

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

TENDER NOTICE

No. IHM BHUBANESWAR/2023-24/535

Date 14.07.2023

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

1. Annual Contract for maintenance of Gas Appliances , Gas Bank.
2. Annual contract for Hiring of Vehicles.

Last date for receipt of tender/quotation is 28.07.2023 by 02.00 PM.

The quotation shall be opened at 3.00 PM on 28.07.2023 in presence of the quotationer or their authorized representatives , who may wish to remain present.

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

PRINCIPAL

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

The sealed quotations are invited on behalf of this Institute of Hotel Management Catering Technology & Applied Nutrition, Bhubaneswar up to March,2024 after issue of the work order for **GAS APPLIANCES MAINTENANCE**

GENERAL TERMS & CONDITIONS ;

01. The tender form should be accompanied PAN CARD , GSTIN REGISTRATION CERTIFICATE ,PROVIDENT FUND, TRADE LICENSE, GST Clearance & Income Tax Return. Filing of last year. Separate DD of Rs.500/- and Rs.5000/- made in favour of Principal, Institute of Hotel Management, Bhubaneswar should be attached with the form towards form charges(non-refundable) and earnest money(refundable) respectively.
02. The amount of security is **Rs. 5000/-** .It can be increased in case it is felt that at the time of awarding of contract that the specified security deposit is inadequate. The security is to be deposited in cash or bank draft.The security deposit will carry no interest.
03. On acceptance of tender, the earnest money will be treated as a part of the security deposit.
04. The tenderers are advised to inspect and examine the site, its surrounding and nature of work involved and to satisfy themselves before submitting their tender as to the nature and quantity of work and in genera shall themselves obtain all necessary information as to risks contingency and other circumstances which may influence or affect their tender. The tenderer shall be deemed to have full knowledge of the work whether the tenderer inspect it or not and no extra charges shall be allowed.
05. Submission of a tender implies that he / she had read this notice and documents and has made himself / herself aware of the scope and satisfactory conditions of the work to be done and of local conditions of the work to be done and of local conditions and other factors for the execution of work.
06. A tenderer should quote in figures as in words in which rate tendered and the rate is for one year and can be extended in consultation with the tenderers.
07. A tenderer shall submit the tender which satisfies each and every condition laid down in the notice, failing which the tender will be liable to be rejected without assigning any reason there of.
08. This Institute do not bind themselves to accept the lowest or to give any reason for their decision.
09. This Tender Notice shall be the part of the contract documents.
10. The validity of the tender shall be up to 90 (Ninety) days from the date of opening of the tender.
11. Though the contract is up to March,2023 after issue of the work order, the payment shall be made monthly on production of the bill along with service certificate duly signed by the authorised officer of the department/caretaker. Previous month GST deposit challan must be accompanied with the bill.
12. In case, the services are not satisfactory, the management has the right to terminate the services with immediate effect without assigning any reason.
13. The tender should be a sealed one.
14. The tenderer should not accompany or follow any request for negotiation from tenderers.
15. The successful tenderer shall have to enter into an **AGREEMENT** at their own cost.
16. The sealed tender (marked tender **GAS APPLIANCES MAINTENANCE**) should be received by speed post/regd. Post up to 02.00P.M. on dt.28.07.2023. The tender shall be opened at **3.00 P.M. on dt 28.07.2023** in presence of attending tenderers or their authorised representative.
17. The tenders received late are liable to be rejected. Required forms attached here with have to be submitted alongwith the tender form. The job description of above different work is also attached for tenderer's reference. The salient feature of works is given in **annexure- A.**

18. While quoting the rate the tenderer should take the minimum wages prescribed by Government for the employees to be engaged by them.
19. The intending firm should have been registered as a shop and commercial establishment, **Office must Situate at Bhubaneswar Location** .
20. The intending firm should have sufficient experience in relevant field.
21. Child labour should not be engaged. Payment will be made monthly.
22. 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.
23. The worker/service persons should have identity card with photo.
24. Any paper related to tender should be provided as and when required by the Institute.

Final Authority

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

Arbitration

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

Sd/
PRINCIPAL

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 2022-2023			
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.			
12	copy of Declaration for Downloading the tender Document duly filled in and signed.			
13	copy of Bid form duly filled and signed.			
14	copy of Clause by clause compliance duly filled in and signed.			
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.			
18	Firm registration, in case of partnership firm			

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

ANNEXURE -B

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

To,

The Principal,
Institute of Hotel Management
Catering Technology & Applied
Nutrition, V.S.S.Nagar
Bhubaneswar- 751004.

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.....

ANNEXURE -B

(To be filled up by the tenderer)

- Tender applied for : **AMC for Gas Appliances**
01. Name of the firm. :
02. Present Address. :
03. Telephone No. : Residence.....Office.....
Mobile No:
04. (a) Name of the Banker :
(b) Bank Account No :
© IFSC Code :
(d) Type of A/c :
05. Status of the firm
(a) Proprietary / Partnership/
(b) Co-operative / Private Ltd. Co / Ltd. Co. etc.
(c) Agent / Supplier.
(d) State whether Registered or not
If yes please enclose the registration certificate
06. Previous Experience in the trade
With name of the organisation served.
07. Last Assessment of Income Tax and clearance certificate.
(Certificate to be attached)
08. Permanent Account Number. (PAN)
(Allotted by Income Tax Authority)
GSTIN No.
License, if any
09. DD No.....Dt.....Rs.....(Earnest Money)
DD No.....Dt.....Rs.....(Form Charges)
10. Name & Designation of the
Contact person & his Tel. No. Office :
Residence:
Mobile No:
11. Any other points you like to mention. :

(Full Signature of the Tenderer)
Date.....

Annual contract for Hiring of Vehicles.

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

1. The tender paper should be accompanied with XEROX COPIES OF PAN CARD, GSTIN REGISTRATION, FITNESS RECORD, INSURANCE AND ROAD TAX of the vehicle, Trade License, Income Tax return filing & GST clearance of last year. Two separate draft of Rs.500/- (form charges-non refundable) and Rs.3000(earnest money- refundable) favouring Principal, Institute of Hotel Management, Bhubaneswar) to be submitted with the tender papers.. The earnest money will be refunded to every unsuccessful tenderer without interest.
2. An amount of Rs.10000/- to be deposited as security money for successful tenderer. The security deposit will carry no interest.
3. The authority reserves the right to reject any or all quotations without assigning any reasons thereof.
4. The undersigned will not be responsible if any discrepancies/legal matters arises due to vehicle and driver.
5. The rate quoted shall remain valid **up to March,2024** after issue of the work order and also if required we can extend the contract in consultation with the concerned transport agency.
6. The travel agents should have the up to date fitness certificate, tax, license from the RTO authority.
7. The vehicle should be in good condition with proper tool box and extra step in.
8. The driver should not be in habit of taking liquor, cigarettes, gutkha etc.
9. The driver should behave properly and keep the driving license and other related papers while on duty. He should be well groomed.
10. The driver should understand/speak odia, hindi and preferably English.
11. The driver should have knowledge of traffic rules and also minimum knowledge of the mechanism of the vehicle.
12. The details of journey from IHM to different places should be mentioned on the back side of the duty slip.
13. The sealed tender (marked tender Hiring of Vehicle) should be received by speed post/regd.post up to **28.07.2021 by 02.00pm**. The tender shall be opened at **3.00 P.M. on 28.07.2023** in presence of tenderers or their authorized representative.
14. Any paper related to tender should be provided as and when required by the Institute.
15. Two quotations should be submitted separate(i) Requisition of vehicle for the entire month with minimum 10 hrs and 100 kms. On an average per day(ii)Reuisition of vehicle on day to day basis.
16. Payment will be made monthly.

Final Authority

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

Arbitration

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

Sd/Principal
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 2022-2023			
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.			
12	copy of Declaration for Downloading the tender Document duly filled in and signed.			
13	copy of Bid form duly filled and signed.			
14	copy of Clause by clause compliance duly filled in and signed.			
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.			
18	Firm registration, in case of partnership firm			
19	The travel agents should have the up to date fitness certificate, tax, license from the RTO authority			

FINANCIAL BID

Local Rate

Day to Day Basis

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

Long distance Rate

Day to Day Basis

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

Monthly Basis

Types of Vehicle(Ac.)	Monthly charge

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

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

Sir,

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

Yours Faithfully
(Full signature of the Tenderer)

Name:

Address:

Place:

Bhubaneswar:

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

Mobile No.....

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

Tender applied for : **Hiring of vehicle**

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

(Full Signature of the Tenderer)

Date.....