	
54	GLUE STICK (22GM)-FEVISTICK	EACH	
55	GRAPH PAPER A-4 SIZE	PACKET	
56	GUM PASTE (300ML) -CAMEL	EACH	
57	GUM PASTE (700ML) -CAMEL	EACH	
58	HIGH LIGHTER PEN -FAVER CASTLE	EACH	
59	INK FOR STAMP PAD 100ML-CAMEL	EACH	
60	JUTE THREAD	BUNDLE	
61	LOCK GODREJ -7 LIVER	PER PIECE	
62	LOCK GODREJ-6 LIVER	PER PIECE	
63	LOCK MOBAJ 41	PER PIECE	
64	MAKER PEN (CD)	EACH	
65	MATCH BOX	PER BOX	
66	MOUSE PAD	EACH	
67	MOVE	1 TUBE	
68	MUSLIN CLOTH	MTR	
69	NIDDLE	EACH	
70	OX BOARD EXERCISE NOTE BOOK ROLLING NO-4	EACH	
71	OX BOARD EXERCISE NOTE BOOK ROLLING NO-6	EACH	
72	PACKING CLOTH WHITE/RED-THICK VARIETY	PER MTR	
73	PAPER WEIGHT-GLASS	EACH	
74	PAPER WEIGHT-PLASTIC	EACH	
75	PAPER WHITE	1 QR	
76	PAPER WHITE D/F JK	REAM	
77	PEN (PERMANENT MARKER)	EACH	
78	PEN ADD GEL	EACH	
79	PEN BALL	EACH	
80	PEN DRIVE SONY 16GB	EACH	
81	PEN PILOT V.5 -DIFFRENT COLOUR	EACH	
82	PEN USE AND THROW	PACKET	
83	PENCIL CUTTER-NATARAJ	EACH	
84	PENCIL-APASARA	EACH	
85	PENCIL-NATARAJ	EACH	
86	PEON BOOK-SWETA	EACH	
87	PIN HOLDER-OMEGA	EACH	
88	PIN U TYPE PVC COATED-ODDY	PKT	
89	PLASTIC L FOLDER WORLD ONE(DC210F)	EACH	
90	PLASTICK FOLDER	EACH	
91	POSTER COLOUR(CAMEL) 6SHADE	PKT	
92	PUNCHING MACHINE-KANGAROO DP-480	EACH	
93	PUSH PIN	PKT	
94	REFILL ORDINARRY OFFICE USE-10PC	PACKET	
95	ROLLING REGISTER PAGES-216-NAVANEET	EACH	
96	ROLLING REGISTER PAGES-360-NAVANEET	EACH	

97	ROLLING REGISTER PAGES-504-NAVANEET	EACH	
98	ROLLING REGISTER-NO-10-ORDINARY	EACH	
99	ROLLING REGISTER-NO-4-ORDINARY	EACH	
100	ROLLING REGISTER-NO-6-ORDINARY	EACH	
101	ROLLING REGISTER-NO-8-ORDINARY	EACH	
102	ROPE -PLASTIC	ROLL	
103	RUBBER BAND	PER KG	
104	RUBBER BAND ZERO SIZE-100GM	PKT	
105	SCALE STEEL12"	EACH	
106	SCISSOR MEDIUM-MUNIX (KANGAROO) SL-3170	EACH	
107	SEALING WAX	PACKET	
108	SINGLE PUNCHING MACHINE-KANGAROO PF-20	EACH	
109	SONY DVD	PER PIECE	
110	SONY R&W DVD	PER PIECE	
111	STAPLER HD 10D KANGAROO	EACH	
112	STAPLER MACHINE HP-45 (BIG) KANGAROO	EACH	
113	STAPLER MACHINE N-10 (SMALL) KANGAROO	EACH	
114	STAPLER PIN BIG 24X6 KANGAROO	PACKET	
115	STAPLER PIN SMALL KANGAROO N-10	PACKET	
116	STENO BOOK-KRISHNA	EACH	
117	TAG 8 INCH 50PCS APPROX	PACKET	
118	TAG-10 INCHES	PER BUNDEL	
119	TAG-6 INCHES	PER BUNDEL	
120	THERMOCOOL SHEET-1 INCH	PER SHEET	
121	THERMOCOOL SHEET-2 INCH	PER SHEET	
122	THREAD ROLL-MODI	PER ROLL	
123	TYPE PAPER	PACKET	
124	WATER SPONGE-ODDY	EACH	
125	WHITE BOARD DUSTER	EACH	
126	WHITE BOARD MARKER PEN	EACH	
127	WRITTING PAD KRISHNA PAGE-26	EACH	
128	XEROX PAPER LEGAL-JK COPIER 75GSM A3	PACKET	
129	XEROX PAPER-JK COPIER 75GSM A4	PACKET	

TECHNICAL BID

Sl no	Description
1	Photo copy of PAN Card
2	Photo copy of Experience Certificate
3	Photo copy of the computerized receipt (Online/RTGS/NEFT) towards cost of Tender Paper Or (MSME/NSIC Certificate for Exemption)
4	Photo copy of the computerized receipt (Online/RTGS/NEFT) towards cost of EMD/Bid Security Or (MSME/NSIC Certificate for Exemption)
5	Photo copy of valid GSTIN Registration Certificate.
6	Copy of Income Tax Return filing Last Year i.e AY 2019-2020
7	Trade license true copy (attested by gazette officer) to be submitted along with the tender form.

Annual Contract for maintenance of Gas Appliances
TENDER NOTICE(GAS APPLIANCES MAINTENANCE)

The sealed quotations are invited on behalf of this Institute of Hotel Management Catering Technology & Applied Nutrition, Bhubaneswar up to March,2022 after issue of the work order for **GAS APPLIANCES MAINTENANCE**

GENERAL TERMS & CONDITIONS :

01. The tender form should be accompanied PAN CARD , GSTIN REGISTRATION CERTIFICATE ,PROVIDENT FUND, TRADE LICENSE, GST Clearance & Income Tax Return. Filing of last year. Separate DD of Rs.500/- and Rs.5000/- made in favour of Principal, Institute of Hotel Management, Bhubaneswar should be attached with the form towards form charges(non-refundable) and earnest money(refundable) respectively.
02. The amount of security is **Rs. 5000/-** .It can be increased in case it is felt that at the time of awarding of contract that the specified security deposit is inadequate. The security is to be deposited in cash or bank draft.The security deposit will carry no interest.
03. On acceptance of tender, the earnest money will be treated as a part of the security deposit.
04. The tenderers are advised to inspect and examine the site, its surrounding and nature of work involved and to satisfy themselves before submitting their tender as to the nature and quantity of work and in genera shall themselves obtain all necessary information as to risks contingency and other circumstances which may influence or affect their tender. The tenderer shall be deemed to have full knowledge of the work whether the tenderer inspect it or not and no extra charges shall be allowed.
05. Submission of a tender implies that he / she had read this notice and documents and has made himself / herself aware of the scope and satisfactory conditions of the work to be done and of local conditions of the work to be done and of local conditions and other factors for the execution of work.
06. A tenderer should quote in figures as in words in which rate tendered and the rate is for one year and can be extended in consultation with the tenderers.
07. A tenderer shall submit the tender which satisfies each and every condition laid down in the notice, failing which the tender will be liable to be rejected without assigning any reason there of.
08. This Institute do not bind themselves to accept the lowest or to give any reason for their decision.
09. This Tender Notice shall be the part of the contract documents.
10. The validity of the tender shall be up to 90 (Ninety) days from the date of opening of the tender.
11. Though the contract is up to March,2022 after issue of the work order, the payment shall be made monthly on production of the bill along with service certificate duly signed by the authorised officer of the department/caretaker. Previous month GST deposit challan must be accompanied with the bill.
12. In case, the services are not satisfactory, the management has the right to terminate the services with immediate effect without assigning any reason.
13. The tender should be a sealed one.
14. The tenderer should not accompany or follow any request for negotiation from tenderers.
15. The successful tenderer shall have to enter into an **AGREEMENT** at their own cost.
16. The sealed tender (marked tender **GAS APPLIANCES MAINTENANCE**) should be received by speed post/regd. Post up to 02.00P.M. on dt.16.08.2021. The tender shall be opened at **3.00 P.M. on dt 16.08.2021** in presence of attending tenderers or their authorised representative.
17. The tenders received late are liable to be rejected. Required forms attached here with have to be submitted alongwith the tender form. The job description of above different work is also attached for tenderer's reference. The salient feature of works is given in **annexure- B.**
18. While quoting the rate the tenderer should take the minimum wages prescribed by Government for the employees to be engaged by them.

ANNEXURE -A

(To be filled up by the tenderer)

- Tender applied for : **AMC for Gas Appliances**
01. Name of the firm. :
02. Present Address. :
03. Telephone No. : Residence.....Office.....
Mobile No:
04. (a) Name of the Banker :
(b) Bank Account No :
© IFSC Code :
(d)Type of A/c :
- 05 .Status of the firm
(a) Proprietary / Partnership/
(b) Co-operative / Private Ltd. Co / Ltd. Co. etc.
(c) Agent / Supplier.
(d) State whether Registered or not
If yes please enclose the registration certificate
06. Previous Experience in the trade
With name of the organisation served.
07. Last Assessment of Income Tax and clearance certificate.
(Certificate to be attached)
08. Permanent Account Number. (PAN)
(Allotted by Income Tax Authority)

GSTIN No.
License, if any
- 09 DD No.....Dt.....Rs.....(Earnest Money)
DD No.....Dt.....Rs.....(Form Charges)
10. Name & Designation of the
Contact person & his Tel. No. Office :
Residence:
Mobile No:
11. Any other points you like to mention. :

(Full Signature of the Tenderer)

Date.....

Annual contract for Hiring of Vehicles.

Sealed tender is invited from the established travel agents with minimum five years experience in the relevant field for the hiring of the vehicles having good running condition with all required papers for the Institute.

1. The tender paper should be accompanied with XEROX COPIES OF PAN CARD, GSTIN REGISTRATION, FITNESS RECORD, INSURANCE AND ROAD TAX of the vehicle, Trade License, Income Tax return filing & GST clearance of last year. Two separate draft of Rs.500/- (form charges-non refundable) and Rs.3000(earnest money- refundable) favouring Principal, Institute of Hotel Management, Bhubaneswar) to be submitted with the tender papers.. The earnest money will be refunded to every unsuccessful tenderer without interest.
2. An amount of Rs.10000/- to be deposited as security money for successful tenderer. The security deposit will carry no interest.
3. The authority reserves the right to reject any or all quotations without assigning any reasons thereof.
4. The undersigned will not be responsible if any discrepancies/legal matters arises due to vehicle and driver.
5. The rate quoted shall remain valid **up to March,2022** after issue of the work order and also if required we can extend the contract in consultation with the concerned transport agency.
6. The travel agents should have the up to date fitness certificate, tax, license from the RTO authority.
7. The vehicle should be in good condition with proper tool box and extra step in.
8. The driver should not be in habit of taking liquor, cigarettes, gutkha etc.
9. The driver should behave properly and keep the driving license and other related papers while on duty. He should be well groomed.
10. The driver should understand/speak odia, hindi and preferably English.
11. The driver should have knowledge of traffic rules and also minimum knowledge of the mechanism of the vehicle.
12. The details of journey from IHM to different places should be mentioned on the back side of the duty slip.
13. The sealed tender (marked tender Hiring of Vehicle) should be received by speed post/regd.post up to **16.08.2021 by 02.00pm**. The tender shall be opened at **3.00 P.M. on 16.08.2021** in presence of tenderers or their authorized representative.
14. Any paper related to tender should be provided as and when required by the Institute.
15. Two quotations should be submitted separate(i) Requisition of vehicle for the entire month with minimum 10 hrs and 100 kms. On an average per day(ii)Reuisition of vehicle on day to day basis.
16. Payment will be made monthly.

Final Authority

If the tenderer desires to appeal against any matter he shall appeal to Principal/Secretary, Institute of Hotel Management Catering Technology & Applied Nutrition, Bhubaneswar whose decision on such matters shall be final and conclusive.

Arbitration

Any dispute or difference between the parties with regard to this document and all connected and related matters whatsoever shall be discussed and settled amicably. In the event of any failure to resolve the disputes or difference whatsoever shall be referred to the sole Arbitrator appointed by the Institute. The decision of the Arbitrator will be final and binding on both sides.

Sd/Principal

Local Rate

Day to Day Basis

Types of Vehicle(A.C.)	Free Km.per Hour basis	Minimum hours	Amount	Rate per Extra km.	Distance from travel's Office to Institute

Long distance Rate

Day to Day Basis

Types of Vehicle(A.C.)	Rate per km.	Detention charges Per hour	Night halt charges

Monthly Basis

Types of Vehicle(Ac.)	Monthly charge

N.B: Quoting in own format of the firm will be summarily rejected.

To,

The Principal,
Institute of Hotel Management
Catering Technology & Applied
Nutrition, V.S.S.Nagar
Bhubaneswar- 751007.

Sir,

I / We have gone through the terms & conditions of your tender for **Hiring of vehicle** and the rate quoted by me/us is accepted.

Yours Faithfully
(Full signature of the Tenderer)

Name:

Address:

Place:

Bhubaneswar:

Telephone No. (O).....(R).....

Mobile No.....

ANNEXURE –A
(To be filled up by the tenderer)

Tender applied for : **Hiring of vehicle**

01. Name of the firm. :
02. Present Address. :
With address proof
03. Telephone No. : Residence.....Office.....
Mobile No:
04. (a) Name of the Banker :
(b) Bank Account No :
©Account Type :
(d)IFSC Code :
- 05 .Status of the firm
(1) Proprietary / Partnership/ (2) Co-operative / Private Ltd. Co / Ltd. Co. etc.
(3) Agent / Supplier.
(4) State whether Registered or not
If yes please enclose the registration certificate
06. Previous Experience in the trade
With name of the organisation served.
07. Last Assessment of Income Tax and clearance certificate.
(Certificate to be attached)
08. Permanent Account Number. (PAN)
(Allotted by Income Tax Authority)
GSTIN Regd.No.
09. Draft No.....Dt.....(form charge)
Draft No.....Dt.....(earnest money)
10. Name & Designation of the
Contact person & his Tel. No. Office :
Residence:
Mobile No:
11. Any other points you like to mention. :

(Full Signature of the Tenderer)

Date.....

TENDER NOTICE

No. IHM BHUBANESWAR/2021-22/244

Date 27.07.2021

Sealed quotations are invited from individuals/firms/Printing press registered in India/local appropriate authority fulfilling the eligibility conditions, as detailed in the tender documents available in the Institute website: www.ihmbbs.org for printing of following office stationeries. The interested firms should have GST registration, PAN No. and other related papers. The rate must be quoted in the quotation paper.

Printing of Office Stationery

SL NO	NAME OF THE ITEMS	SIZE	PAPER TYPE	NO OF PAGES	REQUIRED NO	Rate excluding GST
1	STORE STOCK REGISTER	32LX20W CM	CONQUEST 80 GSM PAPER	200 FOLLIO	6 NOS	
2	LETTER PAD (SMALL)	1/6 DEMY	90 GSM EXCEL BOND	100 SHEET PER PKT	30 NOS	
3	LETTER PAD CONTINUING	A4	90 GSM EXCEL BOND	100 SHEET PER PKT	10 NOS	
4	INDUSTRIAL LOG BOOK WITH PLASTICK FOLDER	18X23 CM	JK BOND MALTITHO PAPER	53 PAGES WITH PLASTIC JACKET	500 NO	
5	STUDENT JOURNAL	22X27 CM	HARD BOARD CLOTH BINDING BALARPUR WHITE PAPER	200 PAGES	2000 NOS	
6	MATERIAL REQUISITION	1/4 DEMY	PAGES WHITE, YELLOW, Green	1X200	30 NOS	
7	STUDENT ATTENDANCE REGISTER	32 L X20 W CM	CONQUEST 80 GSM PAPER MIDDLE STITCHING COVER COLOURED BOARD PAPER	28 FOLLIO	100 NOS	
8	ADVANCE SLIP	1/8 DEMY	PAGES WHITE	100 SHEET PER PKT	10 NO	
9	CASH VOUCHER	1/8 DEMY	PAGES YELLOW	100 SHEET PER PKT	100 NOS	
10	RAW MATERIALS STOCK REGISTER	32LX20W CM	CONQUEST 80 GSM PAPER	500 FOLLIO	02 Nos	
11	Equipment Register	42cm hight x32w	CONQUEST 80 GSM PAPER	400 Folio	02 Nos	
12	Library Issue Register				03 Nos	
13	Library card				1500	
14	Teacher's Diary				30 no	

Last date for receipt of tender/quotation is 16th August,2021 by 02.00 PM.

The quotation shall be opened at 3.00 PM on 16th August,2021 in presence of the quotationer or their authorized representatives , who may wish to remain present.

The Principal of the Institute reserves the right to accept or reject any or all the tenders without assigning any reason.

PRINCIPAL