



E-TENDER DOCUMENT FOR

Supply/Contract of the following items for a period of one Year(1st July 2023 to 30th Jun 2024).

- 1. Sec-A:-Groceries, Tins and Bottle products etc.**
- 2. Sec-B:-Vegetable, Fruits, Milk and Milk products etc.**
- 3. Sec-C:-Mutton, Chicken, Fish, Egg and other Non-veg. items etc.**
- 4. Annual Contract for supply of Office Stationery**
- 5. Annual Contract for supply of Cleaning Material**
- 6. Annual Contract for Gas Appliances**
- 7. Annual contract for Hiring of Vehicles**

No. **IHM BHUBANESWAR/2023-24/098**

Dated : 24/04/2023

**INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION
V.S.S. NAGAR , BHUBANESWAR-751010
Tel No.(0674) 2589241, website-www.ihmbbs.org**

Cost of E-Tender Document: - 1000/-

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V.S.S. NAGAR , BHUBANESWAR-751010
Tel No.(0674) 2589241, website-www.ihmbbs.org
E-TENDER NOTICE

E- tenders are invited from the established firms/shops for Supply/Contract of the following items for a period of one year(1st July 2023 to 30 th June 2024).

- 1. Sec-A:-Groceries, Tins and Bottle products etc.**
- 2. Sec-B:-Vegetable, Fruits, Milk and Milk products etc.**
- 3. Sec-C:-Mutton, Chicken, Fish, Egg and other Non-veg. items etc.**
- 4. Annual Contract for supply of Office Stationery**
- 5. Annual Contract for supply of Cleaning Material**
- 6. Annual Contract for Gas Appliances**
- 7. Annual contract for Hiring of Vehicles**

The tender forms may be down loaded from our website www.ihmbbs.org and www.tenderwizard.com/IHM. The tender paper completed in all respects should be uploaded in e-tender portal www.tenderwizard.com/IHM . Hard copy of EMD & Paper cost dispatched by Speed Post/Regd. Post only. The last date for receiving of tender will be **Dt 09.05.2023, 5.00p.m.**The tender paper shall be opened **at 11.30 a.m. on Dt.10.05.2023** through online in presence of tenderers or their authorized representatives who may wish to be present. The undersigned reserves the right to cancel any or all the tenders without assigning any reason.

Sd/-
PRINCIPAL

News paper NIT



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Tel No.(0674) 2589241, website-www.ihmbbs.org

No. IHM BHUBANESWAR/2023-24/098

Dt 24-04-2023

NOTICE INVITING TENDER

E-tender is invited by IHM, Bhubaneswar on two bid system from Individuals/Companies/Firms registered in India fulfilling the eligibility conditions, as per tender document for Supply/Contract of the following items for a period of one year(1st July 2023 to 30 th June 2024).

1. Sec-A:-Groceries, Tins and Bottle products etc.
2. Sec-B:-Vegetable, Fruits, Milk and Milk products etc.
3. Sec-C:-Mutton, Chicken, Fish, Egg and other Non-Veg. items etc
4. Annual Contract for supply of Office Stationery
5. Annual Contract for supply of Cleaning Material
6. Annual Contract for Gas Appliances
7. Annual contract for Hiring of Vehicles

Last date of submission of tender :- Upto 17.00 hrs of 09/05/2023

For details please visit our websites www.tenderwizard.com/IHM or www.ihmbbsr.org

**Sd/-
PRINCIPAL**

TENDER FORM

**ANNUAL CONTRACT
(01.07.2023 to 30.06.2024)**

SECTION- A

**GROCERIES, TIN &
BOTTLE PRODUCTS**

SECTION-I

INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION
V.S.S. NAGAR , BHUBANESWAR-751010
Tel No.(0674) 2589241, website-www.ihmbbs.org

NOTICE INVITING E-TENDER

1. **Sec-A:-Groceries, Tins and Bottle products etc.**

1. On behalf of IHM, Bhubaneswar e-Tender (Open tender) is invited on two stage bidding system 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/2023-24/ 098 Dated :24-04-2023
2	Tender item	For supply/contract of the Sec-A:-Groceries, Tins and Bottle products etc for a period of one year(1 st July 2023 to 30th June 2024. \
3	Cost of tender paper	The cost of Bid security and cost of Tender paper as in section-II to be paid through online Banking/ RTGS / NEFT / DD/ MSME OR NSIC are exempt from Tender paper cost & EMD as per the Section-I, Para 2(b)
4	Cost of Tender document	Rs 1000/-
5	EMD	Rs 5000/-
6	Tender Processing Fee	Rs 2124/- (Through Online Credit Card/Debit Card/Net Banking)

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 and/ or e-Tender Portal and/or newspapers IHM Bhubaneswar is the final authority to accept or reject the tender bids.

- 2a) The Tender document can be downloaded from the website: www.tenderwizard.com/IHM or www.ihmbbsr.org and to be submitted in e-format. Cost of Tender Document and Earnest Money Deposit (EMD) have to be submitted as per following details given in Para 2(b).
- (b) The cost of EMD and 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

- 2(c) The scanned copies of the (MSME / NSIC Certificate) Or E-Payment receipt towards EMD/BID security, Cost of bid document have to be uploaded in the e-Tender Portal of M/S ITI i.e www.tenderwizard.com/IHM.
- 2(d) Amendments, if any, to the tender document will be notified in the above website as and when such amendments are made. It is the sole responsibility of the bidders who have downloaded the tender document from the website to keep themselves abreast of such amendments before submitting the tender document.
- 3(a) Intending bidders are requested to register themselves with M/s. ITI Limited through the website **www.tenderwizard.com/IHM** for obtaining user-id, Digital Signature etc., by paying Vendor registration fee and processing fee for participating in the above mentioned tender.
- 3(b) IHM Bhubaneswar has decided to use the process of e-tendering for inviting this tender and thus the physical copy of the tender would not be sold.
- 3(c) The bidders shall furnish a declaration that no addition / deletion / corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on Web-site (**www.tenderwizard.com/IHM**) .
- 3(d) 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.
- 4(a) The bidder should have **experience**
- 4(b) The documents as listed out in Section IV must be uploaded in the E-Tender Portal.
- 5(a) IHM Bhubaneswar has adopted e-tendering process which offers a unique facility for Public Online “Tender Opening Event (TOE) “. IHM BHUBANESWAR’s Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. However, if required, bidders or their authorized representatives can attend the Tender Opening Event in IHM Bhubaneswar where IHM Bhubaneswar Tender Opening Officers would be conducting Public Online Tender Opening Event (TOE).
- 5(b) **Eligibility criteria: The bidder must have the following eligibility to participate in tender:**
1. Bidder must have be registered in India as a company /Firm/Society/Trust and must have registration certificate under relevant act / rule of the State or Central Government
 2. The bidder must have a registered / operating office in Bhubaneswar
 3. Bidder must have a valid Office / Shop/ Trade License (Provide a copy of the License)
 4. Bidder must have a GSTIN registration, PAN and labour registration certificates. (Please provide all photocopies of the licenses).
 5. The bidder must have a minimum 3 years experience in supply & management of raw materials to support F&B operations in a Hotel / Institute or Catering services. The bidder shall furnish the details of supporting documents in the form of Work orders or Contract copies.
 6. The bidder applying should have a minimum average annual turnover of Rs. 50 lakh per year during the last 3 financial years.
 7. The bidder must have a Centralized Store or Warehouse facility for storing raw materials in Bhubaneswar along with dedicated transport vehicles to undertake logistic support. (Provide Lease or rental agreements / Trade Licenses and transport vehicles RC copies).

1. **Separate DD / NEFT/RTGS/MSME/NSIC** of Rs.1000/- 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.
2. Party quoting the rates must be prepared to supply items even if only a part of the section for which their quoting as accepted for the purpose of supply by the parties concerned. If any one fails to accept this condition after quoting the rates the earnest money will forfeited.
3. While quoting rates the parties must quote for the exact unit/weight mentioned in the tender paper.
4. Copy of Trade license to be submitted along with the tender form.
5. Xerox copies of PAN certificate, Income Tax Return filing Last Year i.e AY 2022-2023 GSTIN Registration and Clearance certificate(last year) to be submitted along with the tender form.
6. The amount of security will be 5% as per total price quoted by the bidders. The security is to be deposited by bank draft.
7. On acceptance of tender, the earnest money will be treated as a part of the security deposit. **Both the security deposit & earnest money will carry no interest.**
(Note. MSME /NSIC Bidders should pay all security deposit amount in the form of DD)
8. Wherever brand and quantity of any article sealed is not mentioned in the tender form, the details of such article are to be mentioned by the tenderer in the remarks column.
9. Article to be supplied strictly in time as briefed day to day.
10. Parties must supply as per specification mentioned in the tender paper.
11. 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.
12. **Discontinuance of supply of raw materials before the contract period will lead to forfeit of the security deposit is bound.**
13. **The rate will be for one year, request for enhance of rate during the contract period will not be considered at any cost.**
14. The undersigned reserves the right to cancel any or all the tenders without assigning any reason.
15. Rates for all items carrying printed MRP should be quoted in terms of percentage of discount on the MRP printed on each item.
16. Any paper related to tender should be provided as and when required by the Institute.
17. The purchase requisition shall be collected from the store keeper two days in advance between 4.00pm to 5.00pm on every working day. Any items that the contractor is not able to supply must intimate the store keeper after searching in the market at least 24 hours/one day before scheduled time of date of supply(9am of date of supply).
19. Consequent failure to supply all the items agreed to supply shall entail 5% reduction of the total bill for that day without any prejudice to clause 20.
20. **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 contractors payment with intimation and issue of copy of purchase bills.**
21. **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.**
22. Registration and License certificate under the Food Safety & Standard Act 2006 and Rules 2011 from Food Safety Officer, Municipal Corporation will be given preference.
23. Payment will be made fortnightly.
24. **Office must situate at Bhubaneswar location only.**

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.

- a) Incomplete, ambiguous, Conditional tender bids are liable to be rejected.
- b) IHM Bhubaneswar reserves the right to accept or reject any or all tender bids without assigning any reason and is not bound to accept the lowest tender.
- c) All documents submitted in the bid offer should be preferably in English. In case the certificate viz., experience, registration etc. is issued in any language other than English, the bidder shall attach an English translation of the same duly attested by the bidder & the translator in addition to the relevant certificate. All computer generated documents should be duly signed by the bidder.

**Sd/-
Principal**

SECTION-II

INSTRUCTIONS TO BIDDERS & GENERAL CONDITIONS OF TENDER

1. TERMS:

- (a) "IHM Bhubaneswar" or "The Tendering Authority"
 - (b) "The Bidder" means the individual or firm who participates in this tender & submits its bid.
 - (c) "The Work Order" means the order placed by the IHM on the Bidder signed by the respective controlling officer of IHM including all attachments & appendices thereto and all document incorporated by reference therein. The work shall be deemed as "Contract" appearing in the document.
 - (d) "The Contract Price" means the price payable to the bidder under the work order for full & proper performance of its contractual obligations.
 - (e) "E-Tender Portal" means the website "www.tenderwizard.com/IHM" of M/s ITI Limited who is providing e-Tendering solution to IHM Bhubaneswar.
 - (f) "ETS" means the Electronic Tendering System through the e-Tender Portal.
3. **VALIDITY OF BID:** The validity of bid period is 11 months from the last date of submission of the bid.
 4. The conditional and incomplete tenders are liable for rejection.
 5. The IHM, Bhubaneswar reserves the right to reject one or all of the tenders without assigning any reason thereof..
 6. The near relative of employees of IHM Bhubaneswar, if participating in this tender must declare the full particulars of their near relatives employed in IHM BHUBANESWAR (either directly recruited or on deputation). The near relatives for this purpose are defined as, a) Members of Hindu undivided family. b) They are husband & wife, c) The one related to other in the manner as father, mother, son(s) & son's wife (daughter-in-law), daughter(s) & daughter's husband (son in law), brother(s) & brother's wife, sister(s) & sister's husband (brother-in-law).

7. 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.
8. In case of any dispute arising out of the contract between the two contracting parties, the decision of the Principal, IHM Bhubaneswar shall be final and binding.
 9. The IHM Bhubaneswar reserves the rights to increase/decrease or delete the scope of work without

assigning any reason.

10. 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.

11. COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of the bid. IHM Bhubaneswar in no case be responsible for these costs regardless of the conduct or outcome of the bidding process.

12. DOCUMENTS TO BE SUBMITTED FOR BID

- a. The details of documents to be submitted through online in e-Tender Portal are as detailed at **Section IV**. If any one of the above items required to be submitted along with the Technical bid is found wanting, the offer is liable to be rejected at that stage.
- b. Documents in original should be submitted for verification if required by the Tendering Authority.
- c. The bidder will verify the genuineness and correctness of all documents and certificates including experiences/performance certificates, submitted by the bidder or any other firm /associates before submitting them in the bid. The onus of proving genuineness of the submitted documents would rest with the bidder.
- d. As per the requirement of the tender's condition, if any documents/paper/certificate submitted by the bidder is found to be false/fabricated/tampered /manipulated at any stage during bid evaluation or after award of contract, then the bid security (EMD/PBG) of the bidder would be forfeited and the bidder would be disqualified from the tender. Action would be taken for banning of business dealing with the defaulting firm. In case contract has already been awarded to the bidder, then PBG would be forfeited and the contract would be rescinded/ annulled and IHM Bhubaneswar would be at liberty to procure the services from any other source at the risk and cost of the defaulting bidder. Action would also be taken for banning business dealing with the defaulting firm.

13. AMENDMENT TO BID DOCUMENT

- (a) At any time, prior to the date of submission of bid, tendering authority may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments.
- (b) The amendments shall be notified in the E-Tender Portal and these amendments will be binding on them.
- (c) In order to afford prospective bidders reasonable time to take the amendments into account in preparing their bids, the Tendering authority may, at its discretion, extend the deadline suitably for the submission of bids.
- (d) It is the sole responsibility of the bidder to confirm from the E-Tender Portal and/or from the following contacts regarding amendments, if any, or any other clarifications before uploading of the tender document ITI Tender Wizard Help Desk Contact Shri Sanjeeb Mahapatra, Mob-07377708585, 011-49424365 email id: twhelpdesk404@gmail.com,

14. PREPARATION OF BID DOCUMENTS – TECHNICAL BID & FINANCIAL BID

It is a two bid system and the bid prepared by the bidder shall comprise Technical Bid and Financial Bid

15. BID FORMS

The bidder shall fill in the tender document in all respects, sign on all pages along with seal of the firm if any and upload required scanned documents as per **section-III** of the same in e-Tender Portal.

16. BID PRICE

The bidder shall quote rates in FINANCIAL BID given in **Section III**.

17. COMPLIANCE

The bidder should ensure unconditional clause- by – clause compliance with all the terms and conditions

18. A. BID SECURITY/EMD

- (a) The bidder must deposit the amount for bid security/EMD as stated in Section I para 2b
- (b) The Bid security of unsuccessful bidder will be discharged / returned as early as possible .
- (c) A BID WITHOUT BID SECURITY/ BID SECURITY WITH OUT BID SHALL BE TREATED AS NON-RESPONSIVE AND SHALL BE REJECTED BY THE TENDERING AUTHORITY.

B. FORFEITURE OF BID SECURITY/EMD. The Bid Security/EMD may be forfeited

- (a) If the successful bidder backs out to accept the tender and/or does not deposit the performance security or (b) The successful bidder does not come for execution of agreement after deposit of performance security deposit within the scheduled time.
- (c) Withdraws his bid during the period of bid validity specified by the bidder in the bid form;

19. FORMAT AND SIGNING OF BID

- (a) The bid shall contain no interlineations, erasures or overwriting, except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the persons signing the bid.
- (b) The over writing / erasures in the bid made by the bidder shall be signed by the person signing the bid.
- (c) The letter of authorization shall be indicated by written power-of-attorney, if any, accompanying the bid. All pages of the original bid, except for un-amended printed literatures, shall be signed by the person or persons signing the bid.

20. PREPARATION & SUBMISSION OF BIDS:

I) Contents of the Bid:

The bid contains three parts –

Part A: The scanned copies of the Payment of Cost of Tender paper and EMD through online /NEFT / RTGS & Power of attorney (If applicable) have to be uploaded in the e-Tender Portal of M/s ITI.

Part B: The Second part relates to uploading of scanned documents required for Technical Bid as per **Section III** in the appropriate place of the e-Tender Portal.

Part C: The third part relates to uploading of Financial Bid containing the Price schedule in excel format filled carefully in the appropriate place of the e-Tender Portal.

II. Submission of the Bid:

- a. All the clauses of the bids must be complied with and price bids must be quoted online by the bidders before the locking/closing time of the bid as scheduled..
- b. Scanned documents wherever necessary are to be uploaded in the appropriate places of the e-tender portal.
- c. The bidder shall submit a set of entire document signed in all pages, downloaded from e-Tender Portal against each individual bid before signing of the agreement.
- d. The Bidder can bid through the user-id allotted to him by M/s ITI in e-Tender Portal along with requisite Earnest Money Deposit (EMD) and cost of Tender Paper.
- e. If any one of the document required to be submitted as referred to in **Section III** of this is found to be wanting, the concerned bid shall be rejected at the opening stage itself by the TEC of Technical Bid Evaluation.
- f. Wherever brand and quantity of any article sealed is not mentioned in the tender form, the details of

such article are to be mentioned by the tenderer in the remarks column.

- g. The IHM Bhubaneswar may, at its discretion, extend the deadline for the submission of the bids by amending the bid document in accordance with NIT in which case all rights and obligations of the IHM BHUBANESWAR and bidders previously referred to the deadline will thereafter be subject to the extended deadline.

21. LATE BIDS, MODIFICATIONS AND WITHDRAWAL OF BIDS

- (a) After the Locking Time, no bidder can submit the bid.
- (b) The bidder may withdraw his bid after submission prior to the deadline prescribed for submission of bids. The bidder's withdrawal shall have to be online and digitally authenticated.
- (c) No bid shall be modified subsequent to the deadline for submission of bids as above

22. BID OPENING AND EVALUATION

- a) Financial bids & Technical bids shall be submitted by the bidder at the same time. The bids will be opened in two stages. The Tendering Authority will open the technical bids in the presence of bidders or their authorized representatives on the due date. The bidder or one of his authorized representatives shall be permitted to attend the bid opening. Authorization letter shall be submitted by the bidders before they are allowed to participate in bid opening. The bidders can view the opening details after the Tendering Authority opened them.
- (b) The date fixed for opening of bids, if subsequently declared as holiday by IHM Bhubaneswar, the revised date of schedule will be notified in the e-Tender Portal. However, in absence of such notification, the bids will be opened on the next working day, time remaining unaltered.
- (c) Technical bids will be evaluated by the Tendering Authority and after completion of the technical Evaluation; the eligible bidders list for the financial bid opening will be made available in the e-Tender Portal.
- (d) Opening date and time of Financial Bid will be notified in the e-Tender Portal after opening of the Technical Bid.

23. PLACE OF OPENING OF TENDER BIDS

Authorized representatives of bidders (i.e. vendor organization) can attend the Tender Opening Event (TOE) in the "IHM Bhubaneswar Office", where IHM Bhubaneswar Tender Opening Officers would be conducting through online e-Tender in **Scheduled date & time**.

24. PRELIMINARY EVALUATION

- (a) Tendering authority shall evaluate the bids to determine whether they are complete in all respects, whether any computational errors have been made, whether required sureties have been furnished etc.
- (b) Prior to the detailed evaluation, the Tendering authority will determine the substantial responsiveness of each bid to the Bid documents.
- (c) For purposes of these clauses, a substantially responsive bid is one, which conforms, to all the terms and conditions of the Bid documents without any material deviation. The tendering authority's determination of bid's responsiveness shall be based on the contents of the bid itself without recourse of extrinsic evidence.
- (d) A bid, determined as substantially non-responsive will be rejected by the Tendering authority and shall not, subsequent to the bid opening, be made responsive by the bidder by correction of the non conformity. The tendering authority shall not be bound to show the reasons/causes of rejection of the bid.

- (e) The Tendering authority may waive any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any bidder.

25. EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS

- (a) The Tendering authority shall evaluate and determine as to whether the bid is substantially responsive or not as per above conditions.
- (b) Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the Tendering authority. If there is a discrepancy between words and figures, the amount in words shall prevail.
- (c) If the bidder does not accept the correction of the errors, his bid shall be rejected.

(d) Tendering authority may negotiate with L1 bidder

(e) EVALUATION METHODOLOGY

The selection the Bidder shall be in accordance with the Quality cum Cost Based Selection (QCBS) method. The weightage given to the Technical proposal score shall be 70% and the weightage given to the Financial proposal shall be 30%.		
The evaluation shall be done based on combined weightage for Technical (T) and Financial (P) scores. The weightage considered for Technical (T) and Financial (P) Proposals shall be: T = 70%, and P = 30%. Weightage shall be calculated maximum upto 4 decimal places.		
L1 = St x T% + Sf x P%.		
St = The technical score of the Bidder		
Sf = financial score of the Bidder		
Example:		
Technical Scores: If a bidder called (A) has quoted 80 marks, (B) quoted 70 marks and (C) quoted 75 marks, then 70% weightage mark for (A) shall be = $70 * 80 / 100 = 56$; (B) shall be $70 * 70 / 100 = 49$ and (C) shall be $70 * 75 / 100 = 52.50$		
Financial Scores: The financial score shall be calculated where the lowest bidder shall be given 100 mark and scores of all other bidders are normalized against this. $Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.		
Then 30% of 100 shall be considered for (A) and 30% of 50 shall be considered for (B) and 30% of 33.3 for (C). Detailed marking system is explained below:		

Description	Vendor A	Vendor B	Vendor C
Technical Mark	80	70	75
Financial Mark	2 Cr	4 Cr	6 Cr
Technical Weightage	56	49	52.50
Financial Weightage	30	15	9.9
Total weightage	86	64	62.40
Party selected	L1 bidder	L2 bidder	L3 bidder

SEC A: GROCERIES, TINS AND BOTTLE PRODUCTS ETC.

CRITERIA FOR EVALUATION

Evaluation of proposals shall be made at the IHM Bhubaneswar by the concerned authority.

In the first stage, the technical proposal will be evaluated on the basis of bidders fulfillment of eligibility criteria. Only those bidders whose technical proposals becomes responsive based on the eligibility criteria, shall qualify for further detail technical evaluation for award of marks based on the following criteria.

Sl. #	Criteria	Specific Requirements	Marking	Max. Marks	Documentary Requirement
1	FINANCIAL STRENGTH	The bidder must have more than 75Lakhs. Turnover at least for any two years in last three financial years. Rs. 50 lakhs: 10 Marks More than Rs. 50 lakhs to1.5 Crores: 15 Marks More than Rs. 1.5 Crores: 20 Marks	10 20 30	30	Audited Balance Sheet and Profit & Loss Statements Certification by Chartered Accountant
2	WORK EXPERIENCE	Experince in providing raw material supply & management support services to reputed public or private institutions / hotels /Companies in the last 7 years preceding Tender due date > 3 Year, > 4 years > 5 years and above	10 20 30	30	Work order / Agreement copies from the Insitution
3	WORKFORCE	The Bidder must have registered with ESI/PF authorities and must have minimum 20 persons enrolled in either EPF/ESIC shceme 20 Persons: 21 - 50 Persons: > 50 Persons:	10 15 20	20	Valid Certificate along with the return challan of EPF/ESI
5	SITE VIST	Site visit to the centralized store / Warehouse by the committee team	5	5	Storing procedures, SOP's for storing dry provisions, perishable goods, dedicated transport syatems etc.

26. CONTACTING THE TENDERING AUTHORITY

- (a) Subject to seeking clarifications on e-tendering and tender document, no bidder shall try to influence the Tendering authority on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.
- (b) Any effort by a bidder to influence the Tendering authority in the tendering authority's bid evaluation, bid comparison or contract award decisions shall result in the rejection of the bid.

Award of contract & Work:

- a) The IHM Bhubaneswar shall consider award of contract only to those eligible bidders whose offers have been found technically, commercially and financially responsive, eligible and accepted. Normally the bid of the tenderer who quote the lowest rate (as mentioned in financial bid) will be accepted.
- b) However the IHM Bhubaneswar reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders.
- c) The IHM Bhubaneswar reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contracts entered into with the IHM Bhubaneswar.

27. VALIDITY OF THE CONTRACT.

- i). The contract shall be **valid for Twelve Months** from the date of signing of the contract. He also reserves the right to cancel the contract at any time without assigning any reasons..

28. E-TENDERING INSTRUCTIONS TO BIDDERS

The instructions given below are ITI's e-tender portal centric and for e-tenders invited by the IHM Bhubaneswar.

A. General:

- a. Submission of Bids only through online process is mandatory for this Tender for conducting electronic tendering the Tendering Authority is using the e-Tender Portal (<https://www.tenderwizard.com/IHM>) of M/s ITI Limited, a Government of India Undertaking.
- b. For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the Electronic Tendering System (ETS.).
 - i) It is advised that all the documents to be submitted (**Section III**) are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission. The Price bid may be downloaded and rates may be filled appropriately. This file may also be saved in a secret folder on your computer.
 - ii. While uploading the documents, it should be ensured that the file name should be the name of the document itself for easy pairing and scrutiny.

B. Tender Bidding Methodology:

It is a Two Stage bidding system–.

Financial bids & Technical bids shall be submitted by the bidder at the same time.

C. Broad outline of activities from Bidders perspective:

- a. Procure a Digital Signature Certificate (DSC)
- b. Register for Electronic Tendering System (ETS) in e-Tender Portal.
- c. Create Users and assign roles on ETS
- d. View Notice Inviting Tender (NIT) on ETS
- e. Download Official Copy of Tender Documents from ETS
- f. Clarification to Tender Documents on ETS – Query to IHM BHUBANESWAR (Optional)
- g. View response to queries posted by IHM Bhubaneswar, through addenda.
- h. Bid-Submission on ETS
- i. Attend Public Online Tender Opening Event (TOE) on ETS – Opening of Technical-Part
- j. Post-TOE Clarification on ETS (Optional)
- k. Respond to IHM Bhubaneswar's Post-TOE queries

1. Attend Public Online Tender Opening Event (TOE) on ETS – Opening of Financial-Part
(Only for Technically Responsive Bidders)

D. Digital Certificates

For integrity of data and its authenticity/ non-repudiation of electronic records, and be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). Also referred to as Digital Signature Certificate (DSC), of Class III issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>]. Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

E. Registration

Amendments, if any, to the tender document will be notified in the above website as and when such amendments are notified. Intending bidders are requested to register themselves with M/s. ITI Limited through e- Tender Portal for obtaining user-id, Digital Signature Certificates etc., by paying Vendor registration fee and processing fee for participating in the above mentioned tender. After successful submission of Registration details and Vendor registration fee and processing fee (as applicable), please contact ITI Helpdesk and IHM BHUBANESWAR Contact Points (as given below), to get your registration accepted/activated.

ITI Tender Wizard Help Desk Contact	Shri Sanjeeb Mahapatra, Mobile no. 07377708585, 011-49424365 email id: twhelpdesk404@ gmail.com
IHM Bhubaneswar Contact-1	Mrs Sharada Ghosh Mob No- 9437001241 / 9437574465 E-Mail- hospitality@ihmbbs.org

30. INTIMATION OF CORRECTIONS/MODIFICATIONS TO TENDER DOCUMENT

The correction/modification, if any, in the tender document will be uploaded in the Website i.e. www.ihmbbsr.org and www.tenderwizard.com/IHM up to **due date and time** which will be treated as final. The amendments if any will not be published in the Newspaper. It is the responsibility of the bidders to visit e-Tender Portal and keep themselves updated regarding amendments/ correction/modification etc.

**Sd/-
Principal**

SECTION III.
FINANCIAL BID

Sl.No.	SPECIFICATION	UNIT
1	Ajinomotto	Per Kg
2	Almond	Per Kg
3	Almond Flex	Per Kg
4	Aloobakhara	Per Kg
5	Alu Dum Masala MDH-100gm	Per Pkt
6	Alu Dum Masala MDH-50gm	Per Pkt
7	Alu Dum Masala Ruchi-50gm	Per Pkt
8	Alu Dum Masala Ruchi-100gm	Per Pkt
9	Aluminium Pouch 500ml cap -100pc	Per Pkt
10	Aluminum foil Hindalco -72 mtr	Per Roll
11	Amba Sadha	Per kg
12	Amchur powder MDH -100gm	Per Pkt
13	Amchur powder Ruchi -100gm	Per Pkt
14	Frozen American Sweet corn -1kg	Per Pkt
15	Frozen American sweet corn -500gm	Per Pkt
16	Ammonia Powder-500gm	Per Bot
17	Amul Cheese Cube-200gm	Per pkt
18	Amul Cheese Cube-500gm	Per pkt
19	Amul Cheese Cube-1 kg	Per pkt
20	Amul Cheese Spread-200gm	Per pkt
21	Amul Cheese Spread-500gm	Per pkt
22	Amul Cheese-400gm	perTin
23	Amul Fresh Cream-250ml	Per Pkt
24	Amul Fresh Cream-ltr	Per Pkt
25	Amul Pizza Cheese Mozarella -200gm	Per Pkt
26	Amul Pizza Cheese Mozarella -1kg	Per Pkt
27	Amul Pizza Cheese Mozarella Greded -1kg	Per Pkt
28	Amul spray-500gm	Per Pkt
29	Amul spray-1kg	Per Pkt
30	Arhar Dal (Big) Non-Polish	Per kg

31	Asparagus-350gm	per Tin
32	Atta (Ashirbad) 1kg	Per Pkt
33	Atta (Ashirbad) 5kg	Per Pkt
34	Atta (fortune) 1kg	Per Pkt
35	Atta (fortune) 5 kg	Per Pkt
36	Dry Anardana	Per KG
37	Amul lasi 200 ml	Per Bot
38	Frozen Baby Corn	Per Kg
39	Badi 400gm (Biri)	Per Pkt
40	Baking powder Rex 100gm	Per Pkt
41	Baking powder Rex 400gm	Per Pkt
42	Baking powder Weikfield 400gm	Per Pkt
43	Baking powder Weikfield -100gm	Per Pkt
44	Dry Basil leaf 100gm	Per Pkt
45	Bay leaf 50 gm	Per Pkt
46	Basil Leaf Dry 100gm	Per Bot
47	Bengalgram Dal (Chana Dal)	Per Kg
48	Bengalgram Dal (whole)Desi butta	Per Kg
49	Besan Gruhasti 1kg	Per Pkt
50	Besan Gruhasti 500gm	Per Pkt
51	Besan fortune 500gm	Per Pkt
52	Besan fortune 1kg	Per Pkt
53	Biscuit Bisk farm Top-100gm	Per Pkt
54	Biscuit Britannia (50-50) @ 10.00	Per Pkt
55	Biscuit Britannia (50-50) @ 5.00	Per Pkt
56	Biscuit Britannia Good day -@ 10.00	Per Pkt
57	Biscuit Britannia Krack jack -@ 10.00	Per Pkt
58	Biscuit Parle Hide &Seek-@ 10.00	Per Pkt
59	Biscuit Cream-@ 10.00	Per Pkt
60	Biscuit Cream-@ 5.00	Per Pkt
61	Black Cumin seed Ruchi 100gm	Per Pkt
62	Black Cumin seed Everst 100gm	Per Pkt
63	Black gram dal without skin (Urad Dal)	Per Kg
64	Black gram dal whole	Per Kg
65	Black Olive's 500ml	Per Bot

66	Black Pepper Powder (Ruchi)-50gm	Per Pkt
67	Black Pepper Powder (Ruchi)-100gm	Per Pkt
68	Black Pepper Powder (Everest)-50gm	Per Pkt
69	Black Pepper Powder (Everest)-100gm	Per Pkt
70	Black Salt Gruhasti -100gm	Per Pkt
71	Black salt Gruhasti -500gm	Per Pkt
72	Black Salt Ruchi-100gm	Per Pkt
73	Black salt Ruchi-500gm	Per Pkt
74	Blue Berry Compote (Mala's)-750ml	per Bot
75	Blue Berry 200gm	per pkt
76	Black curaant 200gm	per pkt
77	Bread Crumb White	Per Kg
78	Bread Improver	Per Kg
79	Bread Sajitha -800gm	Per Pkt
80	Bread Sajitha -400gm	Per Pkt
81	Bread Sajitha jumbo -1200gm	Per Pkt
82	Bread Sandwich	Per Pkt
83	Brown Sugar (MB)-500gm	Per Pkt
84	Brown Sugar (Utam)-500gm	Per Pkt
85	Brownic Mix Egg Less powder (Devas) 1kg	Per Pkt
86	Brownic Mix Tropolite-1kg	Per Pkt
87	Bun (Pav) Sajitha-6 pc	Per Pkt
88	Butter Amul -100gm	Per Pkt
89	Butter Amul -500gm	Per Pkt
90	Button Mashroom Delmonte-800ml	Per Tin
91	Button Mashroom Morton-800ml	Per Tin
92	Bend straw paper (Black,White)	Per Pkt
93	Bend straw plastick	Per Pkt
94	Broth Powder 500gm	Per Pkt
95	Carry Bag non woven1 kg capacity	Per Kg
96	Carry Bag non woven 2 kgcapacity	Per Kg
97	Carry Bag non woven 5 kg capacity	Per Kg
98	Carry Bag Plastick1 kg capacity Transparent	Per Kg
99	Carry Bag Plastick2 kg capacity Transparent	Per Kg
100	Carry Bag Plastick5 kg capacity Transparent	Per Kg

101	Cadbury Shots	Per Box
102	Cadburys Dairy Milk Chocolate-@ 10.00	Per Pkt
103	Cadburys Dairy Milk Chocolate-@ 20.00	Per Pkt
104	Cake Gel Tropolite-1kg	Per Pkt
105	Canned Cherry (Frutins)-840gm	Per Tin
106	Canned Cherry (golden Crown)-840gm	Per Tin
107	Cane Berry 200 gm	per pkt
108	Capsico Sauce (Dabur)-60ml	Per Bott
109	Capsico Sauce (Prime)-60ml	Per Bott
110	Caramel dark Colour-500ml	Per Bott
111	Card Board box(10x4x10)	per pc
112	Cardamom (Black) Big	Per Kg
113	Cardamom (Green) Big	Per Kg
114	Cashew nut (Half broken)	Per Kg
115	Cashew nut (whole)	Per Kg
116	Cashew nut (1/4 th)	Per Kg
117	Castor Sugar (MB)-500gm	PerPkt
118	Castor Sugar (Uttam)-500gm	PerPkt
119	Cayenne powder 100 gm	PerPkt
120	Chana Masala MDH-100gm	PerPkt
121	Chana Masala Ruchi-100gm	PerPkt
122	Charoli nuts 100gm	PerPkt
123	Charmagaz	Per Kg
124	Chat Masala Everest-100gm	PerPkt
125	Chat Masala MDH-100gm	PerPkt
126	Cherry Glazed (Dry)	Per Kg
127	Chicken Masala MDH -100gm	PerPkt
128	Chicken Masala Ruchi -100gm	PerPkt
129	Chilli flakes Keya-40gm	Per Bot
130	Chilli Garlic Sauce 700ml	Per Bot
131	Chilli Sauce Prime 700ml	Per Bot
132	Chilli Sauce welkfield 700ml	Per Bot
133	Choco Chips -kg	per Pkt
134	Chocolate Transfer Sheet (Morde) 500GM	per Pkt
135	Cinnamon	Per Kg

136	Citric Acid	Per Kg
137	Cling Wrap 300mtrs	Per Roll
138	Clove	Per Kg
139	Cocoa Powder - Weikfield 150gm	Per Bot
140	Cocoa Powder - 1 kg	per Pkt
141	Coconut Milk-400 ml	Tin
142	Coconut oil for cooking 500ml	Per Bot
143	Coffe pouch @ 2.00	Per pkt
144	Coffee Nescafe Jar-100gm	Per Bot
145	Coffee Nescafe Jar-50gm	Per Bot
146	Coffee (Refill pack) Nescafe 50gm	per Pkt
147	Coffee (Refill pack) Nescafe 100gm	per Pkt
148	Coffee (Refill pack) Nescafe 500gm	per Pkt
149	Coriander Powder Gruhasti -100gm	Per pkt
150	Coriander Powder Ruchi -100gm	Per pkt
151	Coriander Seeds	Per Kg
152	Corn flake Druk-500gm	Per pkt
153	Corn flake Mohun -500gm	Per pkt
154	Corn Flour Brown & Polson-kg	per Pkt
155	Corn Flour Prime -kg	per Pkt
156	Cotton Carry Bag	Per Kg
157	Cream Ajanta 800ml	Per tin
158	Cream Cheese(Mooz)-150gm	Per Pkt
159	Crush Strawberry (Manama)-700ml	Per Bott
160	Crush Mango(Manama)-700ml	Per Bott
161	Crush orange (Manama)-700ml	Per Bott
162	Crush Pine Apple (Manama)-700ml	Per Bott
163	Crush Strawberry (Mala)-700ml	Per Bott
164	Crush Mango(Mala)-700ml	Per Bott
165	Crush orange (Mala)-700ml	Per Bott
166	Crush Pine Apple (Mala)-700ml	Per Bott
167	Crush kiwi (Mala)-700ml	Per Bott
168	Crush kiwi (Manama)-700ml	Per Bott
169	Crush Blueberry Mapro700ml	Per Bott
170	Crush Blueberry Mapro 1000ml	Per Bott

171	Crush rasmalai manama 750	Per Bott
172	Cumin Powder Gruhasti -100gm	per Pkt
173	Cumin Powder Ruchi -100gm	per Pkt
174	Cumin Seed Gruhasti -100gm	per Pkt
175	Cumin Seed Ruchi -100gm	per Pkt
176	Curry Powder MDH -100gm	per Pkt
177	Curry Powder Ruchi-100gm	per Pkt
178	Custard Powder Brown & Polson -500gm	per Pkt
179	Custard Powder Weikfield-500gm	per Pkt
180	Dark Chocolate Morde D-15 500gm	Per Pkt
181	Dark Chocolate Morde-D-45 500gm	Per Pkt
182	Dalda 1kg	Per Pkt
183	Dalda 500 gm	Per Pkt
184	Dates	Per Kg
185	Deggi Mirch Whole	Per Kg
186	Demi-Glaze Powder	Per Kg
187	Desicated Coconut Powder	Per Kg
188	Dijon Mustard Powder-100gm	Per Pkt
189	Disposable Al foil Container with lid 450ml	Per Pc
190	Disposable Al foil Container with lid 600ml	Per Pc
191	Disposable Al foil Container with lid 750ml	Per Pc
192	Disposable Paper Cup - 150 ml	50 pc Pkt
193	Disposable Paper Glass - 200ml	50 pc Pkt
194	Disposable Paper Glass - 250ml	50 pc Pkt
195	Disposable Paper Plate 7inc White	Per Pc
196	Disposable Paper Plate Laminated 6inc	Per Pc
197	Disposable Paper Plate Laminated 7inc	Per Pc
198	Disposable Plastic Bowl - 150ml	50 nos pkt
199	Disposable Plastic Cup - 100 ml	50 nos pkt
200	Disposable Plastic Fork 5"	100 nos pkt
201	Disposable Plastic Fork 6"	100 nos pkt
202	Disposable Wooden Fork 6"	100 nos pkt
203	Disposable Wooden Spoon 6"	100 nos pkt
204	Disposable Plastic Glass - 200ml	50 nos pkt
205	Disposable wodden Ice Cream Spoon	50pc pkt

206	Disposable Plastic Ice Cream Spoon	50pc pkt
207	Disposable Plastic Spoon 5"	50 nos pkt
208	Disposable Plastic Spoon 7"	50 nos pkt
209	Disposable Thermocol Plate - 6 "	50 nos pkt
210	Disposable Thermocol Plate 7"	50 nos pkt
211	Disposable Thermocol Bowl - 200ml	50 nos pkt
212	Disposable Thermocol Glass - 150ml	50 nos pkt
213	Disposable Thermocol Glass - 200 ml	50 nos pkt
214	Disposable Thermocol Ice-cream Bowl	50 nos pkt
215	Disposable paper Nova Craft cake Box	Per Pc
216	Disposable paper plum cake Box	Per Pc
217	Disposable Plastic Glass - 150ml	50 nos pkt
218	Disposable Plastic Bowl- 500ml	50 nos pkt
219	Dry Apricot	Per Kg
220	Dry coconut	Per Kg
221	Dry Figs	Per Kg
222	Dry Ginger (Sounthi)	Per Kg
223	Dry Ginger powder	Per Kg
224	Dry Mushroom	Per Kg
225	Dry Yeast	Kg
226	Dry ice	Kg
227	Eggless cakemix (DAVAS)1kg	Per Pkt
228	Eggless cakemix (Tropolite) 1kg	Per Pkt
229	Enno Lemon Pouch	Per Pc
230	Essence Green Mango (Bush)20ml	Per Bot
231	Essence Green Mango (Flying Bird)20ml	Per Bot
232	Essence Lemon (Bush)20ml	Per Bot
233	Essence Lemon (Flying Bird)20ml	Per Bot
234	Essence Mixed Fruit (Bush)500ml	Per Bot
235	Essence Mixed Fruit (Flying Bird)20ml	Per Bot
236	Essence Orange (Bush)-20ml	Per Bot
237	Essence Orange (Bush)-500ml	Per Bot
238	Essence Orange (Flying Bird)20ml	Per Bot
239	Essence Pineapple (Bush)20ml	Per Bot
240	Essence Pineapple (Bush)500ml	Per Bot

241	Essence Pineapple (Flying Bird)20ml	Per Bot
242	Essence Vanilla (Bush)20ml	Per Bot
243	Essence Vanilla (Bush)500ml	Per Bot
244	Essence tonovin (Bush)500ml	Per Bot
245	Essence tonovin (Bush)20ml	Per Bot
246	Essence Vanilla (A to Z)20ml	Per Bot
247	Essence Vanilla (A to Z)500ml	Per Bot
248	Evereday milk pow 100 pouch	Per pkt
249	Fennel	Kg
250	Fenugreek	Kg
251	Fish Masala MDH-100gm	per pkt
252	Food Colour Liquid (All type) Bush	20 ml
253	Food Colour Powder (All type) Bush	100 gms
254	French Fry-2.5 Kg	Per Pkt
255	French Fry-1 Kg	Per Pkt
256	French Fry-500 gm	Per Pkt
257	Fried Almond 200gms	Per pkt
258	Fried Boondi	500 gms
259	Fried Cashewnut	100 gms
260	Fried Seu-500gm	Per Pkt
261	Fried Chhena ball	Kg
262	Fruit Cocktail Frutins	800 gms
263	Fruit Glaze Tropolite 1 kg	1jar
264	Fruit Glaze Mala 1 kg	1jar
265	Fruit Juice Blueberry/Pomogranet/Grapes Real	Ltr
266	Fruit Juice Guava/Litchi/Mixed Real	Ltr
267	Fruit Juice Guava/Litchi/Mixed Tropicana	Ltr
268	Fruit Juice Orange/Mango Real	Ltr
269	Fruit Juice Orange/Mango Tropicana	Ltr
270	Fruit Filling	Per kg
271	Fruiti 180ml	Per Pc
272	Maza 180ml	Per Pc
273	Fusil Pasta 400gm	per pkt
274	Garam Masala MDH	100 gms
275	Garam Masala Ruchi	100 gms

276	Gelatine	Per 50gm
277	Gelatine Sheet	250gm
278	Ghee (Durga)200gm	Per Pkt
279	Ghee (Durga)-500gm	Per Pkt
280	Ghee (Durga) 1000gm	Per Pkt
281	Ghee (Devi)200gm	Per Pkt
282	Ghee (Devi)-500gm	Per Pkt
283	Ghee (Devi) 1000gm	Per Pkt
284	Gherkin (350-400gm)	Per Bot
285	Glucose Powder-500gm	Per pkt
286	Gluten Powder-500gm	Per Bot
287	Green Curry Sauce Thai	1 Bot
288	Green Gram (Moong) Dal	per kg
289	Green Gram Whole (Moong)	per kg
290	Green Olives 500 ml (Delmonte)	bot
291	Green Pista	Per Kg
292	Frozen Green Peas - Safal	5 Kg Pkt
293	Frozen Green Peas - Safal	1 Kg Pkt
294	Frozen Green Peas - Safal	500 gm Pkt
295	Frozen Sweet Corn - Safal	1 Kg Pkt
296	Frozen Sweet Corn - Safal	500 gm Pkt
297	Gul Khand-400gm	Per pkt
298	Hing Everest 100gm	Per Bot
299	Hing everest -50gm	Per Bot
300	Hing Ramdev -100gm	Per Bot
301	Hing Ramdev -50gm	Per Bot
302	Hoisin Sauce 60ml	Per Bot
303	Honey (Dabur) 1000ml	Per Bot
304	Honey (Dabur) 250ml	Per Bot
305	Honey (Dabur) 500ml	Per Bot
306	Honey (Dabur) 50ml	Per Bot
307	HP Sauce -250ml	Per Bot
308	Icing Sugar	Per Kg
309	Jaggery	Per Kg
310	Jal Jeera MDH -100gm	Per Pkt

311	Jam Mixed Fruit Kissan -500gm	Per Bot
312	Jam Pineapple Kissan -500ml	Per Bot
313	Juani Seed	Per Kg
314	Kabab Chinni	Per Kg
315	Kabul Channa Dolar	Per Kg
316	Kalpasi	Per Kg
317	Kashmiri Mirch Powder MDH-100m	Per Pkt
318	Kasturi Methi (MDH) -50gm	Per Pkt
319	Kewra Water Dabur -200ml	Per bott
320	Lacchar	Per Kg
321	Lays @ 10.00	Per Pkt
322	Lays @ 20.00	Per Pkt
323	Lentil Dal (Masoor dal)	Per Kg
324	Liquid Glucose (Miyota)-500ml	Per bott
325	Macaroni 500gm	Per Pkt
326	Macaroni 1 kg	Per Pkt
327	Mace	Per Kg
328	Maida	Per Kg
329	Maida Raggi	Per Kg
330	Makhana	Per Kg
331	Margarine GSM Classic-15Kg	Per Box
332	Margarine (Lily life)-15kg	Per Box
333	Mascarpone Chesses (Mooz)150gm	Per Pkt
334	Mascarpone Chesses (Mooz)-600gm	Per Pkt
335	Mayonnaise Eggless Del Monte-kg	Per Pkt
336	Meat Masala (MDH)-100gm	Per Pkt
337	Meat Masala Everest -100gm	Per Pkt
338	Milk Maid Nestle-400ml	Per Tin
339	Milk Maid Nestle-200ml	Per Tin
340	Mineral Water - Bislery -300ml	Per Bot
341	Mineral Water - Bislery -500ml	Per Bot
342	Mineral Water - Bislery -1lt	Per Bot
343	Mineral Water - Kinley-500ml	Per Bot
344	Mineral Water - Kinley-1lt	Per Bot
345	Mineral Water - Kinley-500ml	Per Bot

346	Mineral Water - Kinley-300ml	Per Bot
347	Mitha Attar Prime 15 ml	Per Bot
348	Mitha Attar Prime 30 ml	Per Bot
349	Pickle Mixed (Priya/Prime)-1kg	Per Bot
350	Pickle Mixed (Priya/Prime)-500gm	Per Bot
351	Pickle Mixed (Priya/Prime)-5kg Jar	Per Jar
352	Pickle sweet mango nilon 5 kg	Per Jar
353	Pickle sweet mango nilon 1 kg	Per Bot
354	Pickle sweet mango nilon 500gm	Per Bot
355	Pickle sweet mango prime 5 kg	Per Jar
356	Pickle sweet mango prime 1 kg	Per Jar
357	Pickle sweet mango prime 500gm	Per Jar
358	Maggi Masala @5	Per pkt
359	Maggi Masala 100gm	Per pkt
360	Mixture Ganthia-500gm	Per pkt
361	Mustard Oil - Engine-1l	Per Pkt
362	Mustard Oil - Double harin -1lt	Per Pkt
363	Mustard Powder - weikfield-100gm	Per Bott
364	Mustard Sauce - Prime	200 ml
365	Mustard Sauce Kasundi	700 gms
366	Mustard Seed - Gruhasti-100gm	Per Pkt
367	Mustard Seed - Ruchi-100gm	Per Pkt
368	Nadi	Per Kg
369	Noodles - Prime-1kg	Per Pkt
370	Nutmeg	Per Pc
371	Oats	Per Kg
372	Olive Oil Figaro Extra Virgin-250ml	Per Bot
373	Olive Oil Figaro Extra Virgin-500ml	Per Bot
374	Olive Oil Bertolli -500ml	Per Bot
375	Olive Oil Borges-500ml	Per Bot
376	Olive Oil Borges-250ml	Per Bot
377	Oregano 30 to 50 gm	Per Bot
378	Oyster Sauce 500ml	1 bot
379	Panch Phutan - Grihasthi 100gm	per pkt
380	Panch Phutan - Ruchi-100gm	per pkt

381	Paneer Masala MDH-100gm	per pkt
382	Papad Lizat 200gm	per pkt
383	Papad Sriram -900gm	per pkt
384	Papad Sriram -400gm	per pkt
385	Papad Sagu -200gm	per pkt
386	Paper Napkin Soft Quality	100 pcs
387	Paper Napkin Soft Quality for VIP	100 pcs
388	Paprika powder-100gm	per pkt
389	Parmesan Cheese-1kg	per pkt
390	Pasta Penne (Delmonte)500gm	per pkt
391	Peanut	Per Kg
392	Peanut Butter	Per Kg
393	Black Pepper Corn Whole	Per Kg
394	Pineapple Slice Kissan-800ml	Per TIn
395	Pineapple Slice(DelMonte)-800ml	Per TIn
396	Pineapple Slice(Druk) -800ml	Per TIn
397	Pine-Nut	Per Kg
398	Poppy Seed (Gruhasti)100gm	per pkt
399	Poppy Seed (Ruchi)100gm	per pkt
400	Poha (Chuda)	Per Kg
401	Rasin Golden	Per Kg
402	Rajma Chitra Taj Brand -500gm	per pkt
403	Rajma Red	Per Kg
404	Raspberry compote (Mala's) 750ml	per Bot
405	Red Chilli (Whole)	Per Kg
406	Red Chilli Powder Gruhasti-100gm	Per Pkt
407	Red Chilli Powder Ruchi -100gm	Per Pkt
408	Red Curry Sauce Thai	Per Bot
409	Red Chilli Sauce 200ml	Per Bot
410	Red Chilli Sauce 500ml	Per Bot
411	Refined oil Fortune Sunflower 15lt	Per Jar
412	Refined oil Sun Drop SunFlower-15lt	Per Jar
413	Refined oil Freedom Sun Flower-15lt	Per Jar
414	Refined oil Fortune Sunflower 1lt	Per Pkt
415	Refined oil Freedom SunFlower-1lt	Per Pkt

416	Refined oil Sun drop Sun Flower-1lt	Per Pkt
417	Refined oil Sweekar Sunflower 15lt	Per Jar
418	Rice Basumati (Kheri)	per Kg
419	Rice Broken	per Kg
420	Rice brown	per Kg
421	Rice Gobinda bhog	per Kg
422	Rice Flour	Per Kg
423	Rice HMT Kashmir Kesar-25kg	Per Pkt
424	Rice HMT Kaspar-25kg	Per Pkt
425	Rice Kohinoor Extra long Gold 1kg	Per Pkt
426	Rice Kohinoor Extra long Gold -25kg	Per Pkt
427	Rice Kohinoor Royale-1kg	Per Pkt
428	Rice Kohinoor Royale-5kg	Per Pkt
429	Rice Kohinoor Royale-25kg	Per Pkt
430	Rice Kohinoor Trophy Gold -1kg	Per Pkt
431	Rice Kohinoor Trophy Gold -5kg	Per Pkt
432	Rice Kohinoor Trophy Gold -5kg	Per Pkt
433	Rice Long Grain Ordinary	Per Kg
434	Rice Long Grain DD	Per Kg
435	Rice Long Grain Dunar	Per Kg
436	Rice Noodles 200gm	per pkt
437	Rice Parboiled Usuna	Per Kg
438	Rice Raj Bhog	Per Kg
439	Rice Wine -1lt	Per Bot
440	Rich cream (Delight) -1lt (Wipped Cream)	Per Pkt
441	Rich cream (Tropolite) -1lt	Per Pkt
442	Ricotta Cheese-400gm	Per Pkt
443	Roasted Chana Dal	per kg
444	Roasted Peanut	per kg
445	Rose Merry 18 gm	Per Bot
446	Rose Water (Dabur)-225ml	per Bot
447	Rye Flour	Per Kg
448	Saffron everest -1gm	Per Pkt
449	Saffron everest -Half gm	Per Pkt
450	Sagoo	Per Kg

451	Sahi jeera	per kg
452	Sahi Mirch	per kg
453	Salad Oil National -500ml	Per Bott
454	Salad Oil Prime-500ml	Per Bott
455	Salt Tata-1kg	Per Pkt
456	Salted cashewnut 100gm	Per Pkt
457	Salted Almond 100gm	Per Pkt
458	Sambar Powder MDH 100gm	Per Pkt
459	Sambar Powder Ruchi-100gm	Per Pkt
460	Saunf (Green) Chakresh 100gm	Per Pkt
461	Seasoning Sauce Maggi-200ml	Per Bot
462	Semolina (Suji)	per Kg
463	Silver Ball-500gm	Per Pkt
464	Silver Paper Edible	Per Pkt
465	Sodium Carbonate - (Ruchi)-100gm	Per Pkt
466	Soda kinly 500ml	Per Bot
467	Soft Drink Slice 1.25lt	Per Bot
468	Soft Drink Slice 1.7 lt	Per Bot
469	Soft Drink (All type)2.25lt	Per Bot
470	Soft Drink (All type) 1.25lt	Per Bot
471	Soft Drink Mazza 1.2lt	Per Bot
472	Solid Fuel SmallTin (200ml)	per Pc
473	Soya Chunks (Nutrela)1 kg	Per Pkt
474	Soya Sauce Prime 700ml	Per Bot
475	Soya Sauce Seong Cheong 700ml	Per Bot
476	Spagheti Licia (Delmonte)-500gm	Per Pkt
477	Spring Roll Sheet	Per Pkt
478	Spring Roll Sheet 10 inch	Per Pkt
479	Spring Roll Sheet 7 inch	Per Pkt
480	Sqaush Grapes Kissan-500ml	Per Bot
481	Sqaush Lemon (Kissan)-500ml	Per Bot
482	Sqaush Mango (Kissan)-500ml	Per Bot
483	Sqaush Orange (Kissan)-500ml	Per Bot
484	Sqaush PineApple (Kissan)-500ml	Per Bot
485	Star Anise	Per kg

486	Stuffed Olives -400gm	Per Bot
487	Sugar Sachet-100pc	Per Pkt
488	Sugar Ball Golden250gm	Per Pkt
489	Sugar Ball Silver-250gm	Per Pkt
490	Sugar Candy	per kg
491	Sugar Cube -500gm	Per Pkt
492	Sugar free (Gold) 300 Tablet	Per Box
493	Sugar free (Gold) 500 Tablet	Per Box
494	Sugar Free Sachet-100pc	Per Pkt
495	Sugar-Big grain	per kg
496	Sultana	per kg
497	Sweat Chhena jhili	per pc
498	Sweat Chhena poda	per kg
499	Sweat Golab jammun	per pc
500	Sweat Rasabali	per pc
501	Sweat Soump-100gm	Per Pkt
502	Sweet corn Cream Style(Frutin's)-440gm	Per Tin
503	Sweet corn Dippy's-440gm	Per Tin
504	Sweet corn Morten-440gm	Per Tin
505	Szechwan Chilli	1pkt
506	Szechwan Sauce	1 bot
507	Tandoor Chicken Masala MDH 100gm	per pkt
508	Taragun	Kg
509	Tata Tea Dust -250gm Red label	per pkt
510	Tea Lipton Green Tea 25 tea bags	Box
511	Tea Twinings Green Tea 25 tea bags	Box
512	Tea Brook Bond Red Label-1kg	Per Pkt
513	Tea Brook Bond Red Label-500gm	Per Pkt
514	Tea Green Tetley 25 bags	Per Box
515	Tea Lipton Green Label (Darjeeling)-250gm	Per Box
516	Tea TajMahal 200 bags	Per Box
517	Tea TajMahal 100 bags	Per Box
518	Tea Tata Dust Premium-100gm	per pkt
519	Tea Tata Gold Half dust-250gm	per pkt
520	Tea Tata Premium-250gm	per pkt

521	Thyme Keya-13gm	Per Bot
522	Thyme Keya-27gm	Per Bot
523	Til Seed Black	Per Kg
524	Til Seed White	Per Kg
525	Til oil for cooking	per ltr
526	Tobosco Sauce-60ml	Per Bot
527	Tomato Ketchup Kissan -1kg	Per Bot
528	Tomato Ketchup Maggi-1kg	Per Bot
529	Tomato Puree (Druk)800gm	Per Tin
530	Tomato Puree (Morton)-800gm	Per Tin
531	Tomato Sauce Prime 1 kg	Per Bot
532	Tomato Sauce Pouch kissan 1kg	Per Pc
533	Tomato Sauce Pouch maggi 1kg	Per Pc
534	Tooth picks Wooden	Per Pkt
535	Tuna Fish	Per Tin
536	Turmeric Powder - Gruhasti-100gm	Per Pkt
537	Turmeric Powder - Gruhasti-500gm	Per Pkt
538	Turmeric Powder - Ruchi-100gm	Per Pkt
539	Turmeric Powder - Ruchi-500gm	Per Pkt
540	Tuty Fruity	Per Kg
541	Un Salted Butter-500gm	Per Pkt
542	Umbrella Straw	per pkt
543	Straw Black	per pkt
544	Vermiceli Bambino-400gm	Per Pkt
545	Vermiceli Bambino-875gm	Per Pkt
546	Vermiceli MTR-400gm	Per Pkt
547	Vermiceli MTR-875gm	Per Pkt
548	Vinegar National 700ml	Per Bot
549	Vinegar Prime-700ml	Per Bot
550	Walnut-250gm	Per Pkt
551	Walnut-500gm	Per Pkt
552	Wheat 1 kg	Per Kg
553	Wheat 5 kg	Per Kg
554	White Butter-1kg	Per Pkt
555	White Chocolate Morde-500gm	Per Pkt

556	White Chocolate Slab Amul WCH 28 500gm	Per Pkt
557	White compound CO W33 MORDE 400GM	Per Pkt
558	White compound D 15 MORDE 500GM	Per Pkt
559	White Peas Dry	Per Kg
560	White Pepper Powder-Williams170gm	Per Bot
561	Worcestershire Sauce-Prime 650gm	Per Bot
562	Yeast Deccan-500gm	Per Pkt
563	Yeast Tower -500gm	Per Pkt
564	Yellow Mustard seeds	Per Kg
565	Somosa	per pc
566	Jalebe	per pc
567	Bada	per pc
568	Pampidi	Per kg
569	Packing Try	per pc
570	Pumpkin Seed	Per kg
571	Rice Ada 250gm	Per Pkt
572	Prunes 200gm	Per Pkt
573	Orange peel	Per kg
574	Black Currant	Per kg
575	Risotto Rice	Per kg
576	Sataystick	Per Pkt
577	Rawa Suji 500gm	Per Pkt
578	Idli Suji 500gm	Per Pkt
579	Coconut Cream 400ml	tin
580	Coconut Cream 250ml	Per Pkt
581	Chia Seed 200gm	Per Pkt
582	Cheder Cheese	Per kg

SECTION IV
TECHNICAL BID

Sl no	Description	Remarks (Yes (Y), No(N), Not Applicable (NA) (√ Tick whichever is applicable)		
		Y	N	NA
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) 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 FY 2021-2022			
7	Trade license true copy (attested by gazette officer) to be submitted along with the tender form.			
8	Registration and Licence certificate under the Food Safety & Standard Act 2006 and Rules 2011 from Food Safety Officer, Municipal Corporation will be given preference.			
9	Self-Attested Photo copy of Original "Power of Attorney" in case person other than the tenderer has signed the tender documents			
10	Photo copy of "Partnership Deed" duly registered, if applicable			
11	copy of Declaration of Non - tampering of relevant document required for tender duly filled and signed. Annexure-A			
12	copy of Declaration for Downloading the tender Document duly filled in and signed vide Annexure-C.			
13	copy of Bid form duly filled and signed. Annexure-D			
14	copy of Clause by clause compliance duly filled in and signed. Annexure-B			
15	copy of the Check list duly filled in			
16	Bidder Profile			
17	copy of Undertaking regarding genuineness of the documents/information submitted duly filled in and signed. Annexure-E			
18	Firm registration, in case of partnership firm			
19	The bidder must have a minimum 3 years experience in supply & management of raw materials to support F&B operations in a Hotel / Institute or Catering services. The bidder shall furnish the details of supporting documents in the form of Work orders or Contract copies.			

Forwarding Letter

(To be submitted in the letter head)

To
The Principal
Institute of Hotel Management
Catering Technology & Applied Nutrition
Veer Surendrasai Nagar
Bhubaneswar-751010

Sub: Supply of (Name of Work)

Sir,

I hereby offer my rates to supply the raw materials to the Institute of Hotel Management Catering Technology & Applied Nutrition, Veer Surendrasai Nagar, Bhubaneswar-751010 commencing from 1st July 2023 to 30th June2024, 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/NEFT/RTGS/MSME/NSIC No.....Dt.....Rs.....
(Earnest Money)

DD/NEFT/RTGS/MSME/NSIC 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-751010

.....
(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 Vegetables/groceries/Non.veg like meat, fish, chicken etc.
 - 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)
- Place
Date- Signature of the Tenderer with seal

ANNEXURE-A

Declaration of Non tampering of tender document

I,Sri/Smt/M/s_____

(authorized signatory) hereby declare that the tender document submitted has been downloaded from the website “<http://www.ihmbhubaneswar.org>” or **www.tenderwizard.com/IHM** and I have checked up that no page is missing and all pages as per the index are available and no addition/deletion/correction/tampering has been made in the tender document. In case at any stage, it is found that any addition / deletion / correction has been made, IHM Bhubaneswar shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Place:_____

Date:_____

Signature of bidder/Authorized Signatory

Name _____

Seal of the bidder:

ANNEXURE-B

DECLARATION OF CLAUSE BY CLAUSE COMPLIANCE

I _____

(authorized signatory) hereby declare that I shall comply with all the terms and conditions of the tender documents as out lined in all the clauses unconditionally.

Place : _____

Signature of the Tenderer :

Date: _____

Name of the Tenderer

ANNEXURE-C

Declaration for Downloading the tender Document.

I _____

(authorized signatory) hereby declare that the tender document submitted has been downloaded from the website **www.ihmbbsr.org** or **www.tenderwizard.com/IHM** and no addition/deletion/correction has been made in the entire tender document. In case at any stage, it is found that the information given above is false / incorrect, IHM Bhubaneswar shall have the absolute right to take any action as deemed fit without any prior intimation.

Date: _____

Signature of Tenderer _____

Place: _____

Name of Tenderer _____

(Along with date & Seal)

ANNEXURE-D BID FORM

**To
The Principal
Institute of Hotel Management
Catering Technology & Applied Nutrition
Veer Surendrasai Nagar
Bhubaneswar-751010**

Dear Sir,

1) Having the conditions of contract and services to be provided the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide the same in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.

2) We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.

3) If our Bid is accepted, we will obtain the guarantees of a Nationalized/ Scheduled Bank for a sum not exceeding the Cost of specified Performance Bank Guarantee of the contract sum for the due performance of the Contract.

4) We agree to abide by this Bid for a period of **one year** from the date fixed for Bid opening and it shall remain binding upon us and may be accepted to any time before the expiration of that period.

5) Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

6) Bid submitted by us is properly verified and prepared so as to prevent any subsequent replacement. We understand that you are not bound to accept the lowest or any bid, you may receive.

7) We understand that the Bid document so submitted is the true copy of IHM Bhubaneswar tender documents available on the IHM Bhubaneswar website www.tenderwizard.com/IHM. Any deviation will result in the rejection of the bid.

a. Date (DD/MM/YYYY) : _____

b. Signature of (Bidder or authorized signatory): _____

c. Name (Bidder or authorized signatory) : _____

d. Duly authorized to sign the bid for and on behalf of bidder _____

(In case of authorization)

e. Witness

f. Address

ANNEXURE-E

UNDERTAKING REGARDING GENUINENESS OF THE DOCUMENTS/INFORMATION SUBMITTED.

I, Shri/Smt
Son/Daughter of Shri do hereby
undertake that all the documents / certificates submitted by me with this tender
..... (Name of
Work) are true and are exact copies of the original documents/certificates are available with
me. I further undertake that if at any time any information furnished in the documents /
certificates submitted by me are found to be false, IHM Bhubaneswar will have every right
to take suitable action against me including forfeiture of my EMD/ Performance Security
Deposit, termination of my contact agreement and/or black-listing of my contract as deemed
fit.

Place:

Signature of tenderer /Authorised signatory

Date:

Name & Seal of the tenderer

TENDER FORM

**ANNUAL CONTRACT
(01.07.2023 to 30.06.2024)**

SECTION- B

**VEGETABLES, FRUITS,
MILK AND MILK
PRODUCTS**

SECTION-I

INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION
V.S.S. NAGAR , BHUBANESWAR-751010
Tel No.(0674) 2589241, website-www.ihmbbs.org

NOTICE INVITING E-TENDER

2. Sec-B:- VEGETABLES, FRUITS, MILK AND MILK PRODUCTS.

1.On behalf of IHM, Bhubaneswar e-Tender (Open tender) is invited on two stage bidding system 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/2023-24/098 Dated :24-04-2023
2	Tender item	For supply/contract of the following items for a period of one year(1 st July 2023 to 30th June 2024). VEGETABLES, FRUITS, MILK AND MILK PRODUCTS
3	Cost of tender paper	The cost of Bid security and cost of Tender paper as in section-II to be paid through online Banking/ RTGS / NEFT / DD/ MSME OR NSIC are exemption from Tender paper cost & EMD as per the Section-I, Para 2(b)
4	Cost of Tender document	Rs 1000/-
5	EMD	Rs 5000/-
6	Tender Processing Fee	Rs 2124/- (Through online Credit card/ Debit Card/ Net Banking)

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 and/ or e-Tender Portal and/or newspapers IHM Bhubaneswar is the final authority to accept or reject the tender bids.

2a) The Tender document can be downloaded from the website: www.tenderwizard.com/IHM & www.ihmbbsr.org and to be submitted in e-format. Cost of Tender Document and Earnest Money Deposit (EMD) have to be submitted as per following details given in Para 2(b).

(b) The cost of EMD and 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

- 2(c) The scanned copies of the (MSME / NSIC Certificate) Or E-Payment receipt towards EMD/BID security, Cost of bid document have to be uploaded in the e-Tender Portal of M/sITI i.e www.tenderwizard.com/IHM.
- 2(d) Amendments, if any, to the tender document will be notified in the above website as and when such amendments are made. It is the sole responsibility of the bidders who have downloaded the tender document from the website to keep themselves abreast of such amendments before submitting the tender document.
- 3(a) Intending bidders are requested to register themselves with M/s. ITI Limited through the website www.tenderwizard.com/IHM for obtaining user-id, Digital Signature etc., by paying Vendor registration fee and processing fee for participating in the above mentioned tender.
- 3(b) IHM Bhubaneswar has decided to use the process of e-tendering for inviting this tender and thus the physical copy of the tender would not be sold.
- 3(c) The bidders shall furnish a declaration that no addition / deletion / corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on Web-site (www.tenderwizard.com/IHM) .
- 3(d) 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.
- 4(a) The bidder should have **experience**
- 4(b) The documents as listed out in Section IV must be uploaded in the E-Tender Portal.
- 5(a) IHM Bhubaneswar has adopted e-tendering process which offers a unique facility for Public Online “Tender Opening Event (TOE) “. IHM BHUBANESWAR’s Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. However, if required, bidders or their authorized representatives can attend the Tender Opening Event in IHM Bhubaneswar where IHM Bhubaneswar Tender Opening Officers would be conducting Public Online Tender Opening Event (TOE).
- 5(b) **Eligibility criteria: The bidder must have the following eligibility to participate in tender:**
1. Bidder must have a registered in India as a company /Firm/Society/Trust and must have registration certificate under relevant act / rule of the State or Central Government
 2. The bidder must have a registered / operating office in Bhubaneswar
 3. Bidder must have a valid Office & Shop/ Trade License (Provide a copy of the License)
 4. Bidder must have a GSTIN registration, PAN and labour registration certificates. (Please provide all photocopies of the licenses)
 5. The bidder must have a minimum 3 years experience in supply & management of raw materials to support F&B operations in a Hotel / Institute or Catering services. The bidder shall furnish the details of supporting documents in the form of Work orders or Contract copies.
 6. The bidder applying should have a minimum average annual turnover of Rs. 50 lakh per year during the last 3 financial years.
 7. The bidder must have a Centralized Store or Warehouse facility for storing raw materials in Bhubaneswar along with dedicated transport vehicles to undertake logistic support. (Provide Lease or rental agreements / Trade Licenses and transport vehicles RC copies).
 8. **Separate DD / NEFT/RTGS/MSME/NSIC of Rs.1000/- 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.
 9. Party quoting the rates must be prepared to supply items even if only a part of the section for which their quoting as accepted for the purpose of supply by the parties concerned. If any one fails to accept this condition after quoting the rates the earnest money will forfeited.
 10. While quoting rates the parties must quote for the exact unit/weight mentioned in the tender paper.
 11. Copy of Trade license true to be submitted along with the tender form.
 12. Xerox copies of PAN certificate, Income Tax Return filing Last Year i.e AY 2021-2022 GSTIN Registration and Clearance certificate(last year) to be submitted along with the tender form.

13. The amount of security will be 5% as per total price quoted by the bidders. The security is to be deposited by bank draft.
14. On acceptance of tender, the earnest money will be treated as a part of the security deposit. **Both the security deposit & earnest money will carry no interest.**
(Note. MSME /NSIC Bidders should pay all security deposit amount in the form of DD)
15. Wherever brand and quantity of any article sealed is not mentioned in the tender form, the details of such article are to be mentioned by the tenderer in the remarks column.
16. Article to be supplied strictly in time as briefed day to day.
17. Parties must supply as per specification mentioned in the tender paper.
18. 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.
19. **Discontinuance of supply of raw materials before the contract period will lead to forfeit of the security deposit is bound.**
20. **The Institute not to accept lowest or to give any reason for the decisions.**
21. **The rate will be for one year, request for enhance of rate during the contract period will not be considered at any cost.**
22. The undersigned reserves the right to cancel any or all the tenders without assigning any reason.
23. Rates for all items carrying printed MRP should be quoted in terms of percentage of discount on the MRP printed on each item.
24. Any paper related to tender should be provided as and when required by the Institute.
25. The purchase requisition shall be collected from the store keeper two days in advance between 4.00pm to 5.00pm on every working day. Any items that the contractor is not able to supply must intimate the store keeper after searching in the market at least 24 hours/one day before scheduled time of date of supply(9am of date of supply).
- 19 Consequent failure to supply all the items agreed to supply shall entail 5% reduction of the total bill for that day without any prejudice to clause 20.
- 25 **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 contractors payment with intimation and issue of copy of purchase bills.**
- 26 **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.**
- 27 Registration and Licence certificate under the Food Safety & Standard Act 2006 and Rules 2011 from Food Safety Officer, Municipal Corporation will be given preference.
- 28 Payment will be made fortnightly.
- 29 **Office must situate at Bhubaneswar location only.**

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.

- A) Incomplete, ambiguous, Conditional tender bids are liable to be rejected.
- B) IHM Bhubaneswar reserves the right to accept or reject any or all tender bids without assigning any reason and is not bound to accept the lowest tender.
- C) All documents submitted in the bid offer should be preferably in English. In case the certificate viz., experience, registration etc. is issued in any language other than English, the bidder shall attach an English translation of the same duly attested by the bidder & the translator in addition to the relevant certificate. All computer generated documents should be duly signed by the bidder.

Sd/-
Principal

SECTION-II

INSTRUCTIONS TO BIDDERS & GENERAL CONDITIONS OF TENDER

1. TERMS:

- 1(a) "IHM Bhubaneswar" or "The Tendering Authority"
- 1(b) "The Bidder" means the individual or firm who participates in this tender & submits its bid.
- 1(c) "The Work Order" means the order placed by the IHM on the Bidder signed by the respective controlling officer of IHM including all attachments & appendices thereto and all document incorporated by reference therein. The work shall be deemed as "Contract" appearing in the document.
- 1(d) "The Contract Price" means the price payable to the bidder under the work order for full & proper performance of its contractual obligations.
- 1(e) "E-Tender Portal" means the website "www.tenderwizard.com/IHM" of M/s ITI Limited who is providing e-Tendering solution to IHM Bhubaneswar.
- 1(f) "ETS" means the Electronic Tendering System through the e-Tender Portal.

- 3. **VALIDITY OF BID:** The validity of bid period is 11 months from the last date of submission of the bid.
- 4. The conditional and incomplete tenders are liable for rejection.
- 5. The IHM, Bhubaneswar reserves the right to reject one or all of the tenders without assigning any reason thereof.
- 6. The near relative of employees of IHM Bhubaneswar, if participating in this tender must declare the full particulars of their near relatives employed in IHM BHUBANESWAR (either directly recruited or on deputation). The near relatives for this purpose are defined as, a) Members of Hindu undivided family. b) They are husband & wife, c) The one related to other in the manner as father, mother, son(s) & son's wife (daughter-in-law), daughter(s) & daughter's husband (son in law), brother(s) & brother's wife, sister(s) & sister's husband (brother-in-law).

7. 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.

- 8. In case of any dispute arising out of the contract between the two contracting parties, the decision of the Principal, IHM Bhubaneswar shall be final and binding.
- 9. The IHM Bhubaneswar reserves the rights to increase/decrease or delete the scope of work without assigning any reason.

10. 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.

11. COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of the bid. IHM Bhubaneswar in no case be responsible for these costs regardless of the conduct or outcome of the bidding process.

12. DOCUMENTS TO BE SUBMITTED FOR BID

- a. The details of documents to be submitted through online in e-Tender Portal are as detailed at **Section IV**. If any one of the above items required to be submitted along with the Technical bid is found wanting, the offer is liable to be rejected at that stage.
- b. Documents in original should be submitted for verification if required by the Tendering Authority.
- c. The bidder will verify the genuineness and correctness of all documents and certificates including experiences/performance certificates, submitted by the bidder or any other firm /associates before submitting them in the bid. The onus of proving genuineness of the submitted documents would rest with the bidder.
- d. As per the requirement of the tender's condition, if any documents/paper/certificate submitted by the bidder is found to be false/fabricated/tampered /manipulated at any stage during bid evaluation or after award of contract, then the bid security (EMD/PBG) of the bidder would be forfeited and the bidder would be disqualified from the tender. Action would be taken for banning of business dealing with the defaulting firm. In case contract has already been awarded to the bidder, then PBG would be forfeited and the contract would be rescinded/ annulled and IHM Bhubaneswar would be at liberty to procure the services from any other source at the risk and cost of the defaulting bidder. Action would also be taken for banning business dealing with the defaulting firm.

13. AMENDMENT TO BID DOCUMENT

- (a) At any time, prior to the date of submission of bid, tendering authority may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments.
- (b) The amendments shall be notified in the E-Tender Portal and these amendments will be binding on them.
- (c) In order to afford prospective bidders reasonable time to take the amendments into account in preparing their bids, the Tendering authority may, at its discretion, extend the deadline suitably for the submission of bids.
- (d) It is the sole responsibility of the bidder to confirm from the E-Tender Portal and/or from the following contacts regarding amendments, if any, or any other clarifications before uploading of the tender document ITI Tender Wizard Help Desk Contact Shri Sanjeeb Mahapatra, Mob-07377708585, 011-49424365 email id: twhelpdesk404@gmail.com,

14. PREPARATION OF BID DOCUMENTS – TECHNICAL BID & FINANCIAL BID

It is a two bid system and the bid prepared by the bidder shall comprise Technical Bid and Financial Bid

15. BID FORMS

The bidder shall fill in the tender document in all respects, sign on all pages along with seal of the firm if any and upload required scanned documents as per **section-III** of the same in e-Tender Portal.

16. BID PRICE

The bidder shall quote rates in FINANCIAL BID given in **Section III**.

17. COMPLIANCE

The bidder should ensure unconditional clause- by – clause compliance with all the terms and conditions

18. A. BID SECURITY/EMD

- (a) The bidder must deposit the amount for bid security/EMD as stated in Section I para 2b
- (b) The Bid security of unsuccessful bidder will be discharged / returned as early as possible .

- (c) A BID WITHOUT BID SECURITY/ BID SECURITY WITH OUT BID SHALL BE TREATED AS NON-RESPONSIVE AND SHALL BE REJECTED BY THE TENDERING AUTHORITY.

B. FORFEITURE OF BID SECURITY/EMD. The Bid Security/EMD may be forfeited

- (a) If the successful bidder backs out to accept the tender and/or does not deposit the performance security or (b) The successful bidder does not come for execution of agreement after deposit of performance security deposit within the scheduled time.
- (c) Withdraws his bid during the period of bid validity specified by the bidder in the bid form;

19. FORMAT AND SIGNING OF BID

- (a) The bid shall contain no interlineations, erasures or overwriting, except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the persons signing the bid.
- (b) The over writing / erasures in the bid made by the bidder shall be signed by the person signing the bid.
- (c) The letter of authorization shall be indicated by written power-of-attorney, if any, accompanying the bid. All pages of the original bid, except for un-amended printed literatures, shall be signed by the person or persons signing the bid.

20. PREPARATION & SUBMISSION OF BIDS:

I) Contents of the Bid:

The bid contains three parts –

Part A: The scanned copies of the Payment of Cost of Tender paper and EMD through online /NEFT / RTGS & Power of attorney (If applicable) have to be uploaded in the e-Tender Portal of M/s ITI.

Part B: The Second part relates to uploading of scanned documents required for Technical Bid as per **Section III** in the appropriate place of the e-Tender Portal.

Part C: The third part relates to uploading of Financial Bid containing the Price schedule in excel format filled carefully in the appropriate place of the e-Tender Portal.

II. Submission of the Bid:

- a. All the clauses of the bids must be complied with and price bids must be quoted online by the bidders before the locking/closing time of the bid as scheduled..
- b. Scanned documents wherever necessary are to be uploaded in the appropriate places of the e-tender portal.
- c. The bidder shall submit a set of entire document signed in all pages, downloaded from e-Tender Portal against each individual bid before signing of the agreement.
- d. The Bidder can bid through the user-id allotted to him by M/s ITI in e-Tender Portal along with requisite Earnest Money Deposit (EMD) and cost of Tender Paper.
- e. If any one of the document required to be submitted as referred to in **Section III** of this is found to be wanting, the concerned bid shall be rejected at the opening stage itself by the TEC of Technical Bid Evaluation.
- f. Wherever brand and quantity of any article sealed is not mentioned in the tender form, the details of such article are to be mentioned by the tenderer in the remarks column.
- g. The IHM Bhubaneswar may, at its discretion, extend the deadline for the submission of the bids by amending the bid document in accordance with NIT in which case all rights and obligations of the IHM BHUBANESWAR and bidders previously referred to the deadline will thereafter be subject to the extended deadline.

21. LATE BIDS, MODIFICATIONS AND WITHDRAWAL OF BIDS

- (a) After the Locking Time, no bidder can submit the bid.
- (b) The bidder may withdraw his bid after submission prior to the deadline prescribed for submission of bids. The bidder's withdrawal shall have to be online and digitally authenticated.
- (c) No bid shall be modified subsequent to the deadline for submission of bids as above

22. BID OPENING AND EVALUATION

- a) Financial bids & Technical bids shall be submitted by the bidder at the same time. The bids will be opened in two stages. The Tendering Authority will open the technical bids in the presence of bidders or their authorized representatives on the due date. The bidder or one of his authorized representatives shall be permitted to attend the bid opening. Authorization letter shall be submitted by the bidders before they are allowed to participate in bid opening. The bidders can view the opening details after the Tendering Authority opened them.
- (b) The date fixed for opening of bids, if subsequently declared as holiday by IHM Bhubaneswar, the revised date of schedule will be notified in the e-Tender Portal. However, in absence of such notification, the bids will be opened on the next working day, time remaining unaltered.
- (c) Technical bids will be evaluated by the Tendering Authority and after completion of the technical Evaluation; the eligible bidders list for the financial bid opening will be made available in the e-Tender Portal.
- (d) Opening date and time of Financial Bid will be notified in the e-Tender Portal after opening of the Technical Bid.

23. PLACE OF OPENING OF TENDER BIDS

Authorized representatives of bidders (i.e. vendor organization) can attend the Tender Opening Event (TOE) in the “IHM Bhubaneswar Office”, where IHM Bhubaneswar Tender Opening Officers would be conducting through online e-Tender in **Scheduled date & time**.

24. PRELIMINARY EVALUATION

- (a) Tendering authority shall evaluate the bids to determine whether they are complete in all respects, whether any computational errors have been made, whether required sureties have been furnished etc.
- (b) Prior to the detailed evaluation, the Tendering authority will determine the substantial responsiveness of each bid to the Bid documents.
- (c) For purposes of these clauses, a substantially responsive bid is one, which conforms, to all the terms and conditions of the Bid documents without any material deviation. The tendering authority's determination of bid's responsiveness shall be based on the contents of the bid itself without recourse of extrinsic evidence.
- (d) A bid, determined as substantially non-responsive will be rejected by the Tendering authority and shall not, subsequent to the bid opening, be made responsive by the bidder by correction of the non conformity. The tendering authority shall not be bound to show the reasons/causes of rejection of the bid.
- (e) The Tendering authority may waive any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any bidder.

25. EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS

- (a) The Tendering authority shall evaluate and determine as to whether the bid is substantially responsive or not as per above conditions.
- (b) Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the Tendering authority. If there is a discrepancy between words and figures, the amount in words shall prevail.
- (c) If the bidder does not accept the correction of the errors, his bid shall be rejected.

(d) Tendering authority may negotiate with L1 bidder

(e) EVALUATION METHODOLOGY

The selection the Bidder shall be in accordance with the Quality cum Cost Based Selection (QCBS) method. The weightage given to the Technical proposal score shall be 70% and the weightage given to the Financial proposal shall be 30%.			
The evaluation shall be done based on combined weightage for Technical (T) and Financial (P) scores. The weightage considered for Technical (T) and Financial (P) Proposals shall be: T = 70%, and P = 30%. Weightage shall be calculated maximum upto 4 decimal places.			
L1 = St x T% + Sf x P%.			
St = The technical score of the Bidder			
Sf = financial score of the Bidder			
Example:			
Technical Scores: If a bidder called (A) has quoted 80 marks, (B) quoted 70 marks and (C) quoted 75 marks, then 70% weightage mark for (A) shall be = $70 * 80 / 100 = 56$; (B) shall be $70 * 70 / 100 = 49$ and (C) shall be $70 * 75 / 100 = 52.50$			
Financial Scores: The financial score shall be calculated where the lowest bidder shall be given 100 mark and scores of all other bidders are normalized against this. $Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.			
Then 30% of 100 shall be considered for (A) and 30% of 50 shall be considered for (B) and 30% of 33.3 for (C). Detailed marking system is explained below:			

Description	Vendor A	Vendor B	Vendor C
Technical Mark	80	70	75
Financial Mark	2 Cr	4 Cr	6 Cr
Technical Weightage	56	49	52.50
Financial Weightage	30	15	9.9
Total weightage	86	64	62.40
Party selected	L1 bidder	L2 bidder	L3 bidder

SEC B: VEGETABLE, FRUITS, MILK AND MILK PRODUCTS ETC.

CRITERIA FOR EVALUATION

Evaluation of proposals shall be made at the IHM Bhubaneswar by the concerned authority. In the first stage, the technical proposal will be evaluated on the basis of bidders fulfillment of eligibility criteria. Only those bidders whose technical proposals becomes responsive based on the eligibility criteria, shall qualify for further detail technical evaluation for award of marks based on the following criteria.

Sl. #	Criteria	Specific Requirements	Marking	Max. Marks	Documentary Requirement
1	FINANCIAL STRENGTH	The bidder must have more than 50 Lakh Turnover at least for any two years in last three financial years. Rs. 50 lakh: 10 Marks More than Rs. 50 lakh to 1.5 Crore: 15 Marks More than Rs. 1.5 Crore : 20 Marks	10 20 30	30	Audited Balance Sheet and Profit & Loss Statements Certification by Chartered Accountant
2	WORK EXPERIENCE	Experince in providing raw material supply & management support services to reputed public or private institutions / hotels /Companies in the last 7 years prceding Tender due date > 3 Year > 4 years > 5 years and above	10 20 30	30	Work order / Agreement copies from the Insitution
3	WORKFORCE	The Bidder must have registered with ESI/PF authorities and must have minimum 20 persons enrolled in either EPF/ESIC shceme 20 Persons: 21 - 50 Persons: > 50 Persons:	10 15 20	20	Valid Certificate along with the return challan of EPF/ESI
5	SITE VIST	Site visit to the centralized store / Warehouse by the committee team	5	5	Storing procedures, SOP's for storing dry provisions, perishable goods, dedicated transport

			systems etc.
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26. CONTACTING THE TENDERING AUTHORITY

- (a) Subject to seeking clarifications on e-tendering and tender document, no bidder shall try to influence the Tendering authority on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.
- (b) Any effort by a bidder to influence the Tendering authority in the tendering authority's bid evaluation, bid comparison or contract award decisions shall result in the rejection of the bid.

Award of contract & Work:

- a) The IHM Bhubaneswar shall consider award of contract only to those eligible bidders whose offers have been found technically, commercially and financially responsive, eligible and accepted. Normally the bid of the tenderer who quote the lowest rate (as mentioned in financial bid) will be accepted.
- b) However the IHM Bhubaneswar reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders.
- c) The IHM Bhubaneswar reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contracts entered into with the IHM Bhubaneswar.

27. VALIDITY OF THE CONTRACT.

- i). The contract shall be **valid for Eleven Months** from the date of signing of the contract. He also reserves the right to cancel the contract at any time without assigning any reasons..

28. E-TENDERING INSTRUCTIONS TO BIDDERS

The instructions given below are ITI's e-tender portal centric and for e-tenders invited by the IHM Bhubaneswar.

A. General:

- a. Submission of Bids only through online process is mandatory for this Tender for conducting electronic tendering the Tendering Authority is using the e-Tender Portal (<https://www.tenderwizard.com/IHM>) of M/s ITI Limited, a Government of India Undertaking.
- b. For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the Electronic Tendering System (ETS.).
 - ii) It is advised that all the documents to be submitted (**Section III**) are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission. The Price bid may be downloaded and rates may be filled appropriately. This file may also be saved in a secret folder on your computer.
 - ii. While uploading the documents, it should be ensured that the file name should be the name of the document itself for easy pairing and scrutiny.

B. Tender Bidding Methodology:

It is a Two Stage bidding system–.

Financial bids & Technical bids shall be submitted by the bidder at the same time.

C. Broad outline of activities from Bidders perspective:

- a. Procure a Digital Signature Certificate (DSC)
- b. Register for Electronic Tendering System (ETS) in e-Tender Portal.
- c. Create Users and assign roles on ETS
- d. View Notice Inviting Tender (NIT) on ETS
- e. Download Official Copy of Tender Documents from ETS
- f. Clarification to Tender Documents on ETS – Query to IHM BHUBANESWAR (Optional)
- g. View response to queries posted by IHM Bhubaneswar, through addenda.
- h. Bid-Submission on ETS
- i. Attend Public Online Tender Opening Event (TOE) on ETS – Opening of Technical-Part
- j. Post-TOE Clarification on ETS (Optional)
- k. Respond to IHM Bhubaneswar’s Post-TOE queries
- l. Attend Public Online Tender Opening Event (TOE) on ETS – Opening of Financial-Part (Only for Technically Responsive Bidders)

D. Digital Certificates

For integrity of data and its authenticity/ non-repudiation of electronic records, and be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). Also referred to as Digital Signature Certificate (DSC), of Class III issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>]. Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

E. Registration

Amendments, if any, to the tender document will be notified in the above website as and when such amendments are notified. Intending bidders are requested to register themselves with M/s. ITI Limited through e- Tender Portal for obtaining user-id, Digital Signature Certificates etc., by paying Vendor registration fee and processing fee for participating in the above mentioned tender. After successful submission of Registration details and Vendor registration fee and processing fee (as applicable), please contact ITI Helpdesk and IHM BHUBANESWAR Contact Points (as given below), to get your registration accepted/activated.

ITI Tender Wizard Help Desk Contact	Shri Sanjeeb Mahapatra, Mobile no. 07377708585, 011-49424365 email id: twhelpdesk404@ gmail.com
IHM Bhubaneswar Contact-1	Mrs Sharada Ghosh Mob No- 9437001241 / 9437574465 E-Mail- hospitality@ihmbbs.org

30. INTIMATION OF CORRECTIONS/MODIFICATIONS TO TENDER DOCUMENT

The correction/modification, if any, in the tender document will be uploaded in the Website i.e. www.ihmbbsr.org and www.tenderwizard.com/IHM up to **due date and time** which will be treated as final. The amendments if any will not be published in the Newspaper. It is the responsibility of the bidders to visit e-Tender Portal and keep themselves updated regarding amendments/correction/modification etc.

**Sd/-
Principal**

SECTION III.
FINANCIAL BID

SI No	Name of the items	
1	Ambula	Per kg
2	Amba Shada	Per kg
3	Amla	Per kg
4	Apple Green(4-6) No	Per kg
5	Apple(4-6) No	Per kg
6	Ash Gourd	Per kg
7	Aspharagus Fresh	Per kg
8	Baby Tamatoes (cherry Tomato)	Per kg
9	Bamboo Shoot	tin
10	Banana green ripe	Per kg
11	Banana leaf	Per pc
12	Banana raw (5-6)	Per kg
13	Banana ripe Desi (Big size)	Perpc
14	Banana Stem (manza)	Per kg
15	Basil Leaf	Per kg
16	Beetroot	Per kg
17	Bitter gourd	Per kg
18	Black Mushroom	Per kg
19	Bottle Guard	Per kg
20	Brinjal small Round (10-15)	Per kg
21	Brinjal Round Big(4-6)	Per kg
22	Broad bean	Per kg
23	Brocolli Without stem	Per kg
24	Brussle Sprout	Per kg
25	Button Mushroom (Fresh)	Per kg
26	Cabbage	Per kg
27	Capsicum	Per kg
28	Carrot	Per kg
29	Cauliflower (without stem leaves)	Per kg

30	Celery	Per kg
31	Chervil fresh	Per kg
32	Coconut	Per pc
33	Coriander leaves	Per kg
34	Cucumber	Per kg
35	Curry leaves	Per kg
36	Dil Leaves fresh	Per kg
37	Drumstick-	Per kg
38	Bean	Per kg
39	Fresh Baby Corn	Per kg
40	Fresh corn	Per kg
41	Fresh peas	Per kg
42	Fresh Rosemerry	Per kg
43	Fresh Thyme	Per kg
44	Garlic	Per kg
45	Ginger	Per kg
46	Grapes black	Per kg
47	Grapes Green	Per kg
48	Grape green seedless	Per kg
49	Green chilli	Per kg
50	Green coconut	Per pc
51	Guava (6-8) no	Per kg
52	Harbs fresh	Per kg
53	Ice Cream Butter scotch(omffed)4 lt	Per pc
54	Ice Cream Butter scotch(Amul)4 lt	Per pc
55	Ice Cream Butter scotch(omffed)750 ml	Per pc
56	Ice Cream Butter scotch(Amul)750 ml	Per pc
57	Ice Cream Vanilla(omffed)4 lt	Per pc
58	Ice Cream Vanilla(Amul)4 lt	Per pc
59	Ice Cream Vanilla(omffed)750ml	Per pc
60	Ice Cream Vanilla(Amul)750ml	Per pc
61	Ice Cream Butter @10	Per pc
62	Ice Cream Vanilla@10	Per pc

63	Kankad	Per kg
64	Khoa Unsweetened Local	Per kg
65	Khoa Unsweetened Omfed	Per kg
66	Kiwi	Per kg
67	Kosala sag	Per kg
68	Kunduri	Per kg
69	Ladies finger	Per kg
70	Leeks	Per kg
71	Lemon Grass	Per kg
72	Lettuce leaves	Per kg
73	Lettuce (red)	Per kg
74	Lettuce Ice burge	Per kg
75	Lime(25-30)	Per kg
76	Mango ginger	Per kg
77	Mango raw	Per kg
78	Mango ripe Baigan palai	Per kg
79	Mango Totapalai	Per kg
80	Methi leaves	Per kg
81	Mint leaves	Per kg
82	Mousambi(6-7) no	Per kg
83	Mushroom Fresh (Dhingree)	Per kg
84	Mushroom Fresh (Straw)	Per kg
85	Musk Melon	Per kg
86	Omfed Curd P.Pack 500gms	Per pc
87	Omfed Curd 400gms box	Per pc
88	Omfed Milk 500ml pkt	Per pc
89	Omfed Paneer 500gms	Per pc
90	Paneer Local	Per kg
91	Onion Shallot (Desi)	Per kg
92	Onion stalk / Spring Onion	Per kg
93	Onion(Big)(6-10)	Per kg
94	Onion(Big)(15-20)	Per kg
95	Orange (5-6)no	Per kg

96	Oue-	Per pc
97	Parawal Desi	Per kg
98	Parawal Chalana	Per kg
99	Parsley	Per kg
100	Peach	Per kg
101	Pears (Big)	Per kg
102	Pineapple	Per kg
103	Poi sag	Per kg
104	Pomegranate	Per kg
105	Potato(Big)(6-8)	Per kg
106	Potato(Small)40 no	Per kg
107	Pumpkin Flower	per pc
108	Radish(Without Leaf)	Per kg
109	Raw Papaya	Per kg
110	Red Cabbage	Per kg
111	Red Capcicum	Per kg
112	Red Pumpkin	Per kg
113	Ridge Gourd	Per kg
114	Ripe Papaya	Per kg
115	Runner Bean	Per kg
116	Saru	Per kg
117	Snake Gourd	Per kg
118	Soft paneer	Per kg
119	Spinach	Per kg
120	Strawberry	Per kg
121	Sweet Curd Bowl	Per pc
122	Sweet Potato	Per kg
123	Tarmarind Seedless unsalted	Per kg
124	Tomato (10-12)	Per kg
125	Turnip	Per kg
126	Watermelon	Per kg
127	Yam	Per kg
128	Yellow Capcicum	Per kg

129	Zucchini	Per kg
130	Jackfruit dressed	Per kg
131	Bel	per pc
132	Smila lanka	per kg
133	Pumpkin Leaves	per kg

SECTION IV
TECHNICAL BID

Sl no	Description	Remarks (Yes (Y), No(N), Not Applicable (NA)) (√ Tick whichever is applicable)		
		Y	N	NA
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) 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 FY 2021-2022			
7	Trade license true copy (attested by gazette officer) to be submitted along with the tender form.			
8	Registration and Licence certificate under the Food Safety & Standard Act 2006 and Rules 2011 from Food Safety Officer, Municipal Corporation will be given preference.			
9	Self-Attested Photo copy of Original "Power of Attorney" in case person other than the tenderer has signed the tender documents			
10	Photo copy of "Partnership Deed" duly registered, if applicable			
11	copy of Declaration of Non - tampering of relevant document required for tender duly filled and signed. Annexure-A			
12	copy of Declaration for Downloading the tender Document duly filled in and signed vide Annexure-C.			
13	copy of Bid form duly filled and signed. Annexure-D			
14	copy of Clause by clause compliance duly filled in and signed. Annexure-B			
15	copy of the Check list duly filled in			
16	Bidder Profile			
17	copy of Undertaking regarding genuineness of the documents/information submitted duly filled in and signed. Annexure-E			
18	Firm registration, in case of partnership firm			
19	The bidder must have a minimum 3 years experience in supply & management of raw materials to support operations in a Hotel / Institute or Catering services. The bidder shall furnish the details of supporting documents in the form of Work orders or Contract copies.			

Forwarding Letter

(To be submitted in the letter head)

To
The Principal
Institute of Hotel Management
Catering Technology & Applied Nutrition
Veer Surendrasai Nagar
Bhubaneswar-751010

Sub: Supply of (Name of Work)

Sir,

I hereby offer my rates to supply the raw materials to the Institute of Hotel Management Catering Technology & Applied Nutrition, Veer Surendrasai Nagar, Bhubaneswar-751007 commencing from 1st July 2023 to 30th June 2024, 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/NEFT/RTGS/MSME/NSIC No.....Dt.....Rs.....
(Earnest Money)

DD/NEFT/RTGS/MSME/NSIC 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-751010

.....
(To be filled up by the Tenderer)

4 Name of the Firm

5 Address

6 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
Vegetables/groceries/Non.veg
like meat, fish, chicken etc.

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)

Place

Date-

Signature of the Tenderer with seal

ANNEXURE-A

Declaration of Non tampering of tender document

I,Sri/Smt/M/s_____

(authorized signatory) hereby declare that the tender document submitted has been downloaded from the website “<http://www.ihmbhubaneswar.org>” or **www.tenderwizard.com/IHM** and I have checked up that no page is missing and all pages as per the index are available and no addition/deletion/correction/tampering has been made in the tender document. In case at any stage, it is found that any addition / deletion / correction has been made, IHM Bhubaneswar shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Place:_____

Date:_____

Signature of bidder/Authorized Signatory

Name _____

Seal of the bidder:

ANNEXURE-B

DECLARATION OF CLAUSE BY CLAUSE COMPLIANCE

I _____

(authorized signatory) hereby declare that I shall comply with all the terms and conditions of the tender documents as out lined in all the clauses unconditionally.

Place : _____

Signature of the Tenderer :

Date: _____

Name of the Tenderer

ANNEXURE-C

Declaration for Downloading the tender Document.

I _____

(authorized signatory) hereby declare that the tender document submitted has been downloaded from the website **www.ihmbbsr.org** or **www.tenderwizard.com/IHM** and no addition/deletion/correction has been made in the entire tender document. In case at any stage, it is found that the information given above is false / incorrect, IHM Bhubaneswar shall have the absolute right to take any action as deemed fit without any prior intimation.

Date: _____

Signature of Tenderer _____

Place: _____

Name of Tenderer _____

(Along with date & Seal)

ANNEXURE-D

BID FORM

To
The Principal
Institute of Hotel Management
Catering Technology & Applied Nutrition
Veer Surendrasai Nagar
Bhubaneswar-751010

Dear Sir,

1) Having the conditions of contract and services to be provided the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide the same in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.

2) We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.

3) If our Bid is accepted, we will obtain the guarantees of a Nationalized/ Scheduled Bank for a sum not exceeding the Cost of specified Performance Bank Guarantee of the contract sum for the due performance of the Contract.

4) We agree to abide by this Bid for a period of **one year** from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5) Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

6) Bid submitted by us is properly verified and prepared so as to prevent any subsequent replacement. We understand that you are not bound to accept the lowest or any bid, you may receive.

7) We understand that the Bid document so submitted is the true copy of IHM Bhubaneswar tender documents available on the IHM Bhubaneswar website www.tenderwizard.com/IHM. Any deviation will result in the rejection of the bid.

a. Date (DD/MM/YYYY) : _____

b. Signature of (Bidder or authorized signatory): _____

c. Name (Bidder or authorized signatory) : _____

d. Duly authorized to sign the bid for and on behalf of bidder _____

(In case of authorization)

e. Witness

f. Address

ANNEXURE-E

UNDERTAKING REGARDING GENUINENESS OF THE DOCUMENTS/INFORMATION SUBMITTED.

I, Shri/Smt
Son/Daughter of Shri do hereby
undertake that all the documents / certificates submitted by me with this tender
..... (Name of
Work) are true and are exact copies of the original documents/certificates are available with
me. I further undertake that if at any time any information furnished in the documents /
certificates submitted by me are found to be false, IHM Bhubaneswar will have every right
to take suitable action against me including forfeiture of my EMD/ Performance Security
Deposit, termination of my contact agreement and/or black-listing of my contract as deemed
fit.

Place:

Signature of tenderer /Authorised signatory

Date:

Name & Seal of the tenderer

TENDER FORM

**ANNUAL CONTRACT
(01.07.2023 to 30.06.2024)**

SECTION- C

**MUTTON, FISH, CHICKEN,
EGG, other
Non-veg. items ETC.**

SECTION-I

INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION
V.S.S. NAGAR , BHUBANESWAR-751010
Tel No.(0674) 2589241, website-www.ihmbbs.org

NOTICE INVITING E-TENDER

3. Sec-C:-Mutton, Chicken, Fish, Egg other Non-veg. items etc

1.On behalf of IHM, Bhubaneswar e-Tender (Open tender) is invited on two stage bidding system 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/2023-24/098 Dated :24-04-2023
2	Tender item	For supply/contract of the following items for a period of one year(1 st July 2023 to 30th June 2024). Mutton, Chicken, Fish, Egg etc
3	Cost of tender paper	The cost of Bid security and cost of Tender paper as in section-II to be paid through online Banking/ RTGS / NEFT / DD/ MSME OR NSIC are exemption from Tender paper cost & EMD as per the Section-I, Para 2(b)
4	Cost of Tender document	Rs 1000/-
5	EMD	Rs 5000/-
6	Tender Processing Fee	Rs 2124/- Through online(credit Card / Debit card Or Net Banking)

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 and/ or e-Tender Portal and/or newspapers IHM Bhubaneswar is the final authority to accept or reject the tender bids.

2a) The Tender document can be downloaded from the website: www.tenderwizard.com/IHM & www.ihmbbsr.org and to be submitted in e-format. Cost of Tender Document and Earnest Money Deposit (EMD) have to be submitted as per following details given in Para 2(b).

(b) The cost of EMD and cost of Tender paper can also be paid through online Banking/RTGS/NEFT/Demand Draft in favour of 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

- 2(c) The scanned copies of the (MSME / NSIC Certificate) Or E-Payment receipt towards EMD/BID security, Cost of bid document have to be uploaded in the e-Tender Portal of M/sITI i.e www.tenderwizard.com/IHM.
- 2(d) Amendments, if any, to the tender document will be notified in the above website as and when such amendments are made. It is the sole responsibility of the bidders who have downloaded the tender document from the website to keep themselves abreast of such amendments before submitting the tender document.
- 3(a) Intending bidders are requested to register themselves with M/s. ITI Limited through the website **www.tenderwizard.com/IHM** for obtaining user-id, Digital Signature etc., by paying Vendor registration fee and processing fee for participating in the above mentioned tender.
- 3(b) IHM Bhubaneswar has decided to use the process of e-tendering for inviting this tender and thus the physical copy of the tender would not be sold.
- 3(c) The bidders shall furnish a declaration that no addition / deletion / corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on Web-site (**www.tenderwizard.com/IHM**) .
- 3(d) 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.
- 4(a) The bidder should have **experience**
- 4(b) The documents as listed out in Section IV must be uploaded in the E-Tender Portal.
- 5(a) IHM Bhubaneswar has adopted e-tendering process which offers a unique facility for Public Online “Tender Opening Event (TOE) “. IHM BHUBANESWAR’s Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. However, if required, bidders or their authorized representatives can attend the Tender Opening Event in IHM Bhubaneswar where IHM Bhubaneswar Tender Opening Officers would be conducting Public Online Tender Opening Event (TOE).
- 5(b) **Eligibility criteria: The bidder must have the following eligibility to participate in tender:**
1. Bidder must have a registered in India as a company /Firm/Society/Trust and must have registration certificate under relevant act / rule of the State or Central Government
 2. The bidder must have a registered / operating office in Bhubaneswar
 3. Bidder must have a valid Office & Shop/ Trade License (Provide a copy of the License)
 4. Bidder must have a GSTIN registration, PAN and labour registration certificates. (Please provide all photocopies of the licenses)
 5. The bidder must have a minimum 3 years experience in supply & management of raw materials to support F&B operations in a Hotel / Institute or Catering services. The bidder shall furnish the details of supporting documents in the form of Work orders or Contract copies.
 6. The bidder applying should have a minimum average annual turnover of Rs. 50 lakh per year during the last 3 financial years.
 7. The bidder must have a Centralized Store or Warehouse facility for storing raw materials in Bhubaneswar along with dedicated transport vehicles to undertake logistic support. (Provide Lease or rental agreements / Trade Licenses and transport vehicles RC copies).

SOME OTHER CONDITIONS

1. **Separate DD / NEFT/RTGS/MSME/NSIC** of Rs.1000/- 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.
2. Party quoting the rates must be prepared to supply items even if only a part of the section for which their quoting as accepted for the purpose of supply by the parties concerned. If any one fails to accept this condition after quoting the rates the earnest money will forfeited.
3. While quoting rates the parties must quote for the exact unit/weight mentioned in the tender paper.
4. Copy of Trade license true to be submitted along with the tender form.
5. Xerox copies of PAN certificate, Income Tax Return filing Last Year i.e AY 2022-2023 GSTIN Registration and Clearance certificate(last year) to be submitted along with the tender form.
6. The amount of security will be 5% as per total price quoted by the bidders. The security is to be deposited by bank draft.
7. On acceptance of tender, the earnest money will be treated as a part of the security deposit. **Both the security deposit & earnest money will carry no interest.**
(Note. MSME /NSIC Bidders should pay all security deposit amount in the form of DD)
8. Wherever brand and quantity of any article sealed is not mentioned in the tender form, the details of such article are to be mentioned by the tenderer in the remarks column.
9. Article to be supplied strictly in time as briefed day to day.
10. Parties must supply as per specification mentioned in the tender paper.
11. 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.
12. **Discontinuance of supply of raw materials before the contract period will lead to forfeit of the security deposit is bound.**
13. **The Institute not to accept lowest or to give any reason for the decisions.**
14. **The rate will be for one year, request for enhance of rate during the contract period will not be considered at any cost.**
15. The undersigned reserves the right to cancel any or all the tenders without assigning any reason.
16. Rates for all items carrying printed MRP should be quoted in terms of percentage of discount on the MRP printed on each item.
17. Any paper related to tender should be provided as and when required by the Institute.
18. The purchase requisition shall be collected from the store keeper two days in advance between 4.00pm to 5.00pm on every working day. Any items that the contractor is not able to supply must intimate the store keeper after searching in the market at least 24 hours/one day before scheduled time of date of supply(9am of date of supply).
19. Consequent failure to supply all the items agreed to supply shall entail 5% reduction of the total bill for that day without any prejudice to clause 20.
30. **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 contractors payment with intimation and issue of copy of purchase bills.**
31. **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.**
32. Registration and Licence certificate under the Food Safety & Standard Act 2006 and Rules 2011 from Food Safety Officer, Municipal Corporation will be given preference.
33. Payment will be made fortnightly.
34. **Office must situate at Bhubaneswar location only.**

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.

- A) Incomplete, ambiguous, Conditional tender bids are liable to be rejected.
- B) IHM Bhubaneswar reserves the right to accept or reject any or all tender bids without assigning any reason and is not bound to accept the lowest tender.
- C) All documents submitted in the bid offer should be preferably in English. In case the certificate viz., experience, registration etc. is issued in any language other than English, the bidder shall attach an English translation of the same duly attested by the bidder & the translator in addition to the relevant certificate. All computer generated documents should be duly signed by the bidder.

**Sd/-
Principal**

SECTION-II

INSTRUCTIONS TO BIDDERS & GENERAL CONDITIONS OF TENDER

1. TERMS:

- 1(a) "IHM Bhubaneswar" or "The Tendering Authority"
 - 1(b) "The Bidder" means the individual or firm who participates in this tender & submits its bid.
 - 1(c) "The Work Order" means the order placed by the IHM on the Bidder signed by the respective controlling officer of IHM including all attachments & appendices thereto and all document incorporated by reference therein. The work shall be deemed as "Contract" appearing in the document.
 - 1(d) "The Contract Price" means the price payable to the bidder under the work order for full & proper performance of its contractual obligations.
 - 1(e) "E-Tender Portal" means the website "www.tenderwizard.com/IHM" of M/s ITI Limited who is providing e-Tendering solution to IHM Bhubaneswar.
 - 1(f) "ETS" means the Electronic Tendering System through the e-Tender Portal.
- 3. **VALIDITY OF BID:** The validity of bid period is 11months from the last date of submission of the bid.
 - 4. The conditional and incomplete tenders are liable for rejection.
 - 5. The IHM, Bhubaneswar reserves the right to reject one or all of the tenders without assigning any reason thereof..
 - 6. The near relative of employees of IHM Bhubaneswar, if participating in this tender must declare the full particulars of their near relatives employed in IHM BHUBANESWAR (either directly recruited or on deputation). The near relatives for this purpose are defined as, a) Members of Hindu undivided family. b) They are husband & wife, c)The one related to other in the manner as father, mother,

son(s) & son's wife (daughter-in-law), daughter(s) & daughter's husband (son in law), brother(s) & brother's wife, sister(s) & sister's husband (brother-in-law).

7. 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.

8. In case of any dispute arising out of the contract between the two contracting parties, the decision of the Principal, IHM Bhubaneswar shall be final and binding.
9. The IHM Bhubaneswar reserves the rights to increase/decrease or delete the scope of work without assigning any reason.

10. 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.

11. COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of the bid. IHM Bhubaneswar in no case be responsible for these costs regardless of the conduct or outcome of the bidding process.

12. DOCUMENTS TO BE SUBMITTED FOR BID

- a. The details of documents to be submitted through online in e-Tender Portal are as detailed at **Section IV**. If any one of the above items required to be submitted along with the Technical bid is found wanting, the offer is liable to be rejected at that stage.
- b. Documents in original should be submitted for verification if required by the Tendering Authority.
- c. The bidder will verify the genuineness and correctness of all documents and certificates including experiences/performance certificates, submitted by the bidder or any other firm /associates before submitting them in the bid. The onus of proving genuineness of the submitted documents would rest with the bidder.
- d. As per the requirement of the tender's condition, if any documents/paper/certificate submitted by the bidder is found to be false/fabricated/tampered /manipulated at any stage during bid evaluation or after award of contract, then the bid security (EMD/PBG) of the bidder would be forfeited and the bidder would be disqualified from the tender. Action would be taken for banning of business dealing with the defaulting firm. In case contract has already been awarded to the bidder, then PBG would be forfeited and the contract would be rescinded/ annulled and IHM Bhubaneswar would be at liberty to procure the services from any other source at the risk and cost of the defaulting bidder. Action would also be taken for banning business dealing with the defaulting firm.

13. AMENDMENT TO BID DOCUMENT

- (a) At any time, prior to the date of submission of bid, tendering authority may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments.
- (b) The amendments shall be notified in the E-Tender Portal and these amendments will be binding on them.
- (c) In order to afford prospective bidders reasonable time to take the amendments into account in preparing their bids, the Tendering authority may, at its discretion, extend the deadline suitably for the submission of bids.

- (d) It is the sole responsibility of the bidder to confirm from the E-Tender Portal and/or from the following contacts regarding amendments, if any, or any other clarifications before uploading of the tender document ITI Tender Wizard Help Desk Contact Shri Sanjeeb Mahapatra, Mob-07377708585, 011-49424365 email id: twhelpdesk404@gmail.com,

14. PREPARATION OF BID DOCUMENTS – TECHNICAL BID & FINANCIAL BID

It is a two bid system and the bid prepared by the bidder shall comprise Technical Bid and Financial Bid

15. BID FORMS

The bidder shall fill in the tender document in all respects, sign on all pages along with seal of the firm if any and upload required scanned documents as per **section-III** of the same in e-Tender Portal.

16. BID PRICE

The bidder shall quote rates in FINANCIAL BID given in **Section III**.

17. COMPLIANCE

The bidder should ensure unconditional clause- by – clause compliance with all the terms and conditions

18. A. BID SECURITY/EMD

- (a) The bidder must deposit the amount for bid security/EMD as stated in Section I para 2b
- (b) The Bid security of unsuccessful bidder will be discharged / returned as early as possible .
- (c) A BID WITHOUT BID SECURITY/ BID SECURITY WITH OUT BID SHALL BE TREATED AS NON-RESPONSIVE AND SHALL BE REJECTED BY THE TENDERING AUTHORITY.

B. FORFEITURE OF BID SECURITY/EMD. The Bid Security/EMD may be forfeited

- (a) If the successful bidder backs out to accept the tender and/or does not deposit the performance security or (b) The successful bidder does not come for execution of agreement after deposit of performance security deposit within the scheduled time.
- (c) Withdraws his bid during the period of bid validity specified by the bidder in the bid form;

19. FORMAT AND SIGNING OF BID

- (a) The bid shall contain no interlineations, erasures or overwriting, except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the persons signing the bid.
- (b) The over writing / erasures in the bid made by the bidder shall be signed by the person signing the bid.
- (c) The letter of authorization shall be indicated by written power-of-attorney, if any, accompanying the bid. All pages of the original bid, except for un-amended printed literatures, shall be signed by the person or persons signing the bid.

20. PREPARATION & SUBMISSION OF BIDS:

I) Contents of the Bid:

The bid contains three parts –

Part A: The scanned copies of the Payment of Cost of Tender paper and EMD through online /NEFT / RTGS & Power of attorney (If applicable) have to be uploaded in the e-Tender Portal of M/s ITI.

Part B: The Second part relates to uploading of scanned documents required for Technical Bid as per **Section III** in the appropriate place of the e-Tender Portal.

Part C: The third part relates to uploading of Financial Bid containing the Price schedule in excel format filled carefully in the appropriate place of the e-Tender Portal.

II. Submission of the Bid:

- a. All the clauses of the bids must be complied with and price bids must be quoted

- online by the bidders before the locking/closing time of the bid as scheduled..
- b. Scanned documents wherever necessary are to be uploaded in the appropriate places of the e-tender portal.
 - c. The bidder shall submit a set of entire document signed in all pages, downloaded from e-Tender Portal against each individual bid before signing of the agreement.
 - d. The Bidder can bid through the user-id allotted to him by M/s ITI in e-Tender Portal along with requisite Earnest Money Deposit (EMD) and cost of Tender Paper.
 - e. If any one of the document required to be submitted as referred to in **Section III** of this is found to be wanting, the concerned bid shall be rejected at the opening stage itself by the TEC of Technical Bid Evaluation.
 - f. Wherever brand and quantity of any article sealed is not mentioned in the tender form, the details of such article are to be mentioned by the tenderer in the remarks column.
 - g. The IHM Bhubaneswar may, at its discretion, extend the deadline for the submission of the bids by amending the bid document in accordance with NIT in which case all rights and obligations of the IHM BHUBANESWAR and bidders previously referred to the deadline will thereafter be subject to the extended deadline.

21. LATE BIDS, MODIFICATIONS AND WITHDRAWAL OF BIDS

- (a) After the Locking Time, no bidder can submit the bid.
- (b) The bidder may withdraw his bid after submission prior to the deadline prescribed for submission of bids. The bidder's withdrawal shall have to be online and digitally authenticated.
- (c) No bid shall be modified subsequent to the deadline for submission of bids as above

22. BID OPENING AND EVALUATION

- a) Financial bids & Technical bids shall be submitted by the bidder at the same time. The bids will be opened in two stages. The Tendering Authority will open the technical bids in the presence of bidders or their authorized representatives on the due date. The bidder or one of his authorized representatives shall be permitted to attend the bid opening. Authorization letter shall be submitted by the bidders before they are allowed to participate in bid opening. The bidders can view the opening details after the Tendering Authority opened them.
- (b) The date fixed for opening of bids, if subsequently declared as holiday by IHM Bhubaneswar, the revised date of schedule will be notified in the e-Tender Portal. However, in absence of such notification, the bids will be opened on the next working day, time remaining unaltered.
- (c) Technical bids will be evaluated by the Tendering Authority and after completion of the technical Evaluation; the eligible bidders list for the financial bid opening will be made available in the e-Tender Portal.
- (d) Opening date and time of Financial Bid will be notified in the e-Tender Portal after opening of the Technical Bid.

23. PLACE OF OPENING OF TENDER BIDS

Authorized representatives of bidders (i.e. vendor organization) can attend the Tender Opening Event (TOE) in the "IHM Bhubaneswar Office", where IHM Bhubaneswar Tender Opening Officers would be conducting through online e-Tender in **Scheduled date & time**.

24. PRELIMINARY EVALUATION

- (a) Tendering authority shall evaluate the bids to determine whether they are complete in all respects, whether any computational errors have been made, whether required sureties have been furnished etc.
- (b) Prior to the detailed evaluation, the Tendering authority will determine the substantial responsiveness of each bid to the Bid documents.
- (c) For purposes of these clauses, a substantially responsive bid is one, which conforms, to all the terms and conditions of the Bid documents without any material deviation. The tendering authority’s determination of bid’s responsiveness shall be based on the contents of the bid itself without recourse of extrinsic evidence.
- (d) A bid, determined as substantially non-responsive will be rejected by the Tendering authority and shall not, subsequent to the bid opening, be made responsive by the bidder by correction of the non conformity. The tendering authority shall not be bound to show the reasons/causes of rejection of the bid.
- (e) The Tendering authority may waive any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any bidder.

25. EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS

- (a) The Tendering authority shall evaluate and determine as to whether the bid is substantially responsive or not as per above conditions.
- (b) Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the Tendering authority. If there is a discrepancy between words and figures, the amount in words shall prevail.
- (c) If the bidder does not accept the correction of the errors, his bid shall be rejected.

(d) Tendering authority may negotiate with L1 bidder

(e) EVALUATION METHODOLOGY

The selection the Bidder shall be in accordance with the Quality cum Cost Based Selection (QCBS) method. The weightage given to the Technical proposal score shall be 70% and the weightage given to the Financial proposal shall be 30%.	
The evaluation shall be done based on combined weightage for Technical (T) and Financial (P) scores. The weightage considered for Technical (T) and Financial (P) Proposals shall be: T = 70%, and P = 30%. Weightage shall be calculated maximum upto 4 decimal places.	
L1 = St x T% + Sf x P%.	
St = The technical score of the Bidder	
Sf = financial score of the Bidder	
Example:	
Technical Scores: If a bidder called (A) has quoted 80 marks, (B) quoted 70 marks and (C) quoted 75 marks, then 70% weightage mark for (A) shall be = 70 * 80 /100=56; (B) shall be 70 * 70/100=49 and (C) shall be 70*75/100=52.50	
Financial Scores: The financial score shall be calculated where the lowest bidder shall be given 100 mark and scores of all other bidders are normalized against this. Sf = 100 x Fm/ F, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.	

Then 30% of 100 shall be considered for (A) and 30% of 50 shall be considered for (B) and 30% of 33.3 for (C). Detailed marking system is explained below:

Description	Vendor A	Vendor B	Vendor C
Technical Mark	80	70	75
Financial Mark	2 Cr	4 Cr	6 Cr
Technical Weightage	56	49	52.50
Financial Weightage	30	15	9.9
Total weightage	86	64	62.40
Party selected	L1 bidder	L2 bidder	L3 bidder

SEC C: MUTTON, CHICKEN, FISH, EGG AND OTHER NON-VEG ITEMS

CRITERIA FOR EVALUATION

Evaluation of proposals shall be made at the IHM Bhubaneswar by the concerned authority.

In the first stage, the technical proposal will be evaluated on the basis of bidders fulfillment of eligibility criteria. Only those bidders whose technical proposals becomes responsive based on the eligibility criteria, shall qualify for further detail technical evaluation for award of marks based on the following criteria.

Sl. #	Criteria	Specific Requirements	Marking	Max. Marks	Documentary Requirement
1	FINANCIAL STRENGTH	The bidder must have more than Rs. 50 Lakh Turnover at least for any two years in last three financial years. Rs. 50 Lakh: 10 Marks More than Rs. 50 Lakh to Rs.1.5 Crore : 15 Marks More than Rs. 1.5 Lak: 20 Marks	10 20 30	30	Audited Balance Sheet and Profit & Loss Statements Certification by Chartered Accountant
2	WORK EXPERIENCE	Experience in providing raw material supply & management support services to reputed public or private institutions / hotels /Companies in the last 7 years preceding Tender due date > 3 Year > 4 years > 5 years and above	10 20 30	30	Work order / Agreement copies from the Institution
3	WORKFORCE	The Bidder must have registered with ESI/PF authorities and must have minimum 20 persons enrolled in either EPF/ESIC scheme 10 Persons: 10 - 15 Persons: > 15Persons:	10 15 20	20	Valid Certificate along with the return challan of EPF/ESI

5	SITE VISIT	Site visit to the centralized store / Warehouse by the committee team	5	5	Storing procedures, SOP's for storing dry provisions, perishable goods, dedicated transport systems etc.
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26. CONTACTING THE TENDERING AUTHORITY

- (a) Subject to seeking clarifications on e-tendering and tender document, no bidder shall try to influence the Tendering authority on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.
- (b) Any effort by a bidder to influence the Tendering authority in the tendering authority's bid evaluation, bid comparison or contract award decisions shall result in the rejection of the bid.

Award of contract & Work:

- a) The IHM Bhubaneswar shall consider award of contract only to those eligible bidders whose offers have been found technically, commercially and financially responsive, eligible and accepted. Normally the bid of the tenderer who quote the lowest rate (as mentioned in financial bid) will be accepted.
- b) However the IHM Bhubaneswar reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders.
- c) The IHM Bhubaneswar reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contracts entered into with the IHM Bhubaneswar.

27. VALIDITY OF THE CONTRACT.

- i). The contract shall be **valid for Eleven Months** from the date of signing of the contract. He also reserves the right to cancel the contract at any time without assigning any reasons..

28. E-TENDERING INSTRUCTIONS TO BIDDERS

The instructions given below are ITI's e-tender portal centric and for e-tenders invited by the IHM Bhubaneswar.

A. General:

- a. Submission of Bids only through online process is mandatory for this Tender for conducting electronic tendering the Tendering Authority is using the e-Tender Portal (<https://www.tenderwizard.com/IHM>) of M/s ITI Limited, a Government of India Undertaking.
- b. For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the Electronic Tendering System (ETS.).
 - iii) It is advised that all the documents to be submitted (**Section III**) are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission. The Price bid may be downloaded and rates may be filled appropriately. This file may also be saved in a secret folder on your computer.
 - ii. While uploading the documents, it should be ensured that the file name should be the name of the document itself for easy pairing and scrutiny.

B. Tender Bidding Methodology:

It is a Two Stage bidding system–.

Financial bids & Technical bids shall be submitted by the bidder at the same time.

C. Broad outline of activities from Bidders perspective:

- a. Procure a Digital Signature Certificate (DSC)

- b. Register for Electronic Tendering System (ETS) in e-Tender Portal.
- c. Create Users and assign roles on ETS
- d. View Notice Inviting Tender (NIT) on ETS
- e. Download Official Copy of Tender Documents from ETS
- f. Clarification to Tender Documents on ETS – Query to IHM BHUBANESWAR (Optional)
- g. View response to queries posted by IHM Bhubaneswar, through addenda.
- h. Bid-Submission on ETS
- i. Attend Public Online Tender Opening Event (TOE) on ETS – Opening of Technical-Part
- j. Post-TOE Clarification on ETS (Optional)
- k. Respond to IHM Bhubaneswar’s Post-TOE queries
- l. Attend Public Online Tender Opening Event (TOE) on ETS – Opening of Financial-Part (Only for Technically Responsive Bidders)

D. Digital Certificates

For integrity of data and its authenticity/ non-repudiation of electronic records, and be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). Also referred to as Digital Signature Certificate (DSC), of Class III issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>]. Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

E. Registration

Amendments, if any, to the tender document will be notified in the above website as and when such amendments are notified. Intending bidders are requested to register themselves with M/s. ITI Limited through e- Tender Portal for obtaining user-id, Digital Signature Certificates etc., by paying Vendor registration fee and processing fee for participating in the above mentioned tender. After successful submission of Registration details and Vendor registration fee and processing fee (as applicable), please contact ITI Helpdesk and IHM BHUBANESWAR Contact Points (as given below), to get your registration accepted/activated.

ITI Tender Wizard Help Desk Contact	Shri Sanjeeb Mahapatra, Mobile no. 07377708585, 011-49424365 email id: twhelpdesk404@ gmail.com
IHM Bhubaneswar Contact-1	Mrs Sharada Ghosh Mob No- 9437001241 / 9437574465 E-Mail- hospitality@ihmbbs.org

30. INTIMATION OF CORRECTIONS/MODIFICATIONS TO TENDER DOCUMENT

The correction/modification, if any, in the tender document will be uploaded in the Website i.e. www.ihmbbsr.org and www.tenderwizard.com/IHM up to **due date and time** which will be treated as final. The amendments if any will not be published in the Newspaper. It is the responsibility of the bidders to visit e-Tender Portal and keep themselves updated regarding amendments/ correction/modification etc.

**Sd/-
Principal**

SECTION III.

FINANCIAL BID

SECTION-C: MUTTON, FISH, CHICKEN, EGG other Non-veg items ETC

SI No	Name of the items	
1	Bacon	Kg
2	Beef Fillet	Kg
3	Beef Bone	Kg
4	Crab 6pc	Kg
5	Chicken Broiler without skin with 1" neck without totter,wings,offal'sand without fat Each should weigh 800gm	Kg
6	Chicken Broiler with skin with 1" neck without totter,wings,offal's Each should weigh 800gm	Kg
7	Chicken Broiler (For Tander) without skin with 1" neck without totter,wings,offal'sand without fat Each should weigh 750gm	Kg
8	Chicken Liver	Kg
9	Chicken Boneless	Kg
10	Chicken Tangiri	Kg
11	Cavier	Kg
12	Clamp	Kg
13	Chicken Kheema	Kg
14	Chiken Suagese kg	Per PKt
15	Chiken Suagese 500gm	Per PKt
16	Dry Shrimp	Kg
17	Dry Fish	Kg
18	Egg (50-60 Gms)	Pc
19	Fish Khanga (Mullet) 1.5 To 2 kg	Kg
20	Fish Khanga (Mullet) 1kg to 1.5 kg	Kg

21	Fish Vekti 1.2 to 1.5 kg	Kg
22	Fish Vekti 1 kg	Kg
23	Fish Pomfret White per kg (5 nos)	Kg
24	Fish Pomfret White per kg (3nos)	Kg
25	Fish Rohu with Head Each (2 kg to 3kg)	Kg
26	Fish Rohu without Head per kg Each (1.5kg to 2 kg)	Kg
27	Fish Rohu without Head & tail Each (1.5 kg to 2.5 kg)	Kg
28	Fish Rohu Cut pc without head and tail.Cut from a fish weighing around (2 kg to 2.5 kg).	Kg
29	Fish Bhakur Cut pc without head and tail.Cut from a fish weighing around (1.5 kg to 2 kg).	Kg
30	Fish head(Rohu)	Kg
31	Fish Kani each should weigh 1 kg-2kg	Kg
32	Fish Pohala 10 to 12 pc	Kg
33	Fish Healsa 500gm to 700 gm	Kg
34	Fish Healsa 1kg to 1.2 kg	Kg
35	Fish Sole	Kg
36	Fish Salmon	Kg
37	Frozen Prawn (Grade-A)15-20	Kg
38	Frozen Prawn (Grade-B)25-30	Kg
39	Frozen Prawn (Grade-C)40-60	Kg
40	Ham 500gm	per pkt
41	Ham 1 kg	per pkt
42	Leen Beef With Bone	Kg
43	Lobster pc(250gm to 500gm)	Kg
44	Mutton Khasi cut(free from visible fat)	Kg
45	Mutton Khasi Leg (free from visible fat and adjoining bones)	Kg
46	Mutton Kheema	Kg

47	Mutton Liver	Kg
48	Pork Meat	Kg
49	Pork Liver	Kg
50	Prawn Jumbo each(250gms to 300gms)	Kg
51	Prawn (Grade-A) 10-12 Tiger No Dap	Kg
52	Prawn (Grade-B) 20-25 Per kg	Kg
53	Prawn (Grade-C) 50 Per kg	Kg
54	Shrimps 120 no Per kg	Kg
55	Squid (Slab)	Kg

SECTION IV
TECHNICAL BID

Sl no	Description	Remarks (Yes (Y), No(N), Not Applicable (NA) (√ Tick whichever is applicable)		
		Y	N	NA
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 FY 2021-2022			
7	Trade license true copy (attested by gazette officer) to be submitted along with the tender form.			
8	Registration and Licence certificate under the Food Safety & Standard Act 2006 and Rules 2011 from Food Safety Officer, Municipal Corporation will be given preference.			
9	Self-Attested Photo copy of Original "Power of Attorney" in case person other than the tenderer has signed the tender documents			
10	Photo copy of "Partnership Deed" duly registered, if applicable			
11	copy of Declaration of Non - tampering of relevant document required for tender duly filled and signed. Annexure-A			
12	copy of Declaration for Downloading the tender Document duly filled in and signed vide Annexure-C.			
13	copy of Bid form duly filled and signed. Annexure-D			
14	copy of Clause by clause compliance duly filled in and signed. Annexure-B			
15	copy of the Check list duly filled in			
16	Bidder Profile			
17	copy of Undertaking regarding genuineness of the documents/information submitted duly filled in and signed. Annexure-E			
18	Firm registration, in case of partnership firm			
19	The bidder must have a minimum 3 years experience in supply & of Non-Veg support operations in a Hotel / Institute or Catering services. The bidder shall furnish the details of supporting documents in the form of Work orders or Contract copies.			

Forwarding Letter

(To be submitted in the letter head)

To
The Principal
Institute of Hotel Management
Catering Technology & Applied Nutrition
Veer Surendrasai Nagar
Bhubaneswar-751010

Sub: Supply of (Name of Work)

Sir,

I hereby offer my rates to supply the raw materials to the Institute of Hotel Management Catering Technology & Applied Nutrition, Veer Surendra sai Nagar, Bhubaneswar-751007 commencing from 1st July 2023 to 30th June2024., 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/NEFT/RTGS/MSME/NSIC No.....Dt.....Rs.....
(Earnest Money)

DD/NEFT/RTGS/MSME/NSIC 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-751010

.....
(To be filled up by the Tenderer)

- 7 Name of the Firm
- 8 Address

- 9 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 Vegetables/groceries/Non.veg like meat, fish, chicken etc.
- 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)

Place

Date-

Signature of the Tenderer with seal

ANNEXURE-A

Declaration of Non tampering of tender document

I, Sri/Smt/M/s _____

(authorized signatory) hereby declare that the tender document submitted has been downloaded from the website “<http://www.ihmbhubaneswar.org>” or **www.tenderwizard.com/IHM** and I have checked up that no page is missing and all pages as per the index are available and no addition/deletion/correction/tampering has been made in the tender document. In case at any stage, it is found that any addition / deletion / correction has been made, IHM Bhubaneswar shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Place: _____

Date: _____

Signature of bidder/Authorized Signatory

Name _____

Seal of the bidder:

ANNEXURE-B

DECLARATION OF CLAUSE BY CLAUSE COMPLIANCE

I _____

(authorized signatory) hereby declare that I shall comply with all the terms and conditions of the tender documents as outlined in all the clauses unconditionally.

Place : _____

Signature of the Tenderer :

Date: _____

Name of the Tenderer

ANNEXURE-C

Declaration for Downloading the tender Document.

I _____
(authorized signatory) hereby declare that the tender document submitted has been downloaded from the website **www.ihmbbsr.org** or **www.tenderwizard.com/IHM** and no addition/deletion/correction has been made in the entire tender document. In case at any stage, it is found that the information given above is false / incorrect, IHM Bhubaneswar shall have the absolute right to take any action as deemed fit without any prior intimation.

Date: _____

Signature of Tenderer _____

Place: _____

Name of Tenderer _____

(Along with date & Seal)

ANNEXURE-D

BID FORM

To
The Principal
Institute of Hotel Management
Catering Technology & Applied Nutrition
Veer Surendrasai Nagar
Bhubaneswar-751010

Dear Sir,

1) Having the conditions of contract and services to be provided the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide the same in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.

2) We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.

3) If our Bid is accepted, we will obtain the guarantees of a Nationalized/ Scheduled Bank for a sum not exceeding the Cost of specified Performance Bank Guarantee of the contract sum for the due performance of the Contract.

4) We agree to abide by this Bid for a period of **180 days** from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5) Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

6) Bid submitted by us is properly verified and prepared so as to prevent any subsequent replacement. We understand that you are not bound to accept the lowest or any bid, you may receive.

7) We understand that the Bid document so submitted is the true copy of IHM Bhubaneswar tender documents available on the IHM Bhubaneswar website www.tenderwizard.com/IHM. Any deviation will result in the rejection of the bid.

a. Date (DD/MM/YYYY) : _____

b. Signature of (Bidder or authorized signatory): _____

c. Name (Bidder or authorized signatory) : _____

d. Duly authorized to sign the bid for and on behalf of bidder _____
(In case of authorization)

e. Witness

f. Address

ANNEXURE-E

UNDERTAKING REGARDING GENUINENESS OF THE DOCUMENTS/INFORMATION SUBMITTED.

I, Shri/Smt
Son/Daughter of Shri do hereby
undertake that all the documents / certificates submitted by me with this tender
..... (Name of
Work) are true and are exact copies of the original documents/certificates are available with
me. I further undertake that if at any time any information furnished in the documents /
certificates submitted by me are found to be false, IHM Bhubaneswar will have every right
to take suitable action against me including forfeiture of my EMD/ Performance Security
Deposit, termination of my contact agreement and/or black-listing of my contract as deemed
fit.

Place:

Signature of tenderer /Authorised signatory

Date:

Name & Seal of the tenderer

**Institute of Hotel Management
Catering Technology & Applied Nutrition
Veer Surendrasai Nagar, Bhubaneswar-751010**

.....

**ANNUAL CONTRACT
(01.07.2023 to 30.06.2024)**

FOR

Supply of Office Stationery

SECTION-I

INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION
V.S.S. NAGAR , BHUBANESWAR-751010
Tel No.(0674) 2589241, website-www.ihmbbs.org

NOTICE INVITING E-TENDER

4. Office Stationary

1.On behalf of IHM, Bhubaneswar e-Tender (Open tender) is invited on two stage bidding system 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/2023-24/098 Dated :24-04-2023
2	Tender item	For supply/contract of the following items for a period of one year(1 st July 2023 to 30 th June 2024). Office Stationery
3	Cost of tender paper	The cost of Bid security and cost of Tender paper as in section-II to be paid through online Banking/ RTGS / NEFT / DD/ MSME OR NSIC are exemption from Tender paper cost & EMD as per the Section-I, Para 2(b)
4	Cost of Tender document	Rs 1000/-
5	EMD	Rs 3000/-
6	Tender Processing Fee	Rs 2124/- Through online(credit Card / Debit card Or Net Banking)

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 and/ or e-Tender Portal and/or newspapers IHM Bhubaneswar is the final authority to accept or reject the tender bids.

2a) The Tender document can be downloaded from the website: www.tenderwizard.com/IHM & www.ihmbbsr.org and to be submitted in e-format. Cost of Tender Document and Earnest Money Deposit (EMD) have to be submitted as per following details given in Para 2(b).

(b) The cost of EMD and cost of Tender paper can also be paid through online Banking/RTGS/NEFT/Demand Draft in favour of 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

2(c) The scanned copies of the (MSME / NSIC Certificate) Or E-Payment receipt towards EMD/BID security, Cost of bid document have to be uploaded in the e-Tender Portal of M/sITI i.e www.tenderwizard.com/IHM.

2(d) Amendments, if any, to the tender document will be notified in the above website as and when such amendments are made. It is the sole responsibility of the bidders who have downloaded the tender document from the website to keep themselves abreast of such amendments before submitting the tender document.

3(a) Intending bidders are requested to register themselves with M/s. ITI Limited through the website www.tenderwizard.com/IHM for obtaining user-id, Digital Signature etc., by paying Vendor registration fee and processing fee for participating in the above mentioned tender.

3(b) IHM Bhubaneswar has decided to use the process of e-tendering for inviting this tender and thus the physical copy of the tender would not be sold.

3(c) The bidders shall furnish a declaration that no addition / deletion / corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on Web-site (www.tenderwizard.com/IHM) .

3(d) 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.

4(a) The bidder should have **experience**

4(b) The documents as listed out in Section IV must be uploaded in the E-Tender Portal.

5(a) IHM Bhubaneswar has adopted e-tendering process which offers a unique facility for Public Online “Tender Opening Event (TOE) “. IHM BHUBANESWAR’s Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. However, if required, bidders or their authorized representatives can attend the Tender Opening Event in IHM Bhubaneswar where IHM Bhubaneswar Tender Opening Officers would be conducting Public Online Tender Opening Event (TOE).

5(b) **Eligibility criteria: The bidder must have the following eligibility to participate in tender:**

1. Bidder must have a registered in India as a company /Firm/Society/Trust and must have registration certificate under relevant act / rule of the State or Central Government
2. The bidder must have a registered / operating office in Bhubaneswar
3. Bidder must have a valid Office & Shop/ Trade License (Provide a copy of the License)
4. Bidder must have a GSTIN registration, PAN and labour registration certificates. (Please provide all photocopies of the licenses)
5. The bidder must have a minimum 3 years experience in supply & management of raw materials to support F&B operations in a Hotel / Institute or Catering services. The bidder shall furnish the details of supporting documents in the form of Work orders or Contract copies.
6. The bidder applying should have a minimum average annual turnover of Rs. 50 lakh per year during the last 3 financial years.
7. The bidder must have a Centralized Store or Warehouse facility for storing raw materials in Bhubaneswar along with dedicated transport vehicles to undertake logistic support. (Provide Lease or rental agreements / Trade Licenses and transport vehicles RC copies).

SOME OTHER CONDITIONS

8. **Separate DD / NEFT/RTGS/MSME/NSIC of Rs.1000/- 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.
9. Party quoting the rates must be prepared to supply items even if only a part of the section for which their quoting as accepted for the purpose of supply by the parties concerned. If any one fails to accept this condition after quoting the rates the earnest money will forfeited.
10. While quoting rates the parties must quote for the exact unit/weight mentioned in the tender paper.
11. Copy of Trade license true to be submitted along with the tender form.
12. Xerox copies of PAN certificate, Income Tax Return filing Last Year i.e AY 2022-2023 GSTIN Registration and Clearance certificate(last year) to be submitted along with the tender form.
13. The amount of security will be 5% as per total price quoted by the bidders. The security is to be deposited by bank draft.
14. On acceptance of tender, the earnest money will be treated as a part of the security deposit. **Both the security deposit & earnest money will carry no interest.**
(Note. MSME /NSIC Bidders should pay all security deposit amount in the form of DD)
15. Wherever brand and quantity of any article sealed is not mentioned in the tender form, the details of such article are to be mentioned by the tenderer in the remarks column.
16. Article to be supplied strictly in time as briefed day to day.
17. Parties must supply as per specification mentioned in the tender paper.
18. 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.
19. **Discontinuance of supply of raw materials before the contract period will lead to forfeit of the security deposit is bound.**
20. **The Institute not to accept lowest or to give any reason for the decisions.**
21. **The rate will be for one year, request for enhance of rate during the contract period will not be considered at any cost.**
22. The undersigned reserves the right to cancel any or all the tenders without assigning any reason.
23. Rates for all items carrying printed MRP should be quoted in terms of percentage of discount on the MRP printed on each item.

24. Any paper related to tender should be provided as and when required by the Institute.
25. The purchase requisition shall be collected from the store keeper two days in advance between 4.00pm to 5.00pm on every working day. Any items that the contractor is not able to supply must intimate the store keeper after searching in the market at least 24 hours/one day before scheduled time of date of supply(9am of date of supply).
26. Consequent failure to supply all the items agreed to supply shall entail 5% reduction of the total bill for that day without any prejudice to clause 20.
27. **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 contractors payment with intimation and issue of copy of purchase bills.**
28. **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.**
29. Registration and Licence certificate under the Food Safety & Standard Act 2006 and Rules 2011 from Food Safety Officer, Municipal Corporation will be given preference.
30. Payment will be made fortnightly.
31. **Office must situate at Bhubaneswar location only.**

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.

- A) Incomplete, ambiguous, Conditional tender bids are liable to be rejected.
- B) IHM Bhubaneswar reserves the right to accept or reject any or all tender bids without assigning any reason and is not bound to accept the lowest tender.
- C) All documents submitted in the bid offer should be preferably in English. In case the certificate viz., experience, registration etc. is issued in any language other than English, the bidder shall attach an English translation of the same duly attested by the bidder & the translator in addition to the relevant certificate. All computer generated documents should be duly signed by the bidder.

**Sd/-
Principal**

SECTION-II

INSTRUCTIONS TO BIDDERS & GENERAL CONDITIONS OF TENDER

1. TERMS:

- 1(a) "IHM Bhubaneswar" or "The Tendering Authority"
- 1(b) "The Bidder" means the individual or firm who participates in this tender & submits its bid.
- 1(c) "The Work Order" means the order placed by the IHM on the Bidder signed by the respective controlling officer of IHM including all attachments & appendices thereto and all document incorporated by reference therein. The work shall be deemed as "Contract" appearing in the document.
- 1(d) "The Contract Price" means the price payable to the bidder under the work order for full &

proper performance of its contractual obligations.

1(e) “E-Tender Portal” means the website “www.tenderwizard.com/IHM” of M/s ITI Limited who is providing e-Tendering solution to IHM Bhubaneswar.

1(f) “ETS” means the Electronic Tendering System through the e-Tender Portal.

3. **VALIDITY OF BID:** The validity of bid period is 11 months from the last date of submission of the bid.
4. The conditional and incomplete tenders are liable for rejection.
5. The IHM, Bhubaneswar reserves the right to reject one or all of the tenders without assigning any reason thereof..
6. The near relative of employees of IHM Bhubaneswar, if participating in this tender must declare the full particulars of their near relatives employed in IHM BHUBANESWAR (either directly recruited or on deputation). The near relatives for this purpose are defined as, a) Members of Hindu undivided family. b) They are husband & wife, c) The one related to other in the manner as father, mother, son(s) & son’s wife (daughter-in-law), daughter(s) & daughter’s husband (son in law), brother(s) & brother’s wife, sister(s) & sister’s husband (brother-in-law).

7. 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.

8. In case of any dispute arising out of the contract between the two contracting parties, the decision of the Principal, IHM Bhubaneswar shall be final and binding.
9. The IHM Bhubaneswar reserves the rights to increase/decrease or delete the scope of work without assigning any reason.

10. 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.

11. COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of the bid. IHM Bhubaneswar in no case be responsible for these costs regardless of the conduct or outcome of the bidding process.

12. DOCUMENTS TO BE SUBMITTED FOR BID

- a. The details of documents to be submitted through online in e-Tender Portal are as detailed at **Section IV**. If any one of the above items required to be submitted along with the Technical bid is found wanting, the offer is liable to be rejected at that stage.
- b. Documents in original should be submitted for verification if required by the Tendering Authority.
- c. The bidder will verify the genuineness and correctness of all documents and certificates including experiences/performance certificates, submitted by the bidder or any other firm /associates before submitting them in the bid. The onus of proving genuineness of the submitted documents would rest with the bidder.
- d. As per the requirement of the tender’s condition, if any documents/paper/certificate submitted by the bidder is found to be false/fabricated/tampered /manipulated at any stage during bid evaluation or after award of contract, then the bid security (EMD/PBG) of the bidder would be forfeited and the bidder would be disqualified from the tender. Action would be taken for banning of business dealing

with the defaulting firm. In case contract has already been awarded to the bidder, then PBG would be forfeited and the contract would be rescinded/ annulled and IHM Bhubaneswar would be at liberty to procure the services from any other source at the risk and cost of the defaulting bidder. Action would also be taken for banning business dealing with the defaulting firm.

13. AMENDMENT TO BID DOCUMENT

- (a) At any time, prior to the date of submission of bid, tendering authority may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments.
- (b) The amendments shall be notified in the E-Tender Portal and these amendments will be binding on them.
- (c) In order to afford prospective bidders reasonable time to take the amendments into account in preparing their bids, the Tendering authority may, at its discretion, extend the deadline suitably for the submission of bids.
- (d) It is the sole responsibility of the bidder to confirm from the E-Tender Portal and/or from the following contacts regarding amendments, if any, or any other clarifications before uploading of the tender document ITI Tender Wizard Help Desk Contact Shri Sanjeeb Mahapatra, Mob-07377708585, 011-49424365 email id: twhelpdesk404@gmail.com,

14. PREPARATION OF BID DOCUMENTS – TECHNICAL BID & FINANCIAL BID

It is a two bid system and the bid prepared by the bidder shall comprise Technical Bid and Financial Bid

15. BID FORMS

The bidder shall fill in the tender document in all respects, sign on all pages along with seal of the firm if any and upload required scanned documents as per **section-III** of the same in e-Tender Portal.

16. BID PRICE

The bidder shall quote rates in FINANCIAL BID given in **Section III**.

17. COMPLIANCE

The bidder should ensure unconditional clause- by – clause compliance with all the terms and conditions

18. A. BID SECURITY/EMD

- (a) The bidder must deposit the amount for bid security/EMD as stated in Section I para 2b
- (b) The Bid security of unsuccessful bidder will be discharged / returned as early as possible .
- (c) A BID WITHOUT BID SECURITY/ BID SECURITY WITH OUT BID SHALL BE TREATED AS NON-RESPONSIVE AND SHALL BE REJECTED BY THE TENDERING AUTHORITY.

B. FORFEITURE OF BID SECURITY/EMD. The Bid Security/EMD may be forfeited

- (a) If the successful bidder backs out to accept the tender and/or does not deposit the performance security or (b) The successful bidder does not come for execution of agreement after deposit of performance security deposit within the scheduled time.
- (c) Withdraws his bid during the period of bid validity specified by the bidder in the bid form;

19. FORMAT AND SIGNING OF BID

- (a) The bid shall contain no interlineations, erasures or overwriting, except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the persons signing the bid.
- (b) The over writing / erasures in the bid made by the bidder shall be signed by the person signing the bid.

- (c) The letter of authorization shall be indicated by written power-of-attorney, if any, accompanying the bid. All pages of the original bid, except for un-amended printed literatures, shall be signed by the person or persons signing the bid.

20. PREPARATION & SUBMISSION OF BIDS:

I) Contents of the Bid:

The bid contains three parts –

Part A: The scanned copies of the Payment of Cost of Tender paper and EMD through online /NEFT / RTGS & Power of attorney (If applicable) have to be uploaded in the e-Tender Portal of M/s ITI.

Part B: The Second part relates to uploading of scanned documents required for Technical Bid as per **Section III** in the appropriate place of the e-Tender Portal.

Part C: The third part relates to uploading of Financial Bid containing the Price schedule in excel format filled carefully in the appropriate place of the e-Tender Portal.

II. Submission of the Bid:

- a. All the clauses of the bids must be complied with and price bids must be quoted online by the bidders before the locking/closing time of the bid as scheduled..
- b. Scanned documents wherever necessary are to be uploaded in the appropriate places of the e-tender portal.
- c. The bidder shall submit a set of entire document signed in all pages, downloaded from e-Tender Portal against each individual bid before signing of the agreement.
- d. The Bidder can bid through the user-id allotted to him by M/s ITI in e-Tender Portal along with requisite Earnest Money Deposit (EMD) and cost of Tender Paper.
- e. If any one of the document required to be submitted as referred to in **Section III** of this is found to be wanting, the concerned bid shall be rejected at the opening stage itself by the TEC of Technical Bid Evaluation.
- f. Wherever brand and quantity of any article sealed is not mentioned in the tender form, the details of such article are to be mentioned by the tenderer in the remarks column.
- g. The IHM Bhubaneswar may, at its discretion, extend the deadline for the submission of the bids by amending the bid document in accordance with NIT in which case all rights and obligations of the IHM BHUBANESWAR and bidders previously referred to the deadline will thereafter be subject to the extended deadline.

21. LATE BIDS, MODIFICATIONS AND WITHDRAWAL OF BIDS

- (a) After the Locking Time, no bidder can submit the bid.
- (b) The bidder may withdraw his bid after submission prior to the deadline prescribed for submission of bids. The bidder's withdrawal shall have to be online and digitally authenticated.
- (c) No bid shall be modified subsequent to the deadline for submission of bids as above

22. BID OPENING AND EVALUATION

- a) Financial bids & Technical bids shall be submitted by the bidder at the same time. The bids will be opened in two stages. The Tendering Authority will open the technical bids in the presence of bidders or their authorized representatives on the due date. The bidder or one of his authorized representatives shall be permitted to attend the bid opening. Authorization letter shall be submitted by the bidders before they are allowed to participate in bid opening. The bidders can view the opening details after the Tendering Authority opened them.

- (b) The date fixed for opening of bids, if subsequently declared as holiday by IHM Bhubaneswar, the revised date of schedule will be notified in the e-Tender Portal. However, in absence of such notification, the bids will be opened on the next working day, time remaining unaltered.
- (c) Technical bids will be evaluated by the Tendering Authority and after completion of the technical Evaluation; the eligible bidders list for the financial bid opening will be made available in the e-Tender Portal.
- (d) Opening date and time of Financial Bid will be notified in the e-Tender Portal after opening of the Technical Bid.

23. PLACE OF OPENING OF TENDER BIDS

Authorized representatives of bidders (i.e. vendor organization) can attend the Tender Opening Event (TOE) in the “IHM Bhubaneswar Office”, where IHM Bhubaneswar Tender Opening Officers would be conducting through online e-Tender in **Scheduled date & time.**

24. PRELIMINARY EVALUATION

- (a) Tendering authority shall evaluate the bids to determine whether they are complete in all respects, whether any computational errors have been made, whether required sureties have been furnished etc.
- (b) Prior to the detailed evaluation, the Tendering authority will determine the substantial responsiveness of each bid to the Bid documents.
- (c) For purposes of these clauses, a substantially responsive bid is one, which conforms, to all the terms and conditions of the Bid documents without any material deviation. The tendering authority’s determination of bid’s responsiveness shall be based on the contents of the bid itself without recourse of extrinsic evidence.
- (d) A bid, determined as substantially non-responsive will be rejected by the Tendering authority and shall not, subsequent to the bid opening, be made responsive by the bidder by correction of the non conformity. The tendering authority shall not be bound to show the reasons/causes of rejection of the bid.
- (e) The Tendering authority may waive any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any bidder.

25. EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS

- (a) The Tendering authority shall evaluate and determine as to whether the bid is substantially responsive or not as per above conditions.
- (b) Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the Tendering authority. If there is a discrepancy between words and figures, the amount in words shall prevail.
- (c) If the bidder does not accept the correction of the errors, his bid shall be rejected.
- (d) Tendering authority may negotiate with L1 bidder**

(e) EVALUATION METHODOLOGY

The selection the Bidder shall be in accordance with the Quality cum Cost Based Selection (QCBS) method. The weightage given to the Technical proposal score shall be 70% and the weightage given to the Financial proposal shall be 30%.

The evaluation shall be done based on combined weightage for Technical (T) and Financial (P) scores. The weightage considered for Technical (T) and Financial (P) Proposals shall be: T = 70%, and P = 30%. Weightage shall be calculated maximum upto 4 decimal places.

$$L1 = St \times T\% + Sf \times P\%$$

St = The technical score of the Bidder

Sf = financial score of the Bidder

Example:

Technical Scores: If a bidder called (A) has quoted 80 marks, (B) quoted 70 marks and (C) quoted 75 marks, then 70% weightage mark for (A) shall be = $70 * 80 / 100 = 56$; (B) shall be $70 * 70 / 100 = 49$ and (C) shall be $70 * 75 / 100 = 52.50$

Financial Scores: The financial score shall be calculated where the lowest bidder shall be given 100 mark and scores of all other bidders are normalized against this. $Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

Then 30% of 100 shall be considered for (A) and 30% of 50 shall be considered for (B) and 30% of 33.3 for (C). Detailed marking system is explained below:

Description	Vendor A	Vendor B	Vendor C
Technical Mark	80	70	75
Financial Mark	2 Cr	4 Cr	6 Cr
Technical Weightage	56	49	52.50
Financial Weightage	30	15	9.9
Total weightage	86	64	62.40
Party selected	L1 bidder	L2 bidder	L3 bidder

ANNUAL CONTRACT FOR SUPPLY OF OFFICE STATIONERY

CRITERIA FOR EVALUATION

Evaluation of proposals shall be made at the IHM Bhubaneswar by the concerned authority.

In the first stage, the technical proposal will be evaluated on the basis of bidders fulfilment of eligibility criteria. Only those bidders whose technical proposals becomes responsive based on the eligibility criteria, shall qualify for further detail technical evaluation for award of marks based on the following criteria.

Sl. #	Criteria	Specific Requirements	Marking	Max. Marks	Documentary Requirement
1	FINANCIAL STRENGTH	The bidder must have more than 50 Laks. Turnover at least for any two years in last three financial years. Rs. 50 Lakh: 10 Marks More than Rs.50 Lakh to 1.00 Crore : 15 Marks More than Rs. 1.00 Crore: 20 Marks	10 20 30	30	Audited Balance Sheet and Profit & Loss Statements Certification by Chartered Accountant

2	WORK EXPERIENCE	<p>Experince in supply of office stationary to reputed public or private institutions / hotels /Companies in the last 7 years prceding Tender due date</p> <p>> 3 Year</p> <p>> 4 years</p> <p>> 5 years and above</p>	10	20	30	30	Work order / Agreement copies from the Insitution
3	WORKFORCE	<p>The Bidder must have registered with ESI/PF authorities and must have minimum 05 persons enrolled in either EPF/ESIC shceme</p> <p>05 Persons:</p> <p>05 - 10 Persons:</p> <p>> 10 Persons:</p>	10	15	20	20	Valid Certificate along with the return challan of EPF/ESI
5	SITE VIST	Site visit to the centralized store / Warehouse by the committee team	5	5	5	5	Storing procedures, SOP's for storing materials &, dedicated transport systems etc.

26. CONTACTING THE TENDERING AUTHORITY

- (a) Subject to seeking clarifications on e-tendering and tender document, no bidder shall try to influence the Tendering authority on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.
- (b) Any effort by a bidder to influence the Tendering authority in the tendering authority's bid evaluation, bid comparison or contract award decisions shall result in the rejection of the bid.

Award of contract & Work:

- a) The IHM Bhubaneswar shall consider award of contract only to those eligible bidders whose offers have been found technically, commercially and financially responsive, eligible and accepted. Normally the bid of the tenderer who quote the lowest rate (as mentioned in financial bid) will be accepted.
- b) However the IHM Bhubaneswar reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders.
- c) The IHM Bhubaneswar reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contracts entered into with the IHM Bhubaneswar.

27. VALIDITY OF THE CONTRACT.

- i). The contract shall be **valid for Eleven Months** from the date of signing of the contract. He also reserves the right to cancel the contract at any time without assigning any reasons..

28. E-TENDERING INSTRUCTIONS TO BIDDERS

The instructions given below are ITI's e-tender portal centric and for e-tenders invited by the IHM Bhubaneswar.

A. General:

- a. Submission of Bids only through online process is mandatory for this Tender for conducting electronic tendering the Tendering Authority is using the e-Tender Portal (<https://www.tenderwizard.com/IHM>) of M/s ITI Limited, a Government of India Undertaking.
- b. For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the Electronic Tendering System (ETS).
 - iv) It is advised that all the documents to be submitted (**Section III**) are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission. The Price bid may be downloaded and rates may be filled appropriately. This file may also be saved in a secret folder on your computer.
 - ii. While uploading the documents, it should be ensured that the file name should be the name of the document itself for easy pairing and scrutiny.

B. Tender Bidding Methodology:

It is a Two Stage bidding system–.

Financial bids & Technical bids shall be submitted by the bidder at the same time.

C. Broad outline of activities from Bidders perspective:

- a. Procure a Digital Signature Certificate (DSC)
- b. Register for Electronic Tendering System (ETS) in e-Tender Portal.
- c. Create Users and assign roles on ETS
- d. View Notice Inviting Tender (NIT) on ETS
- e. Download Official Copy of Tender Documents from ETS
- f. Clarification to Tender Documents on ETS – Query to IHM BHUBANESWAR (Optional)
- g. View response to queries posted by IHM Bhubaneswar, through addenda.
- h. Bid-Submission on ETS
- i. Attend Public Online Tender Opening Event (TOE) on ETS – Opening of Technical-Part
- j. Post-TOE Clarification on ETS (Optional)
- k. Respond to IHM Bhubaneswar's Post-TOE queries
- l. Attend Public Online Tender Opening Event (TOE) on ETS – Opening of Financial-Part (Only for Technically Responsive Bidders)

D. Digital Certificates

For integrity of data and its authenticity/ non-repudiation of electronic records, and be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). Also referred to as Digital Signature Certificate (DSC), of Class III issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>]. Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

E. Registration

Amendments, if any, to the tender document will be notified in the above website as and when such amendments are notified. Intending bidders are requested to register themselves with M/s. ITI Limited through e- Tender Portal for obtaining user-id, Digital Signature Certificates etc., by paying Vendor registration fee and processing fee for participating in the above mentioned tender. After successful submission of Registration details and Vendor registration fee and processing fee (as applicable), please contact ITI Helpdesk and IHM BHUBANESWAR Contact Points (as given below), to get your registration accepted/activated.

ITI Tender Wizard Help Desk Contact	Shri Sanjeeb Mahapatra, Mobile no. 07377708585, 011-49424365 email id: twhelpdesk404@gmail.com
IHM Bhubaneswar Contact-1	Mrs Sharada Ghosh Mob No- 9437001241 / 9437574465 E-Mail- hospitality@ihmbbs.org

30. INTIMATION OF CORRECTIONS/MODIFICATIONS TO TENDER DOCUMENT

The correction/modification, if any, in the tender document will be uploaded in the Website i.e. www.ihmbbsr.org and www.tenderwizard.com/IHM up to **due date and time** which will be treated as final. The amendments if any will not be published in the Newspaper. It is the responsibility of the bidders to visit e-Tender Portal and keep themselves updated regarding amendments/correction/modification etc.

**Sd/-
Principal**

SECTION III.

FINANCIAL BID

OFFICE STATIONERY

SI	SPECIFICATION	UNIT
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

SECTION IV
TECHNICAL BID

Sl no	Description	Remarks (Yes (Y), No(N), Not Applicable (NA)) (√ Tick whichever is applicable)		
		Y	N	NA
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 2021-2022			
7	Trade license true copy (attested by gazette officer) to be submitted along with the tender form.			
8	Registration and Licence certificate under the Food Safety & Standard Act 2006 and Rules 2011 from Food Safety Officer, Municipal Corporation will be given preference.			
9	Self-Attested Photo copy of Original "Power of Attorney" in case person other than the tenderer has signed the tender documents			
10	Photo copy of "Partnership Deed" duly registered, if applicable			
11	copy of Declaration of Non - tampering of relevant document required for tender duly filled and signed. Annexure-A			
12	copy of Declaration for Downloading the tender Document duly filled in and signed vide Annexure-C.			
13	copy of Bid form duly filled and signed. Annexure-D			
14	copy of Clause by clause compliance duly filled in and signed. Annexure-B			
15	copy of the Check list duly filled in			
16	Bidder Profile			
17	copy of Undertaking regarding genuineness of the documents/information submitted duly filled in and signed. Annexure-E			
18	Firm registration, in case of partnership firm			

Forwarding Letter

(To be submitted in the letter head)

To
The Principal
Institute of Hotel Management
Catering Technology & Applied Nutrition
Veer Surendrasai Nagar
Bhubaneswar-751010

Sub: Supply of (Name of Work)

Sir,

I hereby offer my rates to supply the raw materials to the Institute of Hotel Management Catering Technology & Applied Nutrition, Veer Surendrasai Nagar, Bhubaneswar-751007 commencing from 1st July 2023 to 30 th June 2024 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/NEFT/RTGS/MSME/NSIC No.....Dt.....Rs.....
(Earnest Money)

DD/NEFT/RTGS/MSME/NSIC 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-751010

.....
(To be filled up by the Tenderer)

10 Name of the Firm

11 Address

12 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
Vegetables/groceries/Non.veg
like meat, fish, chicken etc.

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)

Place

Date-

Signature of the Tenderer with seal

ANNEXURE-A

Declaration of Non tampering of tender document

I,Sri/Smt/M/s_____

(authorized signatory) hereby declare that the tender document submitted has been downloaded from the website “<http://www.ihmbhubaneswar.org>” or **www.tenderwizard.com/IHM** and I have checked up that no page is missing and all pages as per the index are available and no addition/deletion/correction/tampering has been made in the tender document. In case at any stage, it is found that any addition / deletion / correction has been made, IHM Bhubaneswar shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Place:_____

Date:_____

Signature of bidder/Authorized Signatory

Name _____

Seal of the bidder:

ANNEXURE-B

DECLARATION OF CLAUSE BY CLAUSE COMPLIANCE

I _____

(authorized signatory) hereby declare that I shall comply with all the terms and conditions of the tender documents as out lined in all the clauses unconditionally.

Place : _____

Signature of the Tenderer :

Date: _____

Name of the Tenderer

ANNEXURE-C

Declaration for Downloading the tender Document.

I _____

(authorized signatory) hereby declare that the tender document submitted has been downloaded from the website **www.ihmbbsr.org** or **www.tenderwizard.com/IHM** and no addition/deletion/correction has been made in the entire tender document. In case at any stage, it is found that the information given above is false / incorrect, IHM Bhubaneswar shall have the absolute right to take any action as deemed fit without any prior intimation.

Date: _____

Signature of Tenderer _____

Place: _____

Name of Tenderer _____

(Along with date & Seal)

ANNEXURE-D

BID FORM

To
The Principal
Institute of Hotel Management
Catering Technology & Applied Nutrition
Veer Surendrasai Nagar
Bhubaneswar-751010

Dear Sir,

1) Having the conditions of contract and services to be provided the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide the same in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.

2) We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.

3) If our Bid is accepted, we will obtain the guarantees of a Nationalized/ Scheduled Bank for a sum not exceeding the Cost of specified Performance Bank Guarantee of the contract sum for the due performance of the Contract.

4) We agree to abide by this Bid for a period of **180 days** from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5) Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

6) Bid submitted by us is properly verified and prepared so as to prevent any subsequent replacement. We understand that you are not bound to accept the lowest or any bid, you may receive.

7) We understand that the Bid document so submitted is the true copy of IHM Bhubaneswar tender documents available on the IHM Bhubaneswar website www.tenderwizard.com/IHM. Any deviation will result in the rejection of the bid.

a. Date (DD/MM/YYYY) : _____

b. Signature of (Bidder or authorized signatory): _____

c. Name (Bidder or authorized signatory) : _____

d. Duly authorized to sign the bid for and on behalf of bidder _____

(In case of authorization)

e. Witness

f. Address

ANNEXURE-E

UNDERTAKING REGARDING GENUINENESS OF THE DOCUMENTS/INFORMATION SUBMITTED.

I, Shri/Smt
Son/Daughter of Shri do hereby
undertake that all the documents / certificates submitted by me with this tender
..... (Name of
Work) are true and are exact copies of the original documents/certificates are available with
me. I further undertake that if at any time any information furnished in the documents /
certificates submitted by me are found to be false, IHM Bhubaneswar will have every right
to take suitable action against me including forfeiture of my EMD/ Performance Security
Deposit, termination of my contact agreement and/or black-listing of my contract as deemed
fit.

Place:

Signature of tenderer /Authorised signatory

Date:

Name & Seal of the tenderer

**Institute of Hotel Management
Catering Technology & Applied Nutrition
Veer Surendrasai Nagar, Bhubaneswar-751010
.....**

**ANNUAL CONTRACT
(01.07.2023 to 30.06.2024)**

FOR

Supply of Cleaning Materials

SECTION-I

**INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION
V.S.S. NAGAR , BHUBANESWAR-751010
Tel No.(0674) 2589241, website-www.ihmbbs.org**

NOTICE INVITING E-TENDER

5. Supply of Cleaning Materials

1.On behalf of IHM, Bhubaneswar e-Tender (Open tender) is invited on two stage bidding system 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/2023-24/098 Dated : 24-04-2023
2	Tender item	For supply/contract of the following items for a period of one year(1 st July 2023 to 30 th June 2024). Supply of Cleaning Materials
3	Cost of tender paper	The cost of Bid security and cost of Tender paper as in section-II to be paid through online Banking/ RTGS / NEFT / DD/ MSME OR NSIC are exemption from Tender paper cost & EMD as per the Section-I, Para 2(b)
4	Cost of Tender document	Rs 1000/-
5	EMD	Rs 3000/-
6	Tender Processing Fee	Rs 2124/- Through online(credit Card / Debit card Or Net Banking)

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 and/ or e-Tender Portal and/or newspapers IHM Bhubaneswar is the final authority to accept or reject the tender bids.

2a) The Tender document can be downloaded from the website: www.tenderwizard.com/IHM & www.ihmbbsr.org and to be submitted in e-format. Cost of Tender Document and Earnest Money Deposit (EMD) have to be submitted as per following details given in Para 2(b).

(b) The cost of EMD and cost of Tender paper can also be paid through online Banking/RTGS/NEFT/Demand Draft in favour of 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

2(c) The scanned copies of the (MSME / NSIC Certificate) Or E-Payment receipt towards EMD/BID security, Cost of bid document have to be uploaded in the e-Tender Portal of M/sITI i.e www.tenderwizard.com/IHM.

2(d) Amendments, if any, to the tender document will be notified in the above website as and when such amendments are made. It is the sole responsibility of the bidders who have downloaded the tender

document from the website to keep themselves abreast of such amendments before submitting the tender document.

- 3(a) Intending bidders are requested to register themselves with M/s. ITI Limited through the website **www.tenderwizard.com/IHM** for obtaining user-id, Digital Signature etc., by paying Vendor registration fee and processing fee for participating in the above mentioned tender.
- 3(b) IHM Bhubaneswar has decided to use the process of e-tendering for inviting this tender and thus the physical copy of the tender would not be sold.
- 3(c) The bidders shall furnish a declaration that no addition / deletion / corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on Web-site (**www.tenderwizard.com/IHM**) .
- 3(d) 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.
- 4(a) The bidder should have **experience**
- 4(b) The documents as listed out in Section IV must be uploaded in the E-Tender Portal.
- 5(a) IHM Bhubaneswar has adopted e-tendering process which offers a unique facility for Public Online “Tender Opening Event (TOE) “. IHM BHUBANESWAR’s Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. However, if required, bidders or their authorized representatives can attend the Tender Opening Event in IHM Bhubaneswar where IHM Bhubaneswar Tender Opening Officers would be conducting Public Online Tender Opening Event (TOE).
- 5(b) **Eligibility criteria: The bidder must have the following eligibility to participate in tender:**
26. Bidder must have a registered in India as a company /Firm/Society/Trust and must have registration certificate under relevant act / rule of the State or Central Government
 27. The bidder must have a registered / operating office in Bhubaneswar
 28. Bidder must have a valid Office & Shop/ Trade License (Provide a copy of the License)
 29. Bidder must have a GSTIN registration, PAN and labour registration certificates. (Please provide all photocopies of the licenses)
 30. The bidder must have a minimum 3 years experience in supply & management of raw materials to support F&B operations in a Hotel / Institute or Catering services. The bidder shall furnish the details of supporting documents in the form of Work orders or Contract copies.
 31. The bidder applying should have a minimum average annual turnover of Rs. 75 lakh per year during the last 3 financial years.
 32. The bidder must have a Centralized Store or Warehouse facility for storing raw materials in Bhubaneswar along with dedicated transport vehicles to undertake logistic support. (Provide Lease or rental agreements / Trade Licenses and transport vehicles RC copies).
 33. **Separate DD / NEFT/RTGS/MSME/NSIC of Rs.1000/- 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.
 34. Party quoting the rates must be prepared to supply items even if only a part of the section for which their quoting as accepted for the purpose of supply by the parties concerned. If any one fails to accept this condition after quoting the rates the earnest money will forfeited.
 35. While quoting rates the parties must quote for the exact unit/weight mentioned in the tender paper.
 36. Copy of Trade license true to be submitted along with the tender form.
 37. Xerox copies of PAN certificate, Income Tax Return filing Last Year i.e FY 2021-2022 GSTIN Registration and Clearance certificate(last year) to be submitted along with the tender form.
 38. The amount of security will be 5% as per total price quoted by the bidders. The security is to be deposited by bank draft.

39. On acceptance of tender, the earnest money will be treated as a part of the security deposit. **Both the security deposit & earnest money will carry no interest.**
(Note. MSME /NSIC Bidders should pay all security deposit amount in the form of DD)
40. Wherever brand and quantity of any article sealed is not mentioned in the tender form, the details of such article are to be mentioned by the tenderer in the remarks column.
41. Article to be supplied strictly in time as briefed day to day.
42. Parties must supply as per specification mentioned in the tender paper.
43. 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.
44. **Discontinuance of supply of raw materials before the contract period will lead to forfeit of the security deposit is bound.**
45. **The Institute not to accept lowest or to give any reason for the decisions.**
46. **The rate will be for one year, request for enhance of rate during the contract period will not be considered at any cost.**
47. The undersigned reserves the right to cancel any or all the tenders without assigning any reason.
48. Rates for all items carrying printed MRP should be quoted in terms of percentage of discount on the MRP printed on each item.
49. Any paper related to tender should be provided as and when required by the Institute.
50. The purchase requisition shall be collected from the store keeper two days in advance between 4.00pm to 5.00pm on every working day. Any items that the contractor is not able to supply must intimate the store keeper after searching in the market at least 24 hours/one day before scheduled time of date of supply(9am of date of supply).
- 19 Consequent failure to supply all the items agreed to supply shall entail 5% reduction of the total bill for that day without any prejudice to clause 20.
32. **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 contractors payment with intimation and issue of copy of purchase bills.**
33. **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.**
34. Payment will be made fortnightly.
35. **Office must situate at Bhubaneswar location only.**

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.

- D) Incomplete, ambiguous, Conditional tender bids are liable to be rejected.
- E) IHM Bhubaneswar reserves the right to accept or reject any or all tender bids without assigning any reason and is not bound to accept the lowest tender.
- F) All documents submitted in the bid offer should be preferably in English. In case the certificate viz., experience, registration etc. is issued in any language other than English, the bidder shall attach an English translation of the same duly attested by the bidder & the translator in addition to the relevant certificate. All computer generated documents should be duly signed by the bidder.

**Sd/-
Principal**

SECTION-II

INSTRUCTIONS TO BIDDERS & GENERAL CONDITIONS OF TENDER

1. TERMS:

- 1(a) "IHM Bhubaneswar" or "The Tendering Authority"
- 1(b) "The Bidder" means the individual or firm who participates in this tender & submits its bid.
- 1(c) "The Work Order" means the order placed by the IHM on the Bidder signed by the respective controlling officer of IHM including all attachments & appendices thereto and all document incorporated by reference therein. The work shall be deemed as "Contract" appearing in the document.
- 1(d) "The Contract Price" means the price payable to the bidder under the work order for full & proper performance of its contractual obligations.
- 1(e) "E-Tender Portal" means the website "www.tenderwizard.com/IHM" of M/s ITI Limited who is providing e-Tendering solution to IHM Bhubaneswar.
- 1(f) "ETS" means the Electronic Tendering System through the e-Tender Portal.

- 3. **VALIDITY OF BID:** The validity of bid period is 11months from the last date of submission of the bid.
- 4. The conditional and incomplete tenders are liable for rejection.
- 5. The IHM, Bhubaneswar reserves the right to reject one or all of the tenders without assigning any reason thereof..
- 6. The near relative of employees of IHM Bhubaneswar, if participating in this tender must declare the full particulars of their near relatives employed in IHM BHUBANESWAR (either directly recruited or on deputation). The near relatives for this purpose are defined as, a) Members of Hindu undivided family. b) They are husband & wife, c)The one related to other in the manner as father, mother, son(s)& son's wife (daughter-in-law), daughter(s) & daughter's husband (son in law),brother(s) & brother's wife, sister(s) & sister's husband (brother-in-law).

7. 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.

- 8. In case of any dispute arising out of the contract between the two contracting parties, the decision of the Principal, IHM Bhubaneswar shall be final and binding.
- 9. The IHM Bhubaneswar reserves the rights to increase/decrease or delete the scope of work without assigning any reason.

10. 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.

11. COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of the bid. IHM Bhubaneswar in no case be responsible for these costs regardless of the conduct or outcome of the bidding process.

12. DOCUMENTS TO BE SUBMITTED FOR BID

- a. The details of documents to be submitted through online in e-Tender Portal are as detailed at **Section IV**. If any one of the above items required to be submitted along with the Technical bid is found wanting, the offer is liable to be rejected at that stage.
- b. Documents in original should be submitted for verification if required by the Tendering Authority.
- c. The bidder will verify the genuineness and correctness of all documents and certificates including experiences/performance certificates, submitted by the bidder or any other firm /associates before

submitting them in the bid. The onus of proving genuineness of the submitted documents would rest with the bidder.

- d. As per the requirement of the tender's condition, if any documents/paper/certificate submitted by the bidder is found to be false/fabricated/tampered /manipulated at any stage during bid evaluation or after award of contract, then the bid security (EMD/PBG) of the bidder would be forfeited and the bidder would be disqualified from the tender. Action would be taken for banning of business dealing with the defaulting firm. In case contract has already been awarded to the bidder, then PBG would be forfeited and the contract would be rescinded/ annulled and IHM Bhubaneswar would be at liberty to procure the services from any other source at the risk and cost of the defaulting bidder. Action would also be taken for banning business dealing with the defaulting firm.

13. AMENDMENT TO BID DOCUMENT

- (a) At any time, prior to the date of submission of bid, tendering authority may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments.
- (b) The amendments shall be notified in the E-Tender Portal and these amendments will be binding on them.
- (c) In order to afford prospective bidders reasonable time to take the amendments into account in preparing their bids, the Tendering authority may, at its discretion, extend the deadline suitably for the submission of bids.
- (d) It is the sole responsibility of the bidder to confirm from the E-Tender Portal and/or from the following contacts regarding amendments, if any, or any other clarifications before uploading of the tender document
ITI Tender Wizard Help Desk Contact Shri Sanjeeb Mahapatra, Mob-07377708585, 011-49424365 email id: twhelpdesk404@gmail.com,

14. PREPARATION OF BID DOCUMENTS – TECHNICAL BID & FINANCIAL BID

It is a two bid system and the bid prepared by the bidder shall comprise Technical Bid and Financial Bid

15. BID FORMS

The bidder shall fill in the tender document in all respects, sign on all pages along with seal of the firm if any and upload required scanned documents as per **section-III** of the same in e-Tender Portal.

16. BID PRICE

The bidder shall quote rates in FINANCIAL BID given in **Section III**.

17. COMPLIANCE

The bidder should ensure unconditional clause- by – clause compliance with all the terms and conditions

18. A. BID SECURITY/EMD

- (a) The bidder must deposit the amount for bid security/EMD as stated in Section I para 2b
- (b) The Bid security of unsuccessful bidder will be discharged / returned as early as possible .
- (c) A BID WITHOUT BID SECURITY/ BID SECURITY WITH OUT BID SHALL BE TREATED AS NON-RESPONSIVE AND SHALL BE REJECTED BY THE TENDERING AUTHORITY.

B. FORFEITURE OF BID SECURITY/EMD. The Bid Security/EMD may be forfeited

- (a) If the successful bidder backs out to accept the tender and/or does not deposit the performance security or
- (b) The successful bidder does not come for execution of agreement after deposit of performance security deposit within the scheduled time.
- (c) Withdraws his bid during the period of bid validity specified by the bidder in the bid form;

19. FORMAT AND SIGNING OF BID

- (a) The bid shall contain no interlineations, erasures or overwriting, except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the persons signing the bid.
- (b) The over writing / erasures in the bid made by the bidder shall be signed by the person signing the bid.
- (c) The letter of authorization shall be indicated by written power-of-attorney, if any, accompanying the bid. All pages of the original bid, except for un-amended printed literatures, shall be signed by the person or persons signing the bid.

20. PREPARATION & SUBMISSION OF BIDS:

I) Contents of the Bid:

The bid contains three parts –

- Part A: The scanned copies of the Payment of Cost of Tender paper and EMD through online /NEFT / RTGS & Power of attorney (If applicable) have to be uploaded in the e-Tender Portal of M/s ITI.
- Part B: The Second part relates to uploading of scanned documents required for Technical Bid as per **Section III** in the appropriate place of the e-Tender Portal.
- Part C: The third part relates to uploading of Financial Bid containing the Price schedule in excel format filled carefully in the appropriate place of the e-Tender Portal.

II. Submission of the Bid:

- a. All the clauses of the bids must be complied with and price bids must be quoted online by the bidders before the locking/closing time of the bid as scheduled..
- b. Scanned documents wherever necessary are to be uploaded in the appropriate places of the e-tender portal.
- c. The bidder shall submit a set of entire document signed in all pages, downloaded from e-Tender Portal against each individual bid before signing of the agreement.
- d. The Bidder can bid through the user-id allotted to him by M/s ITI in e-Tender Portal along with requisite Earnest Money Deposit (EMD) and cost of Tender Paper.
- e. If any one of the document required to be submitted as referred to in **Section III** of this is found to be wanting, the concerned bid shall be rejected at the opening stage itself by the TEC of Technical Bid Evaluation.
- f. Wherever brand and quantity of any article sealed is not mentioned in the tender form, the details of such article are to be mentioned by the tenderer in the remarks column.
- g. The IHM Bhubaneswar may, at its discretion, extend the deadline for the submission of the bids by amending the bid document in accordance with NIT in which case all rights and obligations of the IHM BHUBANESWAR and bidders previously referred to the deadline will thereafter be subject to the extended deadline.

21. LATE BIDS, MODIFICATIONS AND WITHDRAWAL OF BIDS

- (a) After the Locking Time, no bidder can submit the bid.
- (b) The bidder may withdraw his bid after submission prior to the deadline prescribed for submission of bids. The bidder's withdrawal shall have to be online and digitally authenticated.
- (c) No bid shall be modified subsequent to the deadline for submission of bids as above

22. BID OPENING AND EVALUATION

- a) Financial bids & Technical bids shall be submitted by the bidder at the same time. The bids will be opened in two stages. The Tendering Authority will open the technical bids in the presence of bidders or their authorized representatives on the due date. The bidder or one of his authorized representatives shall be permitted to attend the bid opening. Authorization letter shall be submitted by the bidders before they are allowed to participate in bid opening. The bidders can view the opening details after the Tendering Authority opened them.
- (b) The date fixed for opening of bids, if subsequently declared as holiday by IHM Bhubaneswar, the revised date of schedule will be notified in the e-Tender Portal. However, in absence of such notification, the bids will be opened on the next working day, time remaining unaltered.
- (c) Technical bids will be evaluated by the Tendering Authority and after completion of the technical Evaluation; the eligible bidders list for the financial bid opening will be made available in the e-Tender Portal.

- (d) Opening date and time of Financial Bid will be notified in the e-Tender Portal after opening of the Technical Bid.

23. PLACE OF OPENING OF TENDER BIDS

Authorized representatives of bidders (i.e. vendor organization) can attend the Tender Opening Event (TOE) in the "IHM Bhubaneswar Office", where IHM Bhubaneswar Tender Opening Officers would be conducting through online e-Tender in **Scheduled date & time**.

24. PRELIMINARY EVALUATION

- (a) Tendering authority shall evaluate the bids to determine whether they are complete in all respects, whether any computational errors have been made, whether required sureties have been furnished etc.
- (b) Prior to the detailed evaluation, the Tendering authority will determine the substantial responsiveness of each bid to the Bid documents.
- (c) For purposes of these clauses, a substantially responsive bid is one, which conforms, to all the terms and conditions of the Bid documents without any material deviation. The tendering authority's determination of bid's responsiveness shall be based on the contents of the bid itself without recourse of extrinsic evidence.
- (d) A bid, determined as substantially non-responsive will be rejected by the Tendering authority and shall not, subsequent to the bid opening, be made responsive by the bidder by correction of the non conformity. The tendering authority shall not be bound to show the reasons/causes of rejection of the bid.
- (e) The Tendering authority may waive any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any bidder.

25. EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS

- (a) The Tendering authority shall evaluate and determine as to whether the bid is substantially responsive or not as per above conditions.
- (b) Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the Tendering authority. If there is a discrepancy between words and figures, the amount in words shall prevail.
- (c) If the bidder does not accept the correction of the errors, his bid shall be rejected.

(d) Tendering authority may negotiate with L1 bidder

(e) EVALUATION METHODOLOGY

The selection the Bidder shall be in accordance with the Quality cum Cost Based Selection (QCBS) method. The weightage given to the Technical proposal score shall be 70% and the weightage given to the Financial proposal shall be 30%.		
The evaluation shall be done based on combined weightage for Technical (T) and Financial (P) scores. The weightage considered for Technical (T) and Financial (P) Proposals shall be: T = 70%, and P = 30%. Weightage shall be calculated maximum upto 4 decimal places.		
L1 = St x T% + Sf x P%.		
St = The technical score of the Bidder		
Sf = financial score of the Bidder		
Example:		
Technical Scores: If a bidder called (A) has quoted 80 marks, (B) quoted 70 marks and (C) quoted 75 marks, then 70% weightage mark for (A) shall be = 70 * 80 /100=56; (B) shall be 70 * 70/100=49 and (C) shall be 70*75/100=52.50		

Financial Scores: The financial score shall be calculated where the lowest bidder shall be given 100 mark and scores of all other bidders are normalized against this. $S_f = 100 \times F_m / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

Then 30% of 100 shall be considered for (A) and 30% of 50 shall be considered for (B) and 30% of 33.3 for (C). Detailed marking system is explained below:

Description	Vendor A	Vendor B	Vendor C
Technical Mark	80	70	75
Financial Mark	2 Cr	4 Cr	6 Cr
Technical Weightage	56	49	52.50
Financial Weightage	30	15	9.9
Total weightage	86	64	62.40
Party selected	L1 bidder	L2 bidder	L3 bidder

ANNUAL CONTRACT FOR SUPPLY OF CLEANING MATERIAL

CRITERIA FOR EVALUATION

Evaluation of proposals shall be made at the IHM Bhubaneswar by the concerned authority.

In the first stage, the technical proposal will be evaluated on the basis of bidders fulfilment of eligibility criteria. Only those bidders whose technical proposals becomes responsive based on the eligibility criteria, shall qualify for further detail technical evaluation for award of marks based on the following criteria.

Sl. #	Criteria	Specific Requirements	Marking	Max. Marks	Documentary Requirement
1	FINANCIAL STRENGTH	The bidder must have more than 50Laks Turnover at least for any two years in last three financial years. Rs. 50 Laks: 10 Marks More than Rs. 60 to 80 Laks: 15 Marks More than Rs. 80Laks: 20 Marks	10 20 30	30	Audited Balance Sheet and Profit & Loss Statements Certification by Chartered Accountant
2	WORK EXPERIENCE	Experince in supply of cleaning material to reputed public or private institutions / hotels /Companies in the last 7 years prceding Tender due date > 3 Year > 4 years > 5 years and above	10 20 30	30	Work order / Agreement copies from the Insitution
3	WORKFORCE	The Bidder must have registered with ESI/PF authorities and must have minimum 05 persons enrolled in either EPF/ESIC shceme 05 Persons:	10	20	Valid Certificate along with the return challan of EPF/ESI

		05 - 10 Persons:	15		
		> 10 Persons:	20		
5	SITE VIST	Site visit to the centralized store / Warehouse by the committee team	5	5	Storing procedures, SOP's for storing dry provisions, dedicated transport syatems etc.

26. CONTACTING THE TENDERING AUTHORITY

- (a) Subject to seeking clarifications on e-tendering and tender document, no bidder shall try to influence the Tendering authority on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.
- (b) Any effort by a bidder to influence the Tendering authority in the tendering authority's bid evaluation, bid comparison or contract award decisions shall result in the rejection of the bid.

Award of contract & Work:

- a) The IHM Bhubaneswar shall consider award of contract only to those eligible bidders whose offers have been found technically, commercially and financially responsive, eligible and accepted. Normally the bid of the tenderer who quote the lowest rate (as mentioned in financial bid) will be accepted.
- b) However the IHM Bhubaneswar reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders.
- c) The IHM Bhubaneswar reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contracts entered into with the IHM Bhubaneswar.

27. VALIDITY OF THE CONTRACT.

- i). The contract shall be **valid for Eleven Months** from the date of signing of the contract. He also reserves the right to cancel the contract at any time without assigning any reasons..

28. E-TENDERING INSTRUCTIONS TO BIDDERS

The instructions given below are ITI's e-tender portal centric and for e-tenders invited by the IHM Bhubaneswar.

A. General:

- a. Submission of Bids only through online process is mandatory for this Tender for conducting electronic tendering the Tendering Authority is using the e-Tender Portal (<https://www.tenderwizard.com/IHM>) of M/s ITI Limited, a Government of India Undertaking.
- b. For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the Electronic Tendering System (ETS.).
 - v) It is advised that all the documents to be submitted (**Section III**) are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission. The Price bid may be downloaded and rates may be filled appropriately. This file may also be saved in a secret folder on your computer.
 - ii. While uploading the documents, it should be ensured that the file name should be the name of the document itself for easy pairing and scrutiny.

B. Tender Bidding Methodology:

It is a Two Stage bidding system—.

Financial bids & Technical bids shall be submitted by the bidder at the same time.

C. Broad outline of activities from Bidders perspective:

- a. Procure a Digital Signature Certificate (DSC)
- b. Register for Electronic Tendering System (ETS) in e-Tender Portal.
- c. Create Users and assign roles on ETS
- d. View Notice Inviting Tender (NIT) on ETS
- e. Download Official Copy of Tender Documents from ETS
- f. Clarification to Tender Documents on ETS – Query to IHM BHUBANESWAR (Optional)
- g. View response to queries posted by IHM Bhubaneswar, through addenda.
- h. Bid-Submission on ETS
- i. Attend Public Online Tender Opening Event (TOE) on ETS – Opening of Technical-Part
- j. Post-TOE Clarification on ETS (Optional)
- k. Respond to IHM Bhubaneswar’s Post-TOE queries
- l. Attend Public Online Tender Opening Event (TOE) on ETS – Opening of Financial-Part (Only for Technically Responsive Bidders)

D. Digital Certificates

For integrity of data and its authenticity/ non-repudiation of electronic records, and be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). Also referred to as Digital Signature Certificate (DSC), of Class III issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>]. Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

E. Registration

Amendments, if any, to the tender document will be notified in the above website as and when such amendments are notified. Intending bidders are requested to register themselves with M/s. ITI Limited through e-Tender Portal for obtaining user-id, Digital Signature Certificates etc., by paying Vendor registration fee and processing fee for participating in the above mentioned tender. After successful submission of Registration details and Vendor registration fee and processing fee (as applicable), please contact ITI Helpdesk and IHM BHUBANESWAR Contact Points (as given below), to get your registration accepted/activated.

ITI Tender Wizard Help Desk Contact	Shri Sanjeeb Mahapatra, Mobile no. 07377708585, 011-49424365 email id: twhelpdesk404@gmail.com
IHM Bhubaneswar Contact-1	Mrs Sharada Ghosh Mob No- 9437001241 / 9437574465 E-Mail- hospitality@ihmbbs.org

30. INTIMATION OF CORRECTIONS/MODIFICATIONS TO TENDER DOCUMENT

The correction/modification, if any, in the tender document will be uploaded in the Website i.e. www.ihmbbsr.org and www.tenderwizard.com/IHM up to **due date and time** which will be treated as final. The amendments if any will not be published in the Newspaper. It is the responsibility of the bidders to visit e-Tender Portal and keep themselves updated regarding amendments/ correction/modification etc.

**Sd/-
Principal**

SECTION III.
FINANCIAL BID
Cleaning Materials

SI	SPECIFICATION	UNIT
1	ALL OUT MACHINE	EACH
2	ALLOUT LIQUID REFILL	EACH
3	AMMONIA POWDER	PER KG.
4	ARIEL MATIC -1KG	PERPKT
5	ARIEL MATIC -500gm	PER PKT
6	BAMBO LARGE	PER PC
7	BANDAGE	PER ROLL
8	BAND-AID WASH PROFF	EACH
9	BLACK HIT MOSQUIT KILLER SPRAY-200ML	PER BOTTLE
10	BLACK PHENYLE 450ML (COBRA)	PER BOTTLE
11	BLACK PHENYLE 450ML (DOCTOR)	PER BOTTLE
12	BLACK PHENYLE 5LTR (COBRA)	PER JAR
13	BLEACHING POWDER (1kg.)	PER PKT
14	BLEACHING POWDER (25 kg.)	PER PKT
15	BORAX POWDER-500GM	PER PKT
16	BRASSO LIQUID METAL POLISH-100ML	PER BOTTLE
17	BRUSH CUTTER BLADE	PER PC
18	BRUSH CUTTER STRING HOLDER	PER PC
19	BRUSH CUTTER STRING/ROPE	PER PC
20	CHICKEN WIRE	PER KG
21	CLINIC PLUS SAMPOO Sachet	PER PC.
22	COCONUT BROOM LARGE SIZE	PER NO.
23	COIR BRUSH	PER PC
24	COLLIN SPRAY 500ML	PER BOT
25	COMB SMALL SIZE	PER PC
26	COMFORT FABRIC CONDITIONER BLUE -1000ML	PER BOTTLE
27	COMFORT FABRIC CONDITIONER BLUE -200ML	PER BOTTLE
28	COMFORT FABRIC CONDITIONER BLUE -500ML	PER BOTTLE
29	COTTON	PER KG
30	COTTON ROLL 25GM	BOUNDLE
31	COTTON ROLL 50GM	BOUNDLE
32	DETTOL 500ml	PER BOT.
33	DETTOL 50ml	PER BOT.
34	DETTOL HAND WASH-200ML	PER BOT.
35	DOMEX TOILET CLEANER-500ML	PER BOT
36	DOOR MAT	PER PC
37	DUST BIN 50 LTR.	PER NO.
38	Dust Bin cover & wheel 60lt	PER PC
39	DUST PAN PLASTIC-BIG	PER PC
40	DUST PAN PLASTIC-SMALL	PER PC
41	DUSTBIN WITH COVER &PEDAL 10LTR	PER NO.
42	DUSTER CLOTH (FLOOR CLEANING)	PER NO.
43	DUSTER CLOTH WHITE	PER NO.
44	EMEREL PLUS	PER BOT
45	ENAMEL PAINT 1000ML	PER BOT.
46	ENAMEL PAINT 100ML	PER BOT.
47	ENAMEL PAINT 200ML	PER BOT.
48	ENAMEL PAINT 50ML	PER BOT.
49	EZE MOP CLOTH 50CM	PER PC.
50	EZE MOP WITH LONG HANDLE 50CM	PER PC.
51	EZEE 500ML	PER BOT.
52	FACE MASK COTTON	EACH

53	FACE MASK COTTON	EACH
54	FACE MASK SURJICAL	EACH
55	FACE TISSUE BOX	PER PC.
56	FACE TISSUE BOX ORIGAMI SO SOFT 2 PLY 100 PULLS	PER BOX
57	FEATHER BRUSH	PER PC.
58	FLOATING CANDLE 6PC	PER PKT
59	FLOOR WIPER REFILL	PER NO.
	FLOOR WIPER WITH LONG HANDLE (EZEE)	
60	FLOOR WIPER WITH LONG HANDLE	PER NO.
61	GAMAXIN 500 GM	PER PKT
62	GARBAGE BAG SIZE EXTRA LARGE	PER KG
63	GARBAGE BAG 20X24(20 MICRON)	PER PKT
64	GARBAGE BAG 28X33 (20MICRON)	PER PKT
65	GARBAGE small (20MICRON)	PER PKT
66	GLASS CLOTH	PER PC
67	GLASS SQUEEZER(WIPER)	PER PC
68	GLASS SQUEEZER(WIPER)	PER NO.
69	GLYCERINE 200ML	PER BOT.
70	GLYCERINE-400ML LIQUID	PER BOT
71	GODREJ AER BATHROOM FRAGRANCE 10GM	PER PKT
72	GODREJAIR 10GM	PER PKT
73	GOOD NIGHT LIQUID	EACH
74	GOOD NIGHT MACHINE	EACH
75	GRASS CUTTER KHANDA LARGE SIZE	PER PC
76	HAND GLOVES DISPOSABLE PLASTIC	PER PKT
77	HAND GLOVES DISPOSABLE RUBBER	PER BOX
78	HAND GLOVES SCOTCH BRIGHT	PER PAIR
79	HAND GLOVES WHITE COTTON	PER PAIR
80	HAND SANITIZER GEL 5 LTR	PER PC
81	HAND SANITIZER GEL 500ML	PER PC
82	HAND SANITIZER GEL 50ML (detol)	PER PC
83	HAND SANITIZER LIQUID 5 LTR	PER PC
84	HAND SANITIZER LIQUID 500ML	PER PC
85	HARPIC POWER PLUS TOILET CLEANER ORIGINAL -500ML	PER BOT
86	HARPIC RED BATHROOM CLEANER -500ML	PER BOT
87	HARPIC TABLET FLUSH MATIC	PER PC.
88	HIT SPRAY 200ML	PER BOT
89	HIT SPRAY 320ML	PER BOT
90	HOUSE HOLD MULTI-USE SCOTCH BRITE	PER PKT
91	IRON PATTO 4X4 INCH	PER NO.
92	Johnson diversity product R1	
93	Johnson diversity product R2	
94	Johnson diversity product R3	
95	LIFE BUOY HAND WASH 190ML BOTTLE	PER PC.
96	LIFE BUOY SOAP 34GM	PER PC.
97	LIFEBUOY SOAP-56GM	PER PC.
98	LIZOL -500ML	PER PC.
99	METHELATED SPIRIT 500ML	PER BOT.
100	MOP CLOTH ORDINARY	PER PC.
102	MUG PLASTIC(BATH MUG) 1 LTR	PER NO.
103	MUG PLASTICK	PER PC.
104	NAPHTHALIN BALL	PER KG.
105	NAPHTHALIN BALL 100GM	PER PKT
106	NYLON ROPE 15MT GRASS CUTTING WIRE	PER BOX
107	ODONIL 50GM	PER PC.
108	ODONILTOILET AIR FRESHENER-75 GM	PER PKT
109	PAINTING BRUSH 1 INCH	PER PC.
110	PAINTING BRUSH 2 INCH	PER PC.

111	PAINTING BRUSH 4 INCH	PER PC.
112	PITAMBARI -100GM	PER PKT
113	PITAMBARI 50GM	PER PKT
114	PLASIC BUCKET WITH COVER-60lt	PER PC.
115	PLASIC BUCKET-10lt	PER PC.
116	PLASIC BUCKET-16lt	PER PC.
117	Plastic Wool	PER PC.
118	Plastic brush	PER PC.
119	PLASTIC TAG BAG CLOSER	PER PKT
120	PLASTIC WIRE MESH SCRUBBER	PER PC.
121	RANGOLI COLOUR KG	PER PKT
122	REVIVE-400ML(LIQUID STIFFENER)	PER BOT
123	RIN ALLA-500ML	PER BOT
124	ROBIN BLEACH LIQUID-500ML	PER BOT
125	ROOM FRESHNER- AMBIPURE-	PER BOT
126	ROOM FRESHNER -GODREJ	PER BOT
127	ROOM FRESHNER- LOVIN	PER BOT
128	ROOM FRESHNER- ODONIL	PER BOT
129	ROOM FRESHNER -PREMIUME	PER BOT
130	RUBBER BAND KG	PER KG
131	SANIBIN-10LTR FIBER	PER PC.
132	SANIBIN-16LTR FIBER	PER PC.
133	SANIBIN-21LTR FIBER	PER PC.
134	SANITOL FLOOR CLEANER-1 LTR	PER BOT
135	SCOTCH BRITE GREEN PAD	PER PC.
136	SCRUBBER WITH LONG HANDLE	PER PC.
137	SCRUBBER WITHOUT HANDLE	PER PC.
138	SHOE POLISH	PER PIECE
139	SHOWER CAP 100 PC	PER PKT
140	SILVEREX-10GM	PER TUBE
141	SILVEREX-20GM	PER TUBE
142	SILVO POLISH-90ML	PER PIECE
143	SOFT BROOM(PHULA JHADU) LARGE SIZE 3star	PER NO.
144	Spirit 500ml	PER BOT
	Spray Bottle 1 lit.	PER PC.
145	Spray Bottle 500ml.	PER PC.
146	STEEL WOOL	PER PKT
147	SURF EXCEL -1KG	PER PKT
148	SURF EXCEL -500GM	PER PKT
149	SURF EXCELL MATIC-1KG	PER PKT
150	TERPENTINE OIL-500ML	PER BOT.
151	THINNER-500ML	PER BOT.
152	TOILET ROLL-(150GM-200GM)	PER PC.
153	TOILET SOAP (MEDIMIX)	PER PC.
154	UJJALA BLUE LIQUID-500ML	PER BOT
155	VANISH 1LTR	PER BOT
156	VANISH 500ML	PER BOT
157	VIM DISH WASH BAR-200GM	PER PC.
158	VIM LIQUID 250ML	PER BOT
159	VIM LIQUID 500ML	PER BOT
160	VIM SOAP 200GM	PER PC.
161	W/C(DOUBLE SIDE TOILET)BRUSH	PER PC.
162	WASH BASIN BRUSH(SMALL)	PER PC.
163	WASHING SODA	PER KG
164	WHEEL POWDER	PER KG
165	WOOD POLISH(TOUCH WOOD)-1LTR	PER JAR
166	YELLOW POLISH CLOTH	PER PC.
167	Zero Size Rubber	PER PKT

SECTION IV
TECHNICAL BID

Sl no	Description	Remarks (Yes (Y), No(N), Not Applicable (NA) (√ Tick whichever is applicable)		
		Y	N	NA
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 FY 2021-2022			
7	Trade license true copy (attested by gazette officer) to be submitted along with the tender form.			
9	Self-Attested Photo copy of Original "Power of Attorney" in case person other than the tenderer has signed the tender documents			
10	Photo copy of "Partnership Deed" duly registered, if applicable			
11	copy of Declaration of Non - tampering of relevant document required for tender duly filled and signed. Annexure-A			
12	copy of Declaration for Downloading the tender Document duly filled in and signed vide Annexure-C.			
13	copy of Bid form duly filled and signed. Annexure-D			
14	copy of Clause by clause compliance duly filled in and signed. Annexure-B			
15	copy of the Check list duly filled in			
16	Bidder Profile			
17	copy of Undertaking regarding genuineness of the documents/information submitted duly filled in and signed. Annexure-E			
18	Firm registration, in case of partnership firm			

Forwarding Letter

(To be submitted in the letter head)

To
The Principal
Institute of Hotel Management
Catering Technology & Applied Nutrition
Veer Surendrasai Nagar
Bhubaneswar-751010

Sub: Supply of (Name of Work)

Sir,

I hereby offer my rates to supply the raw materials to the Institute of Hotel Management Catering Technology & Applied Nutrition, Veer Surendrasai Nagar, Bhubaneswar-751007 commencing from 1st July 2023 to 30 th June 2024, 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/NEFT/RTGS/MSME/NSIC No.....Dt.....Rs.....
(Earnest Money)

DD/NEFT/RTGS/MSME/NSIC 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-751010

.....
(To be filled up by the Tenderer)

8 Name of the Firm

9 Address

10 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
Vegetables/groceries/Non.veg
like meat, fish, chicken etc.

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)

Place

Date-

Signature of the Tenderer with seal

ANNEXURE-A

Declaration of Non tampering of tender document

I,Sri/Smt/M/s_____

(authorized signatory) hereby declare that the tender document submitted has been downloaded from the website “<http://www.ihmbhubaneswar.org>” or **www.tenderwizard.com/IHM** and I have checked up that no page is missing and all pages as per the index are available and no addition/deletion/correction/tampering has been made in the tender document. In case at any stage, it is found that any addition / deletion / correction has been made, IHM Bhubaneswar shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Place:_____

Date:_____

Signature of bidder/Authorized Signatory

Name _____

Seal of the bidder:

ANNEXURE-B

DECLARATION OF CLAUSE BY CLAUSE COMPLIANCE

I _____

(authorized signatory) hereby declare that I shall comply with all the terms and conditions of the tender documents as out lined in all the clauses unconditionally.

Place : _____

Signature of the Tenderer :

Date: _____

Name of the Tenderer

ANNEXURE-C

Declaration for Downloading the tender Document.

I _____

(authorized signatory) hereby declare that the tender document submitted has been downloaded from the website **www.ihmbbsr.org** or **www.tenderwizard.com/IHM** and no addition/deletion/correction has been made in the entire tender document. In case at any stage, it is found that the information given above is false / incorrect, IHM Bhubaneswar shall have the absolute right to take any action as deemed fit without any prior intimation.

Date: _____

Signature of Tenderer _____

Place: _____

Name of Tenderer _____

(Along with date & Seal)

ANNEXURE-D

BID FORM

To
The Principal
Institute of Hotel Management
Catering Technology & Applied Nutrition
Veer Surendrasai Nagar
Bhubaneswar-751010

Dear Sir,

1) Having the conditions of contract and services to be provided the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide the same in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.

2) We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.

3) If our Bid is accepted, we will obtain the guarantees of a Nationalized/ Scheduled Bank for a sum not exceeding the Cost of specified Performance Bank Guarantee of the contract sum for the due performance of the Contract.

4) We agree to abide by this Bid for a period of **180 days** from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5) Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

6) Bid submitted by us is properly verified and prepared so as to prevent any subsequent replacement. We understand that you are not bound to accept the lowest or any bid, you may receive.

7) We understand that the Bid document so submitted is the true copy of IHM Bhubaneswar tender documents available on the IHM Bhubaneswar website www.tenderwizard.com/IHM. Any deviation will result in the rejection of the bid.

a. Date (DD/MM/YYYY) : _____

b. Signature of (Bidder or authorized signatory): _____

c. Name (Bidder or authorized signatory) : _____

d. Duly authorized to sign the bid for and on behalf of bidder _____

(In case of authorization)

e. Witness

f. Address

ANNEXURE-E

UNDERTAKING REGARDING GENUINENESS OF THE DOCUMENTS/INFORMATION SUBMITTED.

I, Shri/Smt
Son/Daughter of Shri do hereby
undertake that all the documents / certificates submitted by me with this tender
..... (Name of
Work) are true and are exact copies of the original documents/certificates are available with
me. I further undertake that if at any time any information furnished in the documents /
certificates submitted by me are found to be false, IHM Bhubaneswar will have every right
to take suitable action against me including forfeiture of my EMD/ Performance Security
Deposit, termination of my contact agreement and/or black-listing of my contract as deemed
fit.

Place:

Signature of tenderer /Authorised signatory

Date:

Name & Seal of the tenderer

TENDER FORM

**ANNUAL MAINTENANCE
CONTRACT
(01.07.2023 to 30.06.2024)**

FOR

GAS APPLIANCES

SECTION-I

INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION
V.S.S. NAGAR , BHUBANESWAR-751010
Tel No.(0674) 2589241, website-www.ihmbbs.org

NOTICE INVITING E-TENDER

8. Gas Appliance .

1.On behalf of IHM, Bhubaneswar e-Tender (Open tender) is invited on two stage bidding system 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/2023-24/098 Dated 24-04-2023
2	Tender item	For supply/contract of the following items for a period of one year(1 st July 2023 to 30th June 2024). Gas Appliance
3	Cost of tender paper	The cost of Bid security and cost of Tender paper as in section-II to be paid through online Banking/ RTGS / NEFT / DD/ MSME OR NSIC are exemption from Tender paper cost & EMD as per the Section-I, Para 2(b)
4	Cost of Tender document	Rs 1000/-
5	EMD	Rs 3000/-
6	Tender Processing Fee	Rs 2124/- Through online(credit Card / Debit card Or Net Banking)

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 and/ or e-Tender Portal and/or newspapers IHM Bhubaneswar is the final authority to accept or reject the tender bids.

2a) The Tender document can be downloaded from the website: www.tenderwizard.com/IHM & www.ihmbbsr.org and to be submitted in e-format. Cost of Tender Document and Earnest Money Deposit (EMD) have to be submitted as per following details given in Para 2(b).

(b) The cost of EMD and cost of Tender paper can also be paid through online Banking/RTGS/NEFT/Demand Draft in favour of 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

2(c) The scanned copies of the (MSME / NSIC Certificate) Or E-Payment receipt towards EMD/BID security, Cost of bid document have to be uploaded in the e-Tender Portal of M/s ITI i.e www.tenderwizard.com/IHM

2(d) Amendments, if any, to the tender document will be notified in the above website as and when such amendments are made. It is the sole responsibility of the bidders who have downloaded the tender document from the website to keep themselves abreast of such amendments before submitting the tender document.

3(a) Intending bidders are requested to register themselves with M/s. ITI Limited through the website **www.tenderwizard.com/IHM** for obtaining user-id, Digital Signature etc., by paying Vendor registration fee and processing fee for participating in the above mentioned tender.

3(b) IHM Bhubaneswar has decided to use the process of e-tendering for inviting this tender and thus the physical copy of the tender would not be sold.

3(c) The bidders shall furnish a declaration that no addition / deletion / corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on Website (**www.tenderwizard.com/IHM**)

3(d) 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.

4(a) The bidder should have **experience**

4(b) The documents as listed out in Section IV must be uploaded in the E-Tender Portal.

5(a) IHM Bhubaneswar has adopted e-tendering process which offers a unique facility for Public Online “Tender Opening Event (TOE) “. IHM BHUBANESWAR’s Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. However, if required, bidders or their authorized representatives can attend the Tender

Opening Event in IHM Bhubaneswar where IHM Bhubaneswar Tender Opening Officers would be conducting Public Online Tender Opening Event (TOE).

5(b) Eligibility criteria: The bidder must have the following eligibility to participate in tender:

GENERAL TERMS & CONDITIONS ;

Terms & Conditions

1. If the maintenance will not be done properly, the Institute has all rights to deduct the amount proportionately.
2. Payment will be made on monthly basis on production of Bill in duplicate along with periodical check up report certified by the authorized person of the Institute.
3. Before taking up the AMC work you should enter into an agreement at your own cost immediately Your security deposit of ₹5,000.00 lying with the Institute will be adjusted against award of fresh contract, which will be refunded without any interest after completion of the contract period.
4. The contract will be guided by the terms and conditions in the agreement.
5. Tax will be deducted at source from the bill as per the Income Tax Act.
6. If the performance is satisfactory, the contract period can be extended further on mutual agreement.
7. In case, the services are not satisfactory, the management has the right to terminate the services/contract with immediate effect without assigning any reason.
8. Register to be signed by the Deptt. In Charge
9. Child labour should not be engaged.
10. The worker/service persons should have identity card with photo.
11. During the service if any damage to the Institute property causes by the tenderer will be recovered from the bill and also from the security deposit.
12. **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 / NEFT/RTGS/MSME/NSIC of Rs.1000/- 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.**
13. The amount of security is **Rs. 5000/-**. The security is to be deposited in cash or bank draft. The security deposit will carry no interest.
14. On acceptance of tender, the earnest money will be treated as a part of the security deposit.
15. 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 general 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.
16. 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.
17. 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.
18. 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.
19. This Institute do not bind themselves to accept the lowest or to give any reason for their decision.
20. This Tender Notice shall be the part of the contract documents.
21. The validity of the tender shall be up to 90 (Ninety) days from the date of opening of the tender.
22. Though the contract is for one year 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.
23. In case, the services are not satisfactory, the management has the right to terminate the services with immediate effect without assigning any reason.
24. The tenderer should not accompany or follow any request for negotiation from tenderers.
26. The successful tenderer shall have to enter into an **AGREEMENT** at their own cost.

27. The tenders received late are liable to be rejected. Required forms attached here with have to be submitted along with 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**.
28. While quoting the rate the tenderer should take the minimum wages prescribed by Government for the employees to be engaged by them.
29. The intending firm should have been registered as a shop and commercial establishment.
30. The intending firm should have sufficient experience in relevant field.
31. During the service, if any damage to the institute property causes by the tenderer will be recovered from the bill and also from the security deposit.
32. The worker/service persons should have identity card with photo.
33. Any paper related to tender should be provided as and when required by the Institute.
34. **Office must situate at Bhubaneswar location only.**

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.

- a) . Incomplete, ambiguous, Conditional tender bids are liable to be rejected.
- b) IHM Bhubaneswar reserves the right to accept or reject any or all tender bids without assigning any reason and is not bound to accept the lowest tender.
- c) All documents submitted in the bid offer should be preferably in English. In case the certificate viz., experience, registration etc., is issued in any language other than English, the bidder shall attach an English translation of the same duly attested by the bidder & the translator in addition to the relevant certificate. All computer generated documents should be duly signed by the bidder.

**Sd/-
Principal**

SECTION-II

INSTRUCTIONS TO BIDDERS & GENERAL CONDITIONS OF TENDER

1. TERMS:

1(a) "IHM Bhubaneswar" or "The Tendering Authority"

1(b) "The Bidder" means the individual or firm who participates in this tender & submits its bid.

1(c) "The Work Order" means the order placed by the IHM on the Bidder signed by the respective controlling officer of IHM including all attachments & appendices thereto and all document incorporated by reference therein. The work shall be deemed as "Contract" appearing in the document.

1(d) "The Contract Price" means the price payable to the bidder under the work order for full & proper performance of its contractual obligations.

1(e) "E-Tender Portal" means the website "www.tenderwizard.com/IHM" of M/s ITI Limited who is providing e-Tendering solution to IHM Bhubaneswar.

1(f) "ETS" means the Electronic Tendering System through the e-Tender Portal.

2. ELIGIBLE BIDDERS

The **bidder must have experience**

3. VALIDITY OF BID: The validity of bid period is 180 Days from the last date of submission of the bid.

4. The conditional and incomplete tenders are liable for rejection.

5. The IHM, Bhubaneswar reserves the right to reject one or all of the tenders without assigning any reason thereof..

6. The near relative of employees of IHM Bhubaneswar, if participating in this tender must declare the full particulars of their near relatives employed in IHM BHUBANESWAR (either directly recruited or on deputation). The near relatives for this purpose are defined as, a) Members of Hindu undivided family. b) They are husband & wife, c)The one related to other in the manner as father, mother, son(s)& son's wife (daughter-in-law), daughter(s) & daughter's husband (son in law),brother(s) & brother's wife, sister(s) & sister's husband (brother-in-law).

7. 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.

8. In case of any dispute arising out of the contract between the two contracting parties, the decision of the Principal, IHM Bhubaneswar shall be final and binding.

9. The IHM Bhubaneswar reserves the rights to increase/decrease or delete the scope of work without assigning any reason.

10. 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.

11. COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of the bid. IHM Bhubaneswar in no case be responsible for these costs regardless of the conduct or outcome of the bidding process.

12. DOCUMENTS TO BE SUBMITTED FOR BID

- a. The details of documents to be submitted through online in e-Tender Portal are as detailed at **Section IV**. If any one of the above items required to be submitted along with the Technical bid is found wanting, the offer is liable to be rejected at that stage.
- b. Documents in original should be submitted for verification if required by the Tendering Authority.
- c. The bidder will verify the genuineness and correctness of all documents and certificates including experiences/performance certificates, submitted by the bidder or any other firm /associates before submitting them in the bid. The onus of proving genuineness of the submitted documents would rest with the bidder.
- d. As per the requirement of the tender's condition, if any documents/paper/certificate submitted by the bidder is found to be false/fabricated/tampered /manipulated at any stage during bid evaluation or after award of contract, then the bid security (EMD/PBG) of the bidder would be forfeited and the bidder would be disqualified from the tender. Action would be taken for banning of business dealing with the defaulting firm. In case contract has already been awarded to the bidder, then PBG would be forfeited and the contract would be rescinded/ annulled and IHM Bhubaneswar would be at liberty to procure the services from any other source at the risk and cost of the defaulting bidder. Action would also be taken for banning business dealing with the defaulting firm.

13. AMENDMENT TO BID DOCUMENT

- (a) At any time, prior to the date of submission of bid, tendering authority may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments.
- (b) The amendments shall be notified in the E-Tender Portal and these amendments will be binding on them.
- (c) In order to afford prospective bidders reasonable time to take the amendments into account in preparing their bids, the Tendering authority may, at its discretion, extend the deadline suitably for the submission of bids.
- (d) It is the sole responsibility of the bidder to confirm from the E-Tender Portal and/or from the following contacts regarding amendments, if any, or any other clarifications before uploading of the tender document
ITI Tender Wizard Help Desk Contact Shri Sanjeeb Mahapatra, 07377708585, 011-49424365 email id: twhelpdesk404@gmail.com,

14. PREPARATION OF BID DOCUMENTS – TECHNICAL BID & FINANCIAL BID

It is a two bid system and the bid prepared by the bidder shall comprise Technical Bid and Financial Bid

15. BID FORMS

The bidder shall fill in the tender document in all respects, sign on all pages along with seal of the firm if any and upload required scanned documents as per **section-III** of the same in e-Tender Portal.

16. BID PRICE

The bidder shall quote rates in FINANCIAL BID given in **Section III**.

17. COMPLIANCE

The bidder should ensure unconditional clause- by – clause compliance with all the terms and conditions

18. A. BID SECURITY/EMD

- (a) The bidder must deposit the amount for bid security/EMD as stated in Section I para 2b
- (b) The Bid security of unsuccessful bidder will be discharged / returned as early as possible .
- (c) A BID WITHOUT BID SECURITY/ BID SECURITY WITH OUT BID SHALL BE TREATED AS NON-RESPONSIVE AND SHALL BE REJECTED BY THE TENDERING AUTHORITY.

B. FORFEITURE OF BID SECURITY/EMD. The Bid Security/EMD may be forfeited

- (a) If the successful bidder backs out to accept the tender and/or does not deposit the performance security or
- (b) The successful bidder does not come for execution of agreement after deposit of performance security deposit within the scheduled time
- (c) Withdraws his bid during the period of bid validity specified by the bidder in the bid form;

19. FORMAT AND SIGNING OF BID

- (a) The bid shall contain no interlineations, erasures or overwriting, except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the persons signing the bid.
 - (b) The over writing / erasures in the bid made by the bidder shall be signed by the person signing the bid.
 - (c) The letter of authorization shall be indicated by written power-of-attorney, if any, accompanying the bid.
- All pages of the original bid, except for un-amended printed literatures, shall be signed by the person or persons signing the bid.

20. PREPARATION & SUBMISSION OF BIDS:

D) Contents of the Bid:

The bid contains three parts –

Part A: The scanned copies of the Payment of Cost of Tender paper and EMD through online /NEFT / RTGS & Power of attorney (If applicable) have to be uploaded in the e-Tender Portal of M/s ITI.

Part B: The Second part relates to uploading of scanned documents required for Technical Bid as per **Section III** in the appropriate place of the e-Tender Portal.

Part C: The third part relates to uploading of Financial Bid containing the Price schedule in excel format filled carefully in the appropriate place of the e-Tender Portal.

II. Submission of the Bid:

- a. All the clauses of the bids must be complied with and price bids must be quoted online by the bidders before the locking/closing time of the bid as scheduled..
- b. Scanned documents wherever necessary are to be uploaded in the appropriate places of the e-tender portal.
- c. The bidder shall submit a set of entire document signed in all pages, downloaded from e-Tender Portal against each individual bid before signing of the agreement.
- d. The Bidder can bid through the user-id allotted to him by M/s ITI in e-Tender Portal along with requisite Earnest Money Deposit (EMD) and cost of Tender Paper.
- e. If any one of the document required to be submitted as referred to in **Section III** of this is found to be wanting, the concerned bid shall be rejected at the opening stage itself by the TEC of Technical Bid Evaluation.
- f. Wherever brand and quantity of any article sealed is not mentioned in the tender form, the details of such article are to be mentioned by the tenderer in the remarks column.
- g. The IHM Bhubaneswar may, at its discretion, extend the deadline for the submission of the bids by amending the bid document in accordance with NIT in which case all rights and obligations of the IHM BHUBANESWAR and bidders previously referred to the deadline will thereafter be subject to the extended deadline.

21. LATE BIDS, MODIFICATIONS AND WITHDRAWAL OF BIDS

- (a) After the Locking Time, no bidder can submit the bid.
- (b) The bidder may withdraw his bid after submission prior to the deadline prescribed for submission of bids. The bidder's withdrawal shall have to be online and digitally authenticated.
- (c) No bid shall be modified subsequent to the deadline for submission of bids as above

22. BID OPENING AND EVALUATION

- a) Financial bids & Technical bids shall be submitted by the bidder at the same time. The bids will be opened in two stages. The Tendering Authority will open the technical bids in the presence of bidders or their authorized representatives on the due date. The bidder or one of his authorized representatives shall be permitted to attend the bid opening. Authorization letter shall be submitted by the bidders before they are allowed to participate in bid opening. The bidders can view the opening details after the Tendering Authority opened them.
- (b) The date fixed for opening of bids, if subsequently declared as holiday by IHM Bhubaneswar, the revised date of schedule will be notified in the e-Tender Portal. However, in absence of such notification, the bids will be opened on the next working day, time remaining unaltered.
- (c) Technical bids will be evaluated by the Tendering Authority and after completion of the technical Evaluation; the eligible bidders list for the financial bid opening will be made available in the e-Tender Portal.
- (d) Opening date and time of Financial Bid will be notified in the e-Tender Portal after opening of

the Technical Bid.

23. PLACE OF OPENING OF TENDER BIDS

Authorized representatives of bidders (i.e. vendor organization) can attend the Tender Opening Event (TOE) in the “IHM Bhubaneswar Office”, where IHM Bhubaneswar Tender Opening Officers would be conducting through online e-Tender in **Scheduled date & time.**

24. PRELIMINARY EVALUATION

(a) Tendering authority shall evaluate the bids to determine whether they are complete in all respects, whether any computational errors have been made, whether required sureties have been furnished etc.

(b) Prior to the detailed evaluation, the Tendering authority will determine the substantial responsiveness of each bid to the Bid documents.

(c) For purposes of these clauses, a substantially responsive bid is one, which conforms, to all the terms and conditions of the Bid documents without any material deviation. The tendering authority’s determination of bid’s responsiveness shall be based on the contents of the bid itself without recourse of extrinsic evidence.

(d) A bid, determined as substantially non-responsive will be rejected by the Tendering authority and shall not, subsequent to the bid opening, be made responsive by the bidder by correction of the non conformity. The tendering authority shall not be bound to show the reasons/causes of rejection of the bid.

(e) The Tendering authority may waive any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any bidder.

25. EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS

(a) The Tendering authority shall evaluate and determine as to whether the bid is substantially responsive or not as per above conditions.

(b) Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the Tendering authority. If there is a discrepancy between words and figures, the amount in words shall prevail.

(c) If the bidder does not accept the correction of the errors, his bid shall be rejected.

(d) Tendering authority may negotiate with L1 bidder

(e) EVALUATION METHODOLOGY

The selection the Bidder shall be in accordance with the Quality cum Cost Based Selection (QCBS) method. The weightage given to the Technical proposal score shall be 70% and the weightage given to the Financial proposal shall be 30%. The evaluation shall be done based on combined weightage for Technical (T) and Financial (P) scores. The weightage considered for Technical (T) and Financial (P) Proposals shall be: T = 70%, and P = 30%. Weightage shall be calculated maximum upto 4 decimal places.

$$L1 = St \times T\% + Sf \times P\%.$$

St = The technical score of the Bidder

Sf = financial score of the Bidder

Example:

Technical Scores: If a bidder called (A) has quoted 80 marks, (B) quoted 70 marks and (C) quoted 75 marks, then 70% weightage mark for (A) shall be = $70 * 80 / 100 = 56$; (B) shall be $70 * 70 / 100 = 49$ and (C) shall be $70 * 75 / 100 = 52.50$

Financial Scores: The financial score shall be calculated where the lowest bidder shall be given 100 mark and scores of all other bidders are normalized against this. $Sf = 100 * Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

If (A) is the lowest bidder who has bid 2 crores for a Tender and B and C are the other 2 bidders with bids of 4 crores and 6 crores, normalized scores of A is taken as 100, B is taken as $(100 * 2 / 4 = 50)$ and C is taken as $(100 * 2 / 6 = 33.3)$.

Then 30% of 100 shall be considered for (A) and 30% of 50 shall be considered for (B) and 30% of 33.3 for (C). Detailed marking system is explained below:

Description	Vendor A	Vendor B	Vendor C
Technical Mark	80	70	75
Financial Mark	2 Cr	4 Cr	6 Cr
Technical Weightage	56	49	52.50
Financial Weightage	30	15	9.9
Total weightage	86	64	62.40
Party selected	L1 bidder	L2 bidder	L3 bidder

ANNUAL CONTRACT FOR SUPPLY OF GAS APPLIANCES

CRITERIA FOR EVALUATION

Evaluation of proposals shall be made at the IHM Bhubaneswar by the concerned authority.

In the first stage, the technical proposal will be evaluated on the basis of bidders fulfillment of eligibility criteria. Only those bidders whose technical proposals becomes responsive based on the eligibility criteria, shall qualify for further detail technical evaluation for award of marks based on the following criteria.

Sl. #	Criteria	Specific Requirements	Marking	Max. Marks	Documentary Requirement
1	FINANCIAL STRENGTH	The bidder must have more than 15 Lakhs. Turnover at least for any two years in last three financial years. Rs.15 Lakhs: 10 Marks More than Rs. 15 Lakh to 20 Lakhs: 15 Marks More than Rs. 20 Lakhs: 20 Marks	10 20 30	30	Audited Balance Sheet and Profit & Loss Statements Certification by Chartered Accountant

2	WORK EXPERIENCE	Experience in providing gas appliances with support services to reputed public or private institutions / hotels /Companies in the last 7 years preceding Tender due date > 3 Year > 4 years > 5 years and above	10 20 30	30	Work order / Agreement copies from the Institution
3	WORKFORCE	The Bidder must have registered with ESI/PF authorities and must have minimum 05 persons enrolled in either EPF/ESIC scheme 05 Persons: 05 - 10 Persons: > 10 Persons:	10 15 20	20	Valid Certificate along with the return challan of EPF/ESI
5	SITE VIST	Site visit to the centralized store / Warehouse by the committee team	5	5	Storing procedures, SOP's for storing dry provisions, perishable goods, dedicated transport systems etc.

26. CONTACTING THE TENDERING AUTHORITY

(a) Subject to seeking clarifications on e-tendering and tender document, no bidder shall try to influence the Tendering authority on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.

(b) Any effort by a bidder to influence the Tendering authority in the tendering authority's bid evaluation, bid comparison or contract award decisions shall result in the rejection of the bid.

Award of contract & Work:

a) The IHM Bhubaneswar shall consider award of contract only to those eligible bidders whose offers have been found technically, commercially and financially responsive, eligible and accepted. Normally the bid of the tenderer who quote the lowest rate (as mentioned in financial bid) will be accepted.

b) However the IHM Bhubaneswar reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders.

c) The IHM Bhubaneswar reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contracts entered into with the IHM Bhubaneswar.

27. VALIDITY OF THE CONTRACT.

i). The contract shall be **valid for ONE years** from the date of signing of the contract.

He also reserves the right to cancel the contract at any time without assigning any reasons..

28. E-TENDERING INSTRUCTIONS TO BIDDERS

The instructions given below are ITI's e-tender portal centric and for e-tenders invited by the IHM Bhubaneswar

A. General:

a. Submission of Bids only through online process is mandatory for this Tender for conducting electronic tendering the Tendering Authority is using the e-Tender Portal (<https://www.tenderwizard.com/IHM>) of M/s ITI Limited, a Government of India Undertaking.

b. For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the Electronic Tendering System (ETS.).

i) It is advised that all the documents to be submitted (**Section III**) are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission. The Price bid may be downloaded and rates may be filled appropriately. This file may also be saved in a secret folder on your computer.

ii. While uploading the documents, it should be ensured that the file name should be the name of the document itself for easy pairing and scrutiny.

B. Tender Bidding Methodology:

It is a Two Stage bidding system–.

Financial bids & Technical bids shall be submitted by the bidder at the same time.

C. Broad outline of activities from Bidders perspective:

a. Procure a Digital Signature Certificate (DSC)

b. Register for Electronic Tendering System (ETS) in e-Tender Portal.

c. Create Users and assign roles on ETS

d. View Notice Inviting Tender (NIT) on ETS

e. Download Official Copy of Tender Documents from ETS

f. Clarification to Tender Documents on ETS – Query to IHM BHUBANESWAR (Optional)

g. View response to queries posted by IHM Bhubaneswar, through addenda.

h. Bid-Submission on ETS

i. Attend Public Online Tender Opening Event (TOE) on ETS – Opening of Technical-Part

j. Post-TOE Clarification on ETS (Optional)

k. Respond to IHM Bhubaneswar's Post-TOE queries

l. Attend Public Online Tender Opening Event (TOE) on ETS – Opening of Financial-Part

(Only for Technically Responsive Bidders)

D. Digital Certificates

For integrity of data and its authenticity/ non-repudiation of electronic records, and be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). Also referred to as Digital Signature

Certificate (DSC), of Class III issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>]. Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

E. Registration

Amendments, if any, to the tender document will be notified in the above website as and when such amendments are notified. Intending bidders are requested to register themselves with M/s. ITI Limited through e- Tender Portal for obtaining user-id, Digital Signature Certificates etc., by paying Vendor registration fee and processing fee for participating in the above mentioned tender. After successful submission of Registration details and Vendor registration fee and processing fee (as applicable), please contact ITI Helpdesk and IHM BHUBANESWAR Contact Points (as given below), to get your registration accepted/activated.

ITI Tender Wizard Help Desk Contact	Shri Sanjeeb Mahapatra, Mobile no. 07377708585, 011-49424365 email id: twhelpdesk404@ gmail.com
IHM Bhubaneswar Contact- 1	Mrs Sharada Ghosh Mob No- 9437001241 / 9437574465 E-Mail- hospitality@ihmbbs.org

30. INTIMATION OF CORRECTIONS/MODIFICATIONS TO TENDER DOCUMENT

The correction/modification, if any, in the tender document will be uploaded in the Website i.e. www.ihmbbsr.org and www.tenderwizard.com/IHM up to **due date and time** which will be treated as final. The amendments if any will not be published in the Newspaper. It is the responsibility of the bidders to visit e-Tender Portal and keep themselves updated regarding amendments/correction/modification etc.

**Sd/-
Principal**

ANNEXURE—‘1’

SALIENT FEATURE OF REPAIRING AND MAINTENANCE OF GAS APPLIANCES

The following jobs are to be undertaken for annual maintenance contract of Gas Appliances

1.The Gas chamber, Gas pipe line, Cooking ranges and Gas burners should be checked, cleaned properly once in a week(All departments, EDC, Academic Block)

2.Gas Chamber of capacity	72 cylinders
-DO-	40 cylinders

3.Gas Pipe connections from gas chamber to concerned departments

4.Cleaning of all Cooking Ranges

5.Cleaning of all Gas Burners

6.Emergency Call.....As and when required

7.Repairing & replacement..... As and when required

SECTION III
FINANCIAL BID

To,

The Principal,
Institute of Hotel Management
Catering Technology & Applied
Nutrition, V.S.S.Nagar
Bhubaneswar- 751010

Sir,

I / We have gone through the terms & conditions of your tender

for **Annual Maintenance contract of Gas Appliances** and it is accepted by me / us.

I / We are pleased to quote our rate Rs.....(excluding taxes)

(Rupees.....only)

Per month for the above mentioned job.

Yours Faithfully

(Full signature of the Tenderer)

seal

Name:

Address:

Place:

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

Bhubaneswar:

Mobile No.....

SECTION IV
TECHNICAL BID

Sl no	Description	Remarks (Yes (Y), No(N), Not Applicable (NA) (√ Tick whichever is applicable)		
		Y	N	NA
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 FY 2021-2022			
7	Trade license true copy (attested by gazette officer) to be submitted along with the tender form.			
8	Registration and Licence certificate under the Food Safety & Standard Act 2006 and Rules 2011 from Food Safety Officer, Municipal Corporation will be given preference.			
9	Self-Attested Photo copy of Original "Power of Attorney" in case person other than the tenderer has signed the tender documents			
10	Photo copy of "Partnership Deed" duly registered, if applicable			
11	copy of Declaration of Non - tampering of relevant document required for tender duly filled and signed. Annexure-A			
12	copy of Declaration for Downloading the tender Document duly filled in and signed vide Annexure-C.			
13	copy of Bid form duly filled and signed. Annexure-D			
14	copy of Clause by clause compliance duly filled in and signed. Annexure-B			
15	copy of the Check list duly filled in			
16	Bidder Profile			
17	copy of Undertaking regarding genuineness of the documents/information submitted duly filled in and signed. Annexure-E			
18	Firm registration, in case of partnership firm			

Forwarding Letter

(To be submitted in the letter head)

To
The Principal
Institute of Hotel Management
Catering Technology & Applied Nutrition
Veer Surendrasai Nagar
Bhubaneswar-751010

Sub: Supply of (Name of Work)

Sir,

I hereby offer my rates to supply the raw materials to the Institute of Hotel Management Catering Technology & Applied Nutrition, Veer Surendrasai Nagar, Bhubaneswar-751007 commencing from 1st July 2023 to 30th June 2024, 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/NEFT/RTGS/MSME/NSIC No.....Dt.....Rs.....
(Earnest Money)

DD/NEFT/RTGS/MSME/NSIC 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-751010
(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/NEFT/RTGS/MSME/NSIC No.....Dt.....Rs.....
(Earnest Money)
DD/NEFT/RTGS/MSME/NSIC 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)

**Institute of Hotel Management
Catering Technology & Applied Nutrition
Veer Surendrasai Nagar, Bhubaneswar-751010**

.....

**ANNUAL CONTRACT
(01.07.2023 to 30.06.2024)**

FOR

HIRING OF VEHICLES

SECTION-I

INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION
V.S.S. NAGAR , BHUBANESWAR-751010
Tel No.(0674) 2589241, website-www.ihmbbs.org

NOTICE INVITING E-TENDER

10. Annual contract for Hiring of Vehicles

1.On behalf of IHM, Bhubaneswar e-Tender (Open tender) is invited on two stage bidding system 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/2023-24/ 098 Dated :24-04-2023
2	Tender item	For contract of the following is for a period of one year(1 st July 2023 to 30th June2024). Annual contract for Hiring of Vehicles
3	Cost of tender paper	The cost of Bid security and cost of Tender paper as in section-II to be paid through online Banking/ RTGS / NEFT / DD/ MSME OR NSIC are exemption from Tender paper cost & EMD as per the Section-I, Para 2(b)
4	Cost of Tender document	Rs 1000/-
5	EMD	Rs 3000/-
6	Tender Processing Fee	Rs 2124/- Through online(credit Card / Debit card Or Net Banking)

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 and/ or e-Tender Portal and/or newspapers IHM Bhubaneswar is the final authority to accept or reject the tender bids.

2a) The Tender document can be downloaded from the website: www.tenderwizard.com/IHM & www.ihmbbsr.org and to be submitted in e-format. Cost of Tender Document and Earnest

Money Deposit (EMD) have to be submitted as per following details given in Para 2(b).

(b) The cost of EMD and cost of Tender paper can also be paid through online Banking/RTGS/NEFT/Demand Draft in favour of 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

2(c) The scanned copies of the (MSME / NSIC Certificate) Or E-Payment receipt towards EMD/BID security, Cost of bid document have to be uploaded in the e-Tender Portal of M/s ITI i.e www.tenderwizard.com/IHM

2(d) Amendments, if any, to the tender document will be notified in the above website as and when such amendments are made. It is the sole responsibility of the bidders who have downloaded the tender document from the website to keep themselves abreast of such amendments before submitting the tender document.

3(a) Intending bidders are requested to register themselves with M/s. ITI Limited through the website **www.tenderwizard.com/IHM** for obtaining user-id, Digital Signature etc., by paying Vendor registration fee and processing fee for participating in the above mentioned tender.

3(b) IHM Bhubaneswar has decided to use the process of e-tendering for inviting this tender and thus the physical copy of the tender would not be sold.

3(c) The bidders shall furnish a declaration that no addition / deletion / corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on Web-site (**www.tenderwizard.com/IHM**)

3(d) 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.

4(a) The bidder should have **experience**

4(b) The documents as listed out in Section IV must be uploaded in the E-Tender Portal.

5(a) IHM Bhubaneswar has adopted e-tendering process which offers a unique facility for Public Online “Tender Opening Event (TOE) “. IHM BHUBANESWAR’s Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. However, if required, bidders or their authorized representatives can attend the Tender

Opening Event in IHM Bhubaneswar where IHM Bhubaneswar Tender Opening Officers would be conducting Public Online Tender Opening Event (TOE).

5(b) Eligibility criteria: The bidder must have the following eligibility to participate in tender:

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 for one year 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.Any paper related to tender should be provided as and when required by the Institute.

14. (i) Requisition of vehicle for the entire month with minimum 10 hrs and 100 kms. On an average per day(ii) Requisition of vehicle on day to day basis.

15.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.

6. Incomplete, ambiguous, Conditional tender bids are liable to be rejected.

7 IHM Bhubaneswar reserves the right to accept or reject any or all tender bids without assigning any reason and is not bound to accept the lowest tender.

8 All documents submitted in the bid offer should be preferably in English. In case the certificate viz., experience, registration etc., is issued in any language other than English, the bidder shall attach an English translation of the same duly attested by the bidder & the translator in addition to the relevant certificate. All computer generated documents should be duly signed by the bidder.

Sd/-
Principal

SECTION-II

INSTRUCTIONS TO BIDDERS & GENERAL CONDITIONS OF TENDER

1. TERMS:

1(a) "IHM Bhubaneswar" or "The Tendering Authority"

1(b) "The Bidder" means the individual or firm who participates in this tender & submits its bid.

1(c) "The Work Order" means the order placed by the IHM on the Bidder signed by the respective controlling officer of IHM including all attachments & appendices thereto and all document incorporated by reference therein. The work shall be deemed as "Contract" appearing in the document.

1(d) "The Contract Price" means the price payable to the bidder under the work order for full & proper performance of its contractual obligations.

1(e) "E-Tender Portal" means the website "www.tenderwizard.com/IHM" of M/s ITI Limited who is providing e-Tendering solution to IHM Bhubaneswar.

1(f) "ETS" means the Electronic Tendering System through the e-Tender Portal.

2. ELIGIBLE BIDDERS

The bidder must have experience

3. VALIDITY OF BID: The validity of bid period is 180 Days from the last date of submission of the bid.

4. The conditional and incomplete tenders are liable for rejection.

5. The IHM, Bhubaneswar reserves the right to reject one or all of the tenders without assigning any reason thereof..

6. The near relative of employees of IHM Bhubaneswar, if participating in this tender must declare the full particulars of their near relatives employed in IHM BHUBANESWAR (either directly recruited or on deputation). The near relatives for this purpose are defined as, a) Members of Hindu undivided family. b) They are husband & wife, c)The one related to other in the manner as father, mother, son(s)& son's wife (daughter-in-law), daughter(s) & daughter's husband (son in law),brother(s) & brother's wife, sister(s) & sister's husband (brother-in-law).

7. 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.

8. In case of any dispute arising out of the contract between the two contracting parties, the decision of the Principal, IHM Bhubaneswar shall be final and binding.

9. The IHM Bhubaneswar reserves the rights to increase/decrease or delete the scope of work without assigning any reason.

10. 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.

11. COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of the bid. IHM Bhubaneswar in no case be responsible for these costs regardless of the conduct or outcome of the bidding process.

12. DOCUMENTS TO BE SUBMITTED FOR BID

a. The details of documents to be submitted through online in e-Tender Portal are as detailed at **Section IV**. If any one of the above items required to be submitted along with the Technical bid is found wanting, the offer is liable to be rejected at that stage.

b. Documents in original should be submitted for verification if required by the Tendering Authority.

c. The bidder will verify the genuineness and correctness of all documents and certificates including experiences/performance certificates, submitted by the bidder or any other firm /associates before submitting them in the bid. The onus of proving genuineness of the submitted documents would rest with the bidder.

d. As per the requirement of the tender's condition, if any documents/paper/certificate submitted by the bidder is found to be false/fabricated/tampered /manipulated at any stage during bid evaluation or after award of contract, then the bid security (EMD/PBG) of the bidder would be forfeited and the bidder would be disqualified from the tender. Action would be taken for banning of business dealing with the defaulting firm. In case contract has already been awarded to the bidder, then PBG would be forfeited and the contract would be rescinded/ annulled and IHM Bhubaneswar would be at liberty to procure the services from any other source at the risk and cost of the defaulting bidder. Action would also be taken for banning business dealing with the defaulting firm.

13. AMENDMENT TO BID DOCUMENT

(a) At any time, prior to the date of submission of bid, tendering authority may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments.

(b) The amendments shall be notified in the E-Tender Portal and these amendments will be binding on them.

(c) In order to afford prospective bidders reasonable time to take the amendments into account in preparing their bids, the Tendering authority may, at its discretion, extend the deadline suitably for the submission of bids.

(d) It is the sole responsibility of the bidder to confirm from the E-Tender Portal and/or from the following contacts regarding amendments, if any, or any other clarifications before uploading of the tender document

ITI Tender Wizard Help Desk Contact Shri Sanjeeb Mahapatra, 07377708585, 011-49424365 email id: twhelpdesk404@gmail.com,

14. PREPARATION OF BID DOCUMENTS – TECHNICAL BID & FINANCIAL BID

It is a two bid system and the bid prepared by the bidder shall comprise Technical Bid and Financial Bid

15. BID FORMS

The bidder shall fill in the tender document in all respects, sign on all pages along with seal of the firm if any and upload required scanned documents as per **section-III** of the same in e-Tender Portal.

16. BID PRICE

The bidder shall quote rates in FINANCIAL BID given in **Section III**.

17. COMPLIANCE

The bidder should ensure unconditional clause-by – clause compliance with all the terms and conditions

18. A. BID SECURITY/EMD

- (a) The bidder must deposit the amount for bid security/EMD as stated in Section I para 2b
- (b) The Bid security of unsuccessful bidder will be discharged / returned as early as possible .
- (c) A BID WITHOUT BID SECURITY/ BID SECURITY WITH OUT BID SHALL BE TREATED AS NON-RESPONSIVE AND SHALL BE REJECTED BY THE TENDERING AUTHORITY.

B. FORFEITURE OF BID SECURITY/EMD. The Bid Security/EMD may be forfeited

- (a) If the successful bidder backs out to accept the tender and/or does not deposit the performance security or
- (b) The successful bidder does not come for execution of agreement after deposit of performance security deposit within the scheduled time
- (c) Withdraws his bid during the period of bid validity specified by the bidder in the bid form;

19. FORMAT AND SIGNING OF BID

- (a) The bid shall contain no interlineations, erasures or overwriting, except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the persons signing the bid.
- (b) The over writing / erasures in the bid made by the bidder shall be signed by the person signing the bid.
- (c) The letter of authorization shall be indicated by written power-of-attorney, if any, accompanying the bid. All pages of the original bid, except for un-amended printed literatures, shall be signed by the person or persons signing the bid.

20. PREPARATION & SUBMISSION OF BIDS:

I) Contents of the Bid:

The bid contains three parts –

Part A: The scanned copies of the Payment of Cost of Tender paper and EMD through online /NEFT / RTGS & Power of attorney (If applicable) have to be uploaded in the e-Tender Portal of M/s ITI.

Part B: The Second part relates to uploading of scanned documents required for Technical Bid as per **Section III** in the appropriate place of the e-Tender Portal.

Part C: The third part relates to uploading of Financial Bid containing the Price schedule in excel format filled carefully in the appropriate place of the e-Tender Portal.

II. Submission of the Bid:

- a. All the clauses of the bids must be complied with and price bids must be quoted online by the bidders before the locking/closing time of the bid as scheduled..
- b. Scanned documents wherever necessary are to be uploaded in the appropriate places of the e-tender portal.
- c. The bidder shall submit a set of entire document signed in all pages, downloaded from e-Tender Portal against each individual bid before signing of the agreement.
- d. The Bidder can bid through the user-id allotted to him by M/s ITI in e-Tender Portal along with requisite Earnest Money Deposit (EMD) and cost of Tender Paper.
- e. If any one of the document required to be submitted as referred to in **Section III** of this is found to be wanting, the concerned bid shall be rejected at the opening stage itself by the TEC of Technical Bid Evaluation.
- f. Wherever brand and quantity of any article sealed is not mentioned in the tender form, the details of such article are to be mentioned by the tenderer in the remarks column.
- g. The IHM Bhubaneswar may, at its discretion, extend the deadline for the submission of the bids by amending the bid document in accordance with NIT in which case all rights and obligations of the IHM BHUBANESWAR and bidders previously referred to the deadline will thereafter be subject to the extended deadline.

21. LATE BIDS, MODIFICATIONS AND WITHDRAWAL OF BIDS

- (a) After the Locking Time, no bidder can submit the bid.
- (b) The bidder may withdraw his bid after submission prior to the deadline prescribed for submission of bids. The bidder's withdrawal shall have to be online and digitally authenticated.
- (c) No bid shall be modified subsequent to the deadline for submission of bids as above

22. BID OPENING AND EVALUATION

- a) Financial bids & Technical bids shall be submitted by the bidder at the same time. The bids will be opened in two stages. The Tendering Authority will open the technical bids in the presence of bidders or their authorized representatives on the due date. The bidder or one of his authorized representatives shall be permitted to attend the bid opening. Authorization letter shall be submitted by the bidders before they are allowed to participate in bid opening. The bidders can view the opening details after the Tendering Authority opened them.
- (b) The date fixed for opening of bids, if subsequently declared as holiday by IHM Bhubaneswar, the revised date of schedule will be notified in the e-Tender Portal. However, in absence of such notification, the bids will be opened on the next working day, time remaining unaltered.

(c) Technical bids will be evaluated by the Tendering Authority and after completion of the technical Evaluation; the eligible bidders list for the financial bid opening will be made available in the e-Tender Portal.

(d) Opening date and time of Financial Bid will be notified in the e-Tender Portal after opening of the Technical Bid.

23. PLACE OF OPENING OF TENDER BIDS

Authorized representatives of bidders (i.e. vendor organization) can attend the Tender Opening Event (TOE) in the “IHM Bhubaneswar Office”, where IHM Bhubaneswar Tender Opening Officers would be conducting through online e-Tender in **Scheduled date & time.**

24. PRELIMINARY EVALUATION

(a) Tendering authority shall evaluate the bids to determine whether they are complete in all respects, whether any computational errors have been made, whether required sureties have been furnished etc.

(b) Prior to the detailed evaluation, the Tendering authority will determine the substantial responsiveness of each bid to the Bid documents.

(c) For purposes of these clauses, a substantially responsive bid is one, which conforms, to all the terms and conditions of the Bid documents without any material deviation. The tendering authority’s determination of bid’s responsiveness shall be based on the contents of the bid itself without recourse of extrinsic evidence.

(d) A bid, determined as substantially non-responsive will be rejected by the Tendering authority and shall not, subsequent to the bid opening, be made responsive by the bidder by correction of the non conformity. The tendering authority shall not be bound to show the reasons/causes of rejection of the bid.

(e) The Tendering authority may waive any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any bidder.

25. EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS

(a) The Tendering authority shall evaluate and determine as to whether the bid is substantially responsive or not as per above conditions.

(b) Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the Tendering authority. If there is a discrepancy between words and figures, the amount in words shall prevail.

(c) If the bidder does not accept the correction of the errors, his bid shall be rejected.

(d) Tendering authority may negotiate with L1 bidder

26. CONTACTING THE TENDERING AUTHORITY

(a) Subject to seeking clarifications on e-tendering and tender document, no bidder shall try to influence the Tendering authority on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.

(b) Any effort by a bidder to influence the Tendering authority in the tendering authority's bid evaluation, bid comparison or contract award decisions shall result in the rejection of the bid.

Award of contract & Work:

a) The IHM Bhubaneswar shall consider award of contract only to those eligible bidders whose offers have been found technically, commercially and financially responsive, eligible and accepted. Normally the bid of the tenderer who quote the lowest rate (as mentioned in financial bid) will be accepted.

b) However the IHM Bhubaneswar reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders.

c) The IHM Bhubaneswar reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contracts entered into with the IHM Bhubaneswar.

27. VALIDITY OF THE CONTRACT.

i). The contract shall be **valid for ONE years** from the date of signing of the contract.

He also reserves the right to cancel the contract at any time without assigning any reasons..

28. E-TENDERING INSTRUCTIONS TO BIDDERS

The instructions given below are ITI's e-tender portal centric and for e-tenders invited by the IHM Bhubaneswar

A. General:

a. Submission of Bids only through online process is mandatory for this Tender for conducting electronic tendering the Tendering Authority is using the e-Tender Portal (<https://www.tenderwizard.com/IHM>) of M/s ITI Limited, a Government of India Undertaking.

b. For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the Electronic Tendering System (ETS.).

i)It is advised that all the documents to be submitted (**Section III**) are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission. The Price bid may be downloaded and rates may be filled appropriately. This file may also be saved in a secret folder on your computer.

ii. While uploading the documents, it should be ensured that the file name should be the name of the document itself for easy pairing and scrutiny.

B. Tender Bidding Methodology:

It is a Two Stage bidding system–.

Financial bids & Technical bids shall be submitted by the bidder at the same time.

C. Broad outline of activities from Bidders perspective:

- a. Procure a Digital Signature Certificate (DSC)
- b. Register for Electronic Tendering System (ETS) in e-Tender Portal.
- c. Create Users and assign roles on ETS
- d. View Notice Inviting Tender (NIT) on ETS
- e. Download Official Copy of Tender Documents from ETS
- f. Clarification to Tender Documents on ETS – Query to IHM BHUBANESWAR (Optional)
- g. View response to queries posted by IHM Bhubaneswar, through addenda.
- h. Bid-Submission on ETS
- i. Attend Public Online Tender Opening Event (TOE) on ETS – Opening of Technical-Part
- j. Post-TOE Clarification on ETS (Optional)
- k. Respond to IHM Bhubaneswar’s Post-TOE queries
- l. Attend Public Online Tender Opening Event (TOE) on ETS – Opening of Financial-Part
(Only for Technically Responsive Bidders)

D. Digital Certificates

For integrity of data and its authenticity/ non-repudiation of electronic records, and be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). Also referred to as Digital Signature Certificate (DSC), of Class III issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>]. Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

E. Registration

Amendments, if any, to the tender document will be notified in the above website as and when such amendments are notified. Intending bidders are requested to register themselves with M/s. ITI Limited through e- Tender Portal for obtaining user-id, Digital Signature Certificates etc., by paying Vendor registration fee and processing fee for participating in the above mentioned tender. After successful submission of Registration details and Vendor registration fee and processing fee (as applicable), please contact ITI Helpdesk and IHM BHUBANESWAR Contact Points (as given below), to get your registration accepted/activated.

ITI Tender Wizard Help Desk Contact	Shri Sanjeeb Mahapatra, Mobile no. 07377708585, 011-49424365 email id: twhelpdesk404@gmail.com
IHM Bhubaneswar Contact- 1	Mrs Sharada Ghosh Mob No- 9437001241 / 9437574465 E-Mail- hospitality@ihmbbs.org

30. INTIMATION OF CORRECTIONS/MODIFICATIONS TO TENDER DOCUMENT

The correction/modification, if any, in the tender document will be uploaded in the Website i.e. www.ihmbbsr.org and www.tenderwizard.com/IHM up to **due date and time** which will be treated as final. The amendments if any will not be published in the Newspaper. It is the responsibility of the bidders to visit e-Tender Portal and keep themselves updated regarding amendments/correction/modification etc.

**Sd/-
Principal**

SECTION III.
FINANCIAL BID

Day to Day Basis

Types of Vehicle(A.C.)	Free Km.per Hour basis	Minimu m hours	Amount Excluding GST	Rate per Extra km.	Distance from travel's Office to Institute
Indigo					
Tavera					
Innova					
Swift (Dzire)					

Long distance Rate

Day to Day Basis

Types of Vehicle(A.C)	Rate per km.	Detention charges Per hour	Night halt charges	Amount Excluding GST
Indigo				
Tavera				
Innova				
Swift (Dzire)				

Monthly Basis

Types of Vehicle(Ac.)	Monthly
-----------------------	---------

10 hrs/100 kms. average per day	charge
Indigo	
Tavera	
Innova	
Swift (Dzire)	

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

SECTION IV
TECHNICAL BID

Sl no	Description	Remarks (Yes (Y), No(N), Not Applicable (NA) (√ Tick whichever is applicable)		
		Y	N	NA
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 FY 2021-2022			
7	Trade license true copy (attested by gazette officer) to be submitted along with the tender form.			
9	Self-Attested Photo copy of Original "Power of Attorney" in case person other than the tenderer has signed the tender documents			
10	Photo copy of "Partnership Deed" duly registered, if applicable			
11	copy of Declaration of Non - tampering of relevant document required for tender duly filled and signed. Annexure-A			
12	copy of Declaration for Downloading the tender Document duly filled in and signed vide Annexure-C.			
13	copy of Bid form duly filled and signed. Annexure-D			
14	copy of Clause by clause compliance duly filled in and signed. Annexure-B			
15	copy of the Check list duly filled in			
16	Bidder Profile			
17	copy of Undertaking regarding genuineness of the documents/information submitted duly filled in and signed. Annexure-E			
18	Firm registration, in case of partnership firm			

Forwarding Letter

(To be submitted in the letter head)

To,

The Principal,
Institute of Hotel Management
Catering Technology & Applied
Nutrition, V.S.S.Nagar
Bhubaneswar- 751010.

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:

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

Bhubaneswar:

Mobile No.....

Institute of Hotel Management
Catering Technology & Applied Nutrition
Veer Surendrasai Nagar, Bhubaneswar-751010

.....
(To be filled up by the tenderer)

01. Tender applied for : **Hiring of vehicle**
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. DD/NEFT/RTGS/NSIC/MSME No.....Dt.....(form charge)
DD/NEFT/RTGS/NSIC/MSME 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.....

ANNEXURE-A

Declaration of Non tampering of tender document

I,Sri/Smt/M/s_____

(authorized signatory) hereby declare that the tender document submitted has been downloaded from the website “<http://www.ihmbhubaneswar.org>” or **www.tenderwizard.com/IHM** and I have checked up that no page is missing and all pages as per the index are available and no addition/deletion/correction/tampering has been made in the tender document. In case at any stage, it is found that any addition / deletion / correction has been made, IHM Bhubaneswar shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Place:_____

Date:_____

Signature of bidder/Authorized Signatory

Name _____

Seal of the bidder:

ANNEXURE-B

DECLARATION OF CLAUSE BY CLAUSE COMPLIANCE

I _____

(authorized signatory) hereby declare that I shall comply with all the terms and conditions of the tender documents as out lined in all the clauses unconditionally.

Place : _____

Signature of the Tenderer :

Date: _____

Name of the Tenderer

ANNEXURE-C

Declaration for Downloading the tender Document.

I _____

(authorized signatory) hereby declare that the tender document submitted has been downloaded from the website **www.ihmbbsr.org** or **www.tenderwizard.com/IHM** and no addition/deletion/correction has been made in the entire tender document. In case at any stage, it is found that the information given above is false / incorrect, IHM Bhubaneswar shall have the absolute right to take any action as deemed fit without any prior intimation.

Date: _____

Signature of Tenderer _____

Place: _____

Name of Tenderer _____

(Along with date & Seal)

ANNEXURE-D
BID FORM

To
The Principal
Institute of Hotel Management
Catering Technology & Applied Nutrition
Veer Surendrasai Nagar
Bhubaneswar-751010

Dear Sir,

1) Having the conditions of contract and services to be provided the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide the same in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.

2) We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.

3) If our Bid is accepted, we will obtain the guarantees of a Nationalized/ Scheduled Bank for a sum not exceeding the Cost of specified Performance Bank Guarantee of the contract sum for the due performance of the Contract.

4) We agree to abide by this Bid for a period of **180 days** from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5) Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

6) Bid submitted by us is properly verified and prepared so as to prevent any subsequent replacement. We understand that you are not bound to accept the lowest or any bid, you may receive.

7) We understand that the Bid document so submitted is the true copy of IHM Bhubaneswar tender documents available on the IHM Bhubaneswar website www.tenderwizard.com/IHM. Any deviation will result in the rejection of the bid.

a. Date (DD/MM/YYYY) : _____

b. Signature of (Bidder or authorized signatory): _____

c. Name (Bidder or authorized signatory) : _____

d. Duly authorized to sign the bid for and on behalf of bidder _____

(In case of authorization)

e. Witness

f. Address

ANNEXURE-E

UNDERTAKING REGARDING GENUINENESS OF THE DOCUMENTS/INFORMATION SUBMITTED.

I, Shri/Smt
Son/Daughter of Shri do hereby
undertake that all the documents / certificates submitted by me with this tender
..... (Name of
Work) are true and are exact copies of the original documents/certificates are available with
me. I further undertake that if at any time any information furnished in the documents /
certificates submitted by me are found to be false, IHM Bhubaneswar will have every right
to take suitable action against me including forfeiture of my EMD/ Performance Security
Deposit, termination of my contact agreement and/or black-listing of my contract as deemed
fit.

Place:

Signature of tenderer /Authorised signatory

Date:

Name & Seal of the tenderer