



**INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION
V.S.S.NAGAR, BHUBANESWAR-751010
TelNo.(0674)2589241,website-www.ihmbbs.org**

E-TENDERNOTICE

E-tenders are invited from the local established reputed, registered Event Management firms, for International conference and Golden Jubilee at Institute. The interested firms should have GST registration, PAN No. and other related commercial documents. The rate must be quoted in the excel format provided in e-tender portal.

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/Courier/By Hand only. The last date for receiving of tender will be Dt **15.08.2023**, 5.00 p.m. The tender paper shall be opened at **11.30 a.m.** on Dt.16.08.2023 through online in presence of bidders 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**

Total Pages - 27

Newspaper NIT



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No.IHM BHUBANESWAR/2023-24/602

Dt.03.08.2023

NOTICE INVITING TENDER

E-tender is invited by IHM, Bhubaneswar on two bid system from Individuals/Companies/Firms registered in local authority fulfilling the eligibility conditions, as per tender document for the following heads.

Last date of submission of tender:-Upto 17.00hrs of **15.08.2023**

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

**Sd/-
PRINCIPAL**

SECTION-I
INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION
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**NOTICE INVITING E-TENDER FOR DIFFERENT HEADS FOR INTERNATIONAL
CONFERENCE 2023**

1. On behalf of IHM, Bhubaneswar e-Tender (Open tender) is invited on two stage bidding system from Individuals/Companies/Firms registered in local authority fulfilling the eligibility conditions, as per tender document.

Sl.No	Item	Particulars
1	Tender Notice No & date	IHMBHUBANESWAR/2023-24/ 602 Dated: 03.08.2023
2	Tender item	1. Event Management
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 exempted from Tender paper cost & EMD as per the Section-I, Para2(b)
4	Cost of Tender document	Rs 1000/-
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 website 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.

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

Name of the Bank & Branch	Indian Overseas Bank, Macheswar, Bhubaneswar
Accounts Name	Principal, IHMCT & AM, V.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 Cost of bid document have to be uploaded in the e-Tender Portal of M/S BECIL 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 them selves abreast of such amendments before submitting the tender document.
- 3(a) Intending bidders are requested to register themselves with M/S BECIL 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 abovementioned 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 in concerned heads.**
- 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 representative scan

attend the Tender Opening Event in IHM Bhubaneswar where IHM Bhubaneswar Tender Opening Officers would be conducting Public On line 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 applying should have a maximum average annual turnover of Rs.50 lakh during the last 3 financial years.**

Special features

1. **Separate DD / NEFT/RTGS/MSME/NSIC of Rs.1000/-**made in favour of Principal, Institute of Hotel Management, Bhubaneswar should be attached with the form towards form charges (non-refundable) ..
2. 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 anyone 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 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 2023-2024 GSTIN Registration and Clearance certificate(last year) & Turn Over certificate last 03 Financial Years With signature of chartered accountant to be submitted along with the tender form.
6. The undersigned reserves the right to cancel any or all the tenders without assigning any reason.
7. Any paper related to tender should be provided as and when required by the Institute.
8. Payment will be made after complete of work.
9. **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

INSTRUCTIONSTOBIDDERS&GENERAL CONDITIONSOFTENDER

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 BECIL who is providing e-Tendering solution to IHM Bhubaneswar.
 - (f) "ETS" means the Electronic Tendering System through the e-Tender Portal.
2. The conditional and incomplete tenders are liable for rejection.
 3. The IHM, Bhubaneswar reserves the right to reject one or all of the tenders without assigning any reason there of..
 4. 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).
 5. **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. 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.
 7. The IHM Bhubaneswar reserves the rights to increase / decrease the scope of work Without assigning any reason.

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.

COSTOFBIDDING

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.

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 anyone 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.

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 M/S BECIL Tender Wizard Help Desk Contact Shri Sanjeeb Mahapatra, Mob-07377708585, 080-45811365 emailid:twhelpdesk404@gmail.com,

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.

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.

BIDPRICE

The bidder shall quote rates in FINANCIALBID given in **Section IV**

COMPLIANCE

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

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.

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 BECIL

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

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

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 bid 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.

PLACE OF OPENING OF TENDERBIDS

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-Tendering **Scheduled date & time.**

PRELIMINARY EVALUATION

- (d) 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.
- (e) Prior to the detailed evaluation, the Tendering authority will determine the substantial responsiveness of each bid to the Bid documents.
- (f) 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.
- (g) 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 then on conformity. The tendering authority shall not be bound to show there as on s/causes of rejection of the bid.
- (h) 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.

EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS

- (i) The Tendering authority shall evaluate and determine as to whether the bid issue statically responsive or not as per above conditions.
- (j) 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.
- (k) If the bidder does not accept the correction of the errors, his bid shall be rejected.

(l) Tendering authority may negotiate with L1 bidder

CONTACTING THE TENDERING AUTHORITY

- (m) 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.
- (n) 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 what so ever and without there by 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.

E-TENDERING INSTRUCTIONS TO BIDDERS

The instructions given below are M/SBECIL'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 issuing the e-Tender Portal (<https://www.tenderwizard.com/IHM>) of M/s BECIL, A Government of India Undertaking (Under Ministry of Information And Broad Casting).
- b. For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on there event screens of the Electronic Tendering System (ETS.).
- c. 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 be for 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 been sure 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. BECIL 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 Tender wizard Helpdesk and IHM BHUBANESWAR Contact Points (as given below), to get your registration accepted/activated.

M/S BECIL Tender Wizard Help Desk Contact	Shri Sanjeeb Mahapatra, Mobilen.07377708585,080-45811365 twhelpdesk404@gmail.com email id:
IHM Bhubaneswar Contact-1	Mrs Sharada Ghosh MobNo-9437001241/9437574465E-Mail- hospitality@ihmbbs.org

29. 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 OFTECHNICALBID

Sl No	Description	Remarks(Yes(Y),No(N),Not Applicable(NA) (√Tick which ever is applicable)		
		Y	N	NA
1	Photo copy of PAN Card			
2	Photo copy of Experience Certificate			
3	Photocopyofthecomputerizedreceipt(Online/RTGS/NEFT)towardscostofTenderPaperOr(MSME/NSIC Certificate for Exemption)Or(MSME/NSIC Certificate for Exemption)			
4	Photocopyofthecomputerizedreceipt(Online/RTGS/NEFT)towardscostofEMD/BidSecurity Or (MSME/NSIC Certificate for Exemption)			
5	Photo copy of valid GSTIN Registration Certificate.			
6	Copy of Income Tax Return filing Last Year.eFY2022-2023			
7	Trade license true copy (attested by gazette officer)to be submitted along with the tender form.			
8	Registration and license certificate under the food safety & Standard Act2006 and rules 2011 From food safety officer, Municipal Corporation will be given preference.			
9	Photo copy of Experience Certificate/work order with minimum seven years experience in different organization			
10	Photo copy of last three financial years balance sheets certified by chartered accountant			
9	Self-Attested Photocopy of Original" Power of Attorney "in case person other than the tenderer has signed the tender documents			
10	Photo copy of "Partner ship Deed" duly registered, if applicable			
11	Copy of Declaration for Downloading the tender Document duly filled in and signed vide Annexure-C.			
12	Copy of Bid form duly filled and signed. Annexure-D			
13	Copy of Clause by clause compliance duly filled in and signed. Annexure-B			
14	Copy of the Checklist duly filled in			
15	Bidder Profile			
16	Copy of Undertaking regarding genuineness of the documents/ information submitted duly filled in and signed Annexure-E.			
17	Firm registration, in case of partnership firm			
18	The bidder must have a minimum 3 years experience in operations head wise 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.			

SECTION IV**FINANCIAL BID**

Sl. No.	Elements Venue Branding	Qty	Unit	Day	Size	Quoted Price	All Taxes (Including GST) Percentage	Total (Including All taxes)
1	Welcome Gate at the entrance(Box Gate) with floral décor	1	Nos	3	Top16x3x4, Pillar-10x3x8no			
2	Entrance Standee -Ply Back Customized Standee Frame With Fabric Cloth Mount	15	Nos	3	6x3			
3	Entrance Standee -Ply Back Standee Frame With Fabric Cloth Mount	15	Nos	3	6x3			
4	Welcome Signage Fabric Cloth Print with floral décor (Before the Auditorium Entry)	1	Nos		8x8			
5	Standeess on the Main Road way to welcome all Chief Guest Day 1	20	Nos		6x3			
6	Registration Backdrop with floral décor at Lobby area	3	Nos		6x6			
7	Registration Desk with Branding	3	Nos		6x2.5			
8	Registration Desk Side Branding	6	Nos		2.5x2.5			
9	Platform for Checkers Backdrop	1	Nos	3	10x8			
10	Chief Guest Messages Backdrop Stand	20	Nos	3	3.3x2.5			
11	Media Placard Sun board Vinyl	5	Nos	3	3x2			
12	Hall Entrance Welcome Gate Including Fresh Flower Décor	1	Nos	3	Top - 8x3,Pillar - 6x1.5ft,2No			
13	3d Selfie Stand With Ply Backdrop	1	Nos	3	8x8			
14	Memory Ply Backdrop with Fabric Cloth With Sun board Cutting	1	Nos	3	20x8			
15	Poster Presentation		Nos					
16	Backdrop with Fabric Cloth Print	1	Nos	3	12x8			
17	Basic PA Sound System	1	Nos	3				
18	Center Table Fresh Flower Décor	1	Nos	3				
19	Conference Event		Nos					
20	Stage with carpeting & Flex Blank Flex Mounting	1	Nos	3	24x20x2ft			
21	Main Backdrop Ply back Fabric Cloth Print	1	Nos	3	24x8			

22	Main Backdrop Ply back Fabric Cloth Side Paneled	2	Nos	3	18x8			
23	AV Panel Ply back backdrop and Fabric cloth	2	Nos	3	10x8			
24	Stage Facia Masking Flex with creative	1	Nos	3	24x2			
25	Stage Facia Side Panel Masking Flex	2	Nos	3	20x2x2			
26	Console masking	1	Nos	3	16x4			
27	Digital Podium with Branding	1	Nos	3	4x2			
28	Tent Card On Round Table	50	Nos	3				
29	Fresh Floral décor on Main Stage Welcome Backdrop, Standees & Stage Fascia	1	Nos	3				
30	Truss T Stand For Light	2	Nos	3	10x6			
31	Preview Monitor	2	Nos	3				
32	White Leather 2 Seater Sofa	20	Work	3				
33	Chief Guest Chair	8	Nos	3				
34	Glass Tea Poi	8	Nos	3				
35	Octonorm Stall with table	10	Nos	3	10x10			
36	Stall Selling Fan	10	Nos	3				
37	Food Stall Area waterproof Tent	1	work	3	2000sqft			
38	Auditorium Hall Dangler Hanging	10	Work	3	6x6			
39	Led Riser with Masking	1	Work	3	16x2			
40	AV panel Led Riser	2	Nos	3				
41	Sound Setup Conference day							
42	Sounds (jbl Vrx setup - 4,Base Bin - 2no, Stage Monitor -4	2	Work					
43	Cordless & Collar Mike	6	Nos					
44	Podium Mike	2	Nos					
45	Lights - Led Rgb Par	40	Nos					
46	warm White -	10	Nos					
47	Feed back monitors	2	Nos	3				
48	Console Channel Mixer	1	Nos					
49	Db setup Box	1	Nos					
50	Amplifier, Mixer etc.	1	set					
51	Led P3 Backdrop (16x8)	1	Work					
52	Side Av Panel (8x6x2 no)	1	Work					
53	Led Plasma Tv	2	Nos					
54	Rice Lights - 2000pcs, Green and Other Colour Metal - 80no ,	1	Work	3				
55	Focus Lights	10	Nos	3				
56	2Still Photographer and Video Grapher-2 ,1drone with edited	1	Work	3				

57	Youtube Live Streaming 1st Day and Closing Day							
58	Drone Flower Shower							
59	Closing Ceremony Cultural Event Setup							
60	Stage with carpet (20x16)	1	Nos	1				
61	Backdrop With Plyback Fabric Cloth Print (16x8)	1	Nos	1				
62	Side wings Side Panel Fabric Cloth Mounting (8x4x2)			1				
63	Stage Goalpost							
64	Sound And light - Top - 4,Base,4,Fedbuck-2,Stage Monitor-4,Cordelss Mic - 5, Hands Kit , Palco -30,Sharpy - 12,warm Face Light - 10,Lazer - 2, Blinder - 4, Smoke - 2,COS2,Sparkullar - 4, Confitee	1	Work	1				
65	Fire works Crackers Closing Ceremony - Mines Shot - 200no , Single Pipe Shot -30no, 120shot - 4, Skysdoubble Shot - 10	1	Work					
66	Conference Kit (Jute Bag ,Pouch , Branding Pen ,Note Pad, Uteri-Branding)	50	Work	1				
67	Media Kit - Jute Folder , Note Pad ,Pen	20	Work	1				
68	Vehicle Pass							
69	Badge	150	Nos	1				
70	Uteri Branding (Chief Guest)	10	Nos	1				
71	Magazine100pages	50	Nos					
72	Material Transportation and Labour Cost							
73	Alumni Entry Hand Band with QR Code	500	Nos	1				
74	Catering For IHM 3 day Event (Per Plate)	1	Work					
75	Miscellaneous							
76	Laser Lights Multi colour			03				
	Total amount Including all Taxes							

1. Bidders should confirm from the tendering authority about the details of work before quoted the price..
2. Bidders may visit the site before quoted the price

ELIGIBILITY CRITERIA

The bidder should full fil the following Eligibility Criteria:

1	Bider 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 labor registration certificates. (Pelase provide all photocopies of the licenses)
5	The bidder must have a minimum 3 years experience in Event management /Catering services in a Hotel / Institute. The bidder shall furnish the details of supporting documents in the form of Work orders or Contract copies
6	The bider applying should have a minimum average annual turnover of Rs. 50 lakh during any contract period.

EVALUATION METHODOLOGY

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

The evaluation shall be done based on combined weight age for Technical (T) and Financial (P) scores. The weight age considered for Technical (T) and Financial (P) Proposals shall be: T = 70%, and P = 30%. Weight age 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% weight age mark for (A) shall be = $70 \times 80 / 100 = 56$; (B) shall be $70 \times 70 / 100 = 49$ and (C) shall be $70 \times 75 / 100 = 52.50$

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.

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 $(100 \times 2 / 4 = 50)$ and C is taken as $(100 \times 2 / 6 = 33.3)$.

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	20 lakh	40 lakh	60 lakh
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

TechnicalEvaluation

Sl.No	Criteria	Maximum Marks	
1	Number of Years in Operations/Experience	Max. 20 Marks	
a)	5 Years or More but Less Than 7 years	5	
b)	7 Years or More but Less Than 10 years	10	
c)	10 Years or More but Less Than 15 years	15	
d)	More Than 15 Years	20	
2	Average Turn Over Last 3 Financial year	Max.25 Marks	
a)	Less or Equal to 15 Lakhs	10	
b)	More Than 15 lakhs and Less Than 20 lakhs	15	
c)	More Than 20 Lakhs and Less Than 30 Lakhs	20	
d)	More or equal to 30 lkahs	25	

<p>3.</p>	<p>The bidder should have experience of managing at least ONE conference/scientific seminar/symposium consisting of 800 or more international & national delegates in Govt. Sector/Semi Govt./PSU sector/Corporate sector at Bhubaneswar in last 36 months from the last date of tender submission.</p>	<p>Enclose work order copy & completion certificate/supporting document from the client.</p>	<p>10 marks if managed only one conference/scientific seminar/symposium in Govt. Sector/Semi Govt./PSU sector/Corporate sector at Bhubaneswar as per criteria.</p> <p>2 marks will be added for each additional conference/scientific seminar/symposium managed in Govt. Sector/Semi Govt./PSU sector/ Corporate sector at Bhubaneswar as per criteria.</p> <p>Maximum marks will be 20..</p>
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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(Name of Work)
to the Institute of Hotel Management Catering Technology & Applied Nutrition, Veer
Surendra sai Nagar, Bhubaneswar-751010, the articles listed in the tender form in such
quantities as may be required by the Institute.

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.

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 have 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

(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 **30 Days** 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 here by
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. If
further under take 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 /Authorized signatory

Date:

Name & Seal of the tenderer
