



## **E-TENDER DOCUMENT FOR**

**Supply/Contract of the following items for a period of 8 Months (1st August 2025 to 31st March 2026).**

- 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 Cleaning Material**
- 5. Annual Contract for supply of Office Stationery**

No. IHM BHUBANESWAR/2025-26/ 346

Dated : 18-06-2025

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

**Cost of E-Tender Document: - 1000/-**

**Total pages-137**



INSTITUTE OF HOTEL MANAGEMENT  
CATERING TECHNOLOGY & APPLIED NUTRITION  
V.S.S. NAGAR , BHUBANESWAR-751010  
Tel No.(0674) 2589241, website-[www.ihmbbs.org](http://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 08 Months (1<sup>st</sup> August 2025 to 31<sup>st</sup> March 2026).**

- 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 Cleaning Material**
- 5. Annual Contract for supply of Office Stationery**

The tender forms may be down loaded from our website [www.ihmbbs.org](http://www.ihmbbs.org) and [www.tenderwizard.com/IHM](http://www.tenderwizard.com/IHM). The tender paper completed in all respects should be uploaded in e-tender portal [www.tenderwizard.com/IHM](http://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 02.07.2025, 11.00 a.m. The tender paper shall be opened at 11.30 a.m. on Dt.02.07.2025 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



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

No. IHM BHUBANESWAR/2025-26/346

Dt 18-06-2025

### **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 08 months (1st August 2025 to 31st March 2026).

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 Cleaning Material
5. Annual Contract for supply of Office Stationery

Last date of submission of tender :- Upto 11.00 hrs of **02/07/2025**

For details please visit our websites [www.tenderwizard.com/IHM](http://www.tenderwizard.com/IHM) or [www.ihmbbsr.org](http://www.ihmbbsr.org)

**Sd/-**  
**PRINCIPAL**

# **TENDER FORM**

**ANNUAL CONTRACT  
(01.08.2025 to 31.03.2026)**

## **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](http://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/2025-26/346 Dated :18.06.2025
2	Tender item	For supply/contract of the <b>Sec-A:-Groceries, Tins and Bottle products etc</b> for a period of 08 months (1 <sup>st</sup> August 2025 to 31 <sup>st</sup> March 2026).
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 2360/- (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](http://www.tenderwizard.com/IHM) & [www.ihmbbsr.org](http://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) (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	<a href="mailto:hospitality@ihmbbs.org">hospitality@ihmbbs.org</a>

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 CEL (I) Ltd i.e [www.tenderwizard.com/IHM](http://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. CEL (I) Limited through the website [www.tenderwizard.com/IHM](http://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](http://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. **Preferable will be given to the bidder who is having 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. **Preferable will be given to the bidder who is having a minimum average annual turnover of Rs. 35 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 true to be submitted along with the tender form.
5. Xerox copies of PAN certificate, Income Tax Return filing Last Year i.e AY 2024-2025 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.
- 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 We are going to process the P.O through online mode in which the payment required by the portal that should paid by the bidder directly while received the P.O. (After enable this service we intimated you.)**
- 23 Registration and Licence certificate under the Food Safety & Standard Act 2006 and Rules 2011 from Food Safety Officer, Municipal Corporation will be given preference.
- 24 Payment will be made fortnightly.

**25 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 CEL (I) 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 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 CEL (I) Ltd Help Desk Contact Shri Sanjeeb Mahapatra, Mob-08800591740, 080-45811365,

#### **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 CEL (I) Ltd.

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 CEL (I) Ltd 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 "S<sub>f</sub>" is the financial score, "F<sub>m</sub>" 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	<b>86</b>	<b>64</b>	<b>62.40</b>
Party selected	<b>L1 bidder</b>	<b>L2 bidder</b>	<b>L3 bidder</b>

## 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	<b>FINANCIAL STRENGTH</b>	<p>Preferable will be given to the bidder who is having more than 35Lakhs. Turnover at least for any two years in last three financial years.</p> <p>Rs. 35lakhs: 10 Marks More than Rs. 35 lakhs to 70 Lakhs: 15 Marks More than Rs. 70 Lakhs: 20 Marks</p>	10 20 30	30	Audited Balance Sheet and Profit & Loss Statements Certification by Chartered Accountant
2	<b>WORK EXPERIENCE</b>	<p>Experience in providing raw material supply &amp; management support services to reputed public or private institutions / hotels /Companies in the last 7 years preceding Tender due date</p> <p>&gt; 3 Year, &gt; 4 years &gt; 5 years and above</p>	10 20 30	30	Work order / Agreement copies from the Institution

3	<b>WORKFORCE</b>	The Bidder must have registered with ESI/PF authorities and must have minimum 20 persons enrolled in either EPF/ESIC scheme  20 Persons:  21 - 50 Persons:  > 50 Persons:	10  15  20	20	Valid Certificate along with the return challan of EPF/ESI
5	<b>SITE VIST</b>	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 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 CEL (I) LTD 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 CEL (I) 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. CEL (I) Ltd 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 CEL (I) Helpdesk and IHM BHUBANESWAR Contact Points (as given below), to get your registration accepted/activated.

<b>CEL (I) Ltd Help Desk Contact</b>	Shri Sanjeeb Mahapatra, Mob-08800591740, 080-45811365,
<b>IHM Bhubaneswar Contact-1</b>	Mrs Sharada Ghosh Mob No- 9437001241 / 9437574465 E-Mail- <a href="mailto:hospitality@ihmbbs.org">hospitality@ihmbbs.org</a>

#### **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](http://www.ihmbbsr.org) and [www.tenderwizard.com/IHM](http://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.	SPECIFICATION	Unit	Rate
1	Ajanta Cream 820gm	Per Tin	
2	Ajwin	Per Kg	
3	Ajinomotto	Per Kg	
4	Almond	Per Kg	
5	Almond Roasted	Per Kg	
6	Almond Salted-250gm	Per Pkt	
7	Almond Flex-250gm	Per Pkt	
8	Aloobakhara	Per Kg	
9	Alu Dum Masala MDH-100gm	Per Pkt	
10	Alu Dum Masala Ruchi-100gm	Per Pkt	
11	Aluminum foil Hindalco -72 mtr	Per Roll	
12	Aluminium Pouch 500ml cap -100pc	Per Pkt	
13	Amber Sadha	Per Kg	
14	Amchur powder Everest-100gm	Per Pkt	
15	Amchur powder Ruchi -100gm	Per Pkt	
16	Amul Butter chiplet/Pouch	Per Pkt	
17	Amul Butter -100gm	Per Pkt	
18	Amul Butter -500gm	Per Pkt	
19	Amul Cheese Cube-200gm	Per Pkt	
20	Amul Cheese Slice-200gm	Per Pkt	
21	Amul Cheese Spread-200gm	Per Pkt	
22	Amul Cheese-400gm	Per Tin	

23	Amul Fresh Cream-250ml	Per Pkt	
24	Amul Fresh Cream-ltr	Per Pkt	
25	Amul Full Fat Milk-Gold -Ltr	Per Pkt	
26	Amul spray-200gm	Per Pkt	
27	Amul spray-500gm	Per Pkt	
28	Amul spray-kg	Per Pkt	
29	Arhar Dal (Big) Non-Polish	Per Kg	
30	Asparagus-350gm	Per Tin	
31	Atta (Rishta) 1kg	Per Pkt	
32	Atta (Rishta) 5kg	Per Pkt	
33	Atta (Ashirvad) 1kg	Per Pkt	
34	Atta (Ashirvad) 5kg	Per Pkt	
35	Ammonia Powder-500gm	Per Bot	
36	Ammonium carbonate-500gm	Per Bot	
37	Badi	Per Kg	
38	Baking powder Weikfield 400gm	Per Bot	
39	Baking powder Weikfield -100gm	Per Bot	
40	Bay leaf	Per Kg	
41	Bengalgram Dal (Chana Dal) Big	Per Kg	
42	Bengalgram Dal (Desi buta)	Per Kg	
43	Besan Fortune 500gm	Per Pkt	
44	Biscuit Bisk farm Top-100gm	Per Pkt	
45	Biscuit Britania (50-50) 100gm	Per Pkt	
46	Biscuit Britania (50-50) Time pass @10.00	Per Pkt	
47	Biscuit Britania Good day -@10.00	Per Pkt	
48	Biscuit Britania Good day -200gm	Per Pkt	
49	Biscuit Britania Krack jack -70gm	Per Pkt	
50	Biscuit Britania Namkeen -100gm	Per Pkt	
51	Biscuit Parle Hide &Seek-120gm	Per Pkt	
52	Biscuit Parle Monaco-200 gm	Per Pkt	
53	Biscuit Parle Monaco-@ 10.00	Per Pkt	
54	Biscuit Monaco (Family Pack)	Per Pkt	
55	Biscuit Gooday (Family Pack)	Per Pkt	
56	Black Cumin	Per Kg	

57	Black gram dal (Whole with skin)	Per Kg	
58	Black gram dal (White without skin)	Per Kg	
59	Black Pepper Powder (Ruchi )-50gm	Per Pkt	
60	Black Pepper Powder (Ruchi )-100gm	Per Pkt	
61	Black Pepper Powder (Everest )-50gm	Per Pkt	
62	Black Pepper Corn	Per Kg	
63	Black Salt Everest-100gm	Per Pkt	
64	Black Salt Ruchi-100gm	Per Pkt	
65	Broth Powder (Knorr Seasoning Powder )-100gm	Per Pkt	
66	Bread Crumb White KG	Per Pkt	
67	Bread Improver-1kg	Per Pkt	
68	Bread Sajitha -400gm	Per Pkt	
69	Bread Sajitha -800gm	Per Pkt	
70	Bread Sajitha -1400gm	Per Pkt	
71	Butter Milk-200ml	Per Piece	
72	Brown Sugar (MB)-500gm	Per Pkt	
73	Brown Sugar (Utam)-500gm	Per Pkt	
74	Brownic Mix Egg Less powder (Devas) 1kg	Per Pkt	
75	Brownic Mix Tropolite-1kg	Per Pkt	
76	Blue Berry Compote (Mala's)-750ml	Per Bot	
77	Bun (Pav) Sajitha-6 pc	Per Pkt	
78	Burger Buns Big Size	Per Piece	
79	Button Mashroom Delmonte-800ml	Per Tin	
80	Button Mashroom Morton-800ml	Per Tin	
81	Cadbury Shots ( 200 gm To 210gm)	Per Box	
82	Cadburys Dairy Milk Chocolate-55gm to 60gm	Per Pkt	
83	Capsico Sauce (Dabur)-60ml	Per Bot	
84	Capsico Sauce (Prime)-60ml	Per Bot	
85	Caramel dark Colour-500ml	Per Bot	
86	Cardamom (Black) Big	Per Kg	
87	Cardamom (Green) Big	Per Kg	
88	Cashew nut (Half broken)	Per Kg	
89	Cashew nut (whole)	Per Kg	
90	Cashew Rosted	Per Kg	

91	Cashew Salted -250gm	Per Pkt	
92	Castor Sugar (MB)-500gm	Per Pkt	
93	Castor Sugar (Uttam)-500gm	Per Pkt	
94	Chana/Cholle Masala Everest-100gm	Per Pkt	
95	Chana/Cholle Masala Ruchi-100gm	Per Pkt	
96	Charmagaz	Per Kg	
97	Chat Masala Everest-100gm	Per Pkt	
98	Chat Masala MDH-100gm	Per Pkt	
99	Chhedar Cheese	Per Kg	
100	Cheery Glazed	Per Kg	
101	Canned Cherry (Frutins)-840gm	Per Tin	
102	Canned Cherry (golden Crown)-840gm	Per Tin	
103	Chicken Masala Everest -100gm	Per Pkt	
104	Chicken Masala Ruchi -100gm	Per Pkt	
105	Chilli flakes 100gm	Per Pkt	
106	Chilli Garlic Sauce 700ml Prime	Per Bot	
107	Chilli Garlic Sauce 700ml weik field	Per Bot	
108	Chilli Sauce Prime 700ml	Per Bot	
109	Choco Chips-Dark	Per Kg	
110	Choco Chips-White	Per Kg	
111	Chocolate Dark D-15 -500Gm	Per Pkt	
112	Chocolate White CW-33 -500Gm	Per Pkt	
113	Chocolate Syrup	Per Bot	
114	Cinnamon	Per Kg	
115	Cling Wrap 300mtrs	Per Roll	
116	Clove	Per Kg	
117	Cocoa Powder- (Hershey's)- KG	Per Jar	
118	Cocoa Powder - Weikfield 500gm	Per Jar	
119	Coconut Milk Tin-400ml	Per Tin	
120	Cooking Coconut Oil	Per Ltr	
121	Coffee Nescafe -100gm	Per Pkt	
122	Coffee Nescafe -200gm	Per Pkt	
123	Coffee Nescafe -500gm	Per Pkt	
124	Coffee Nescafe -1kg	Per Pkt	

125	Coffee Nescafe Jar-50gm	Per Bot	
126	Coffee Nescafe Pouch	Per pouch	
127	Cookies Biscuit Salt	Per Pkt	
128	Cookies Biscuit Sweet	Per Pkt	
129	Chia Seed	Per Kg	
130	Cake Base	Per Piece	
131	Chocolate pulse	per jar	
132	Cream Cheese-600gm	Per Pkt	
133	Cream Cheese-kg	Per Pkt	
134	Cooking Soda -100gm	Per Pkt	
135	Coriander Powder everest -100gm	Per Pkt	
136	Coriander Powder Ruchi -100gm	Per Pkt	
137	Coriander Seeds	Per Kg	
138	Corn flake Kellogg's-500gm	Per Pkt	
139	Corn flake Kellogg's-1kg	Per Pkt	
140	Corn flake Druk-500gm	Per Pkt	
141	Corn flake Druk-1kg	Per Pkt	
142	Corn Flour Prime -kg	Per Pkt	
143	Crush Strawberry (Mala's)-750ml	Per Bot	
144	Crush Mango (Mala's)-750ml	Per Bot	
145	Crush Orange (Mala's)-750ml	Per Bot	
146	Crush Pineapple (Mala's)-750ml	Per Bot	
147	Crush Mojito (Mala's)-750ml	Per Bot	
148	Cumin Powder everest -100gm	Per Pkt	
149	Cumin Powder Ruchi -100gm	Per Pkt	
150	Cumin Seed Ruchi -100gm	Per Pkt	
151	Curry Powder Everest-100gm	Per Pkt	
152	Curry Powder Ruchi-100gm	Per Pkt	
153	Custard Powder Weikfield-500gm	Per Pkt	
154	Custard Powder Weikfield-100gm	Per Pkt	
155	Dalda -1kg	Per Pkt	
156	Dalda -500gm	Per Pkt	
157	Dalda -200gm	Per Pkt	
158	Dates	Per Kg	

159	Deggi Mirch Whole	Per Kg	
160	Demi-Glaze Powder	Per Kg	
161	Desicated Coconut Powder	Per Kg	
162	Disposable Container eith lid -Plasticr	Per Piece	
163	Disposable Wooden Fork 100 nos.	Per Pkt	
164	Disposable Wooden Spoon 100 nos.	Per Pkt	
165	Disposable Plastic Spoon 100 nos.	Per Pkt	
166	Disposable Wooden Ice-cream Spoon 100 nos.	Per Pkt	
167	Disposable Ice-cream Cup 50 nos.	Per Pkt	
168	Disposable Paper Cup - 150 ml -50nos.	Per Pkt	
169	Disposable Paper Glass - 210 ml -50nos.	Per Pkt	
170	Disposable Paper Plate 12 inc	Per Pkt	
171	Disposable Paper Plate 6 inc -10 nos.	Per Pkt	
172	Disposable Paper Bowl/Dana	Per Pkt	
173	Disposable Leafe (Sala Patra) Dana	Per Pkt	
174	Disposable Wooden Tea Starier-Small	Per Pkt	
175	Disposable Wooden Tea Starier-Long	Per Pkt	
176	Drinking Bend straw	Per Pkt	
177	Drinking Umbrella straw	Per Pkt	
178	Dry Apricot	Per Kg	
179	Dry Basil	Per Bot	
180	Dry coconut	Per Kg	
181	Dry Ginger Powder Everest-100 gm	Per Pkt	
182	Dry Mushroom	Per Kg	
183	Dry Yeast	Per Kg	
184	Dry Ginger (Sounthi)	Per Kg	
185	Dry Figs	Per Kg	
186	Eggless cakemix (Tower)1kg	Per Pkt	
187	Eggless cakemix (Tropolite) kg	Per Pkt	
188	Enno	Per Piece	
189	Essence Green Mango (Bush)20ml	Per Bot	
190	Essence Green Mango (Bush)500ml	Per Bot	
191	Essence Lemon (Bush)20ml	Per Bot	
192	Essence Lemon (Bush)500ml	Per Bot	

193	Essence Orange (Bush)-20ml	Per Bot	
194	Essence Orange (Bush)-500ml	Per Bot	
195	Essence Pineapple (Bush)20ml	Per Bot	
196	Essence Pineapple (Bush)500ml	Per Bot	
197	Essence Vanilla (Bush)20ml	Per Bot	
198	Essence Vanilla (Bush)500ml	Per Bot	
199	Evereday milk powder pouch	Per Pkt	
200	Fennel Seed	Per Kg	
201	Fenugreek	Per Kg	
202	Food Packet 500gm capacity	Per Piece	
203	Food Packet 1kg capacity	Per Piece	
204	Food Packet 2kg capacity	Per Piece	
205	Fish Masala MDH-100gm	Per Pkt	
206	Food Colour Liquid (All type) Bush 20ML	Per Bot	
207	French Fry-2.5 Kg -Macon	Per Pkt	
208	French Fry-1 Kg -Macon	Per Pkt	
209	French Fry-500gm -Macon	Per Pkt	
210	Fried Boondi-500 gm	Per Pkt	
211	Fried Chana Dal	Per Kg	
212	Feta Cheese-200gm	Per Pkt	
213	Fried Chhena	Per Kg	
214	Fried Seu-400gm	Per Pkt	
215	Frozen Baby Corn Kg	Per Kg	
216	Frozen Green Peas- Safal 5 kg	Per Pkt	
217	Frozen Green Peas- Safal- 1 kg	Per Pkt	
218	Frozen Green Peas- Safal- 500gm	Per Pkt	
219	Frozen Green Peas- Safal- 250gm	Per Pkt	
220	Frozen sweet corn- Safal 5 kg	Per Pkt	
221	Frozen sweet corn- Safal- 1 kg	Per Pkt	
222	Frozen sweet corn- Safal- 500gm	Per Pkt	
223	Frozen sweet corn- Safal- 250gm	Per Pkt	
224	Fruit Juice Guava Real 1 ltr	Per Ltr	
225	Fruit Juice Guava Tropicana 1 ltr	Per Ltr	
226	Fruit Juice Mixed Fruit Real 1 ltr	Per Ltr	

227	Fruit Juice Mixed Fruit Tropicana 1 ltr	Per Ltr	
228	Fruit Juice Orange Real 1 ltr	Per Ltr	
229	Fruit Juice Orange Tropicana 1 ltr	Per Ltr	
230	Fruit Juice Pineapple Real 1 ltr	Per Ltr	
231	Fruit Juice Pineapple Tropicana1 ltr	Per Ltr	
232	Fruit Juice Mango Real 1 ltr	Per Ltr	
233	Fruit Juice Mango Tropicana1 ltr	Per Ltr	
234	Fruit Juice Litchi Real 1 ltr	Per Ltr	
235	Fruit Juice Litchi Tropicana 1 ltr	Per Ltr	
236	Fruit Juice Crannbery Real 1 ltr	Per Ltr	
237	Fruit Juice Cranberry Tropicana 1 ltr	Per Ltr	
238	Fruit Juice Apple Real 1 ltr	Per Ltr	
239	Fruit Juice Apple Tropicana 1 ltr	Per Ltr	
240	Fruit Juice Pomogranet Real 1 ltr	Per Ltr	
241	Fruit Juice Pomogranet Tropicana 1 ltr	Per Ltr	
242	Fruit Glaze Tropolite	Per Bot	
243	Fuel-500gm	Per Tin	
244	Fusil Pasta 400gm	Per Pkt	
245	Garam Masala MDH 100gms	Per Pkt	
246	Garam Masala Ruchi 100gms	Per Pkt	
247	Gelatine- 50 gm	Per Pkt	
248	Gelatine-	Per Kg	
249	Gelatine Sheet 250gm	Per Pkt	
250	Ghee (Amul)-200gm	Per Pkt	
251	Ghee (Amul)-500gm	Per Pkt	
252	Ghee (Amul)-1kg	Per Pkt	
253	Gherkin (350-400gm)	Per Bot	
254	Glucose Powder-500gm	Per Pkt	
255	Glucose Powder-1 kg	Per Pkt	
256	Glucose Liquid-1Ltr	Per Bot	
257	Gluten Powder-500gm	Per Bot	
258	Green Gram Dal (Moong Dal)	Per Kg	
259	Green Gram Whole	Per Kg	
260	Gul Khand-400gm	Per Bot	

261	Hing -50gm	Per Bot
262	Hing -100gm	Per Bot
263	Hoisin Sauce 60ml	Per Bot
264	Honey (Dabur) 1000ml	Per Bot
265	Honey (Dabur) 250ml	Per Bot
266	Honey (Dabur) 500ml	Per Bot
267	Honey (Dabur) 50ml	Per Bot
268	HP Sauce -250ml	Per Bot
269	Idly Suji-500gm	Per Pkt
270	Idly Suji-1kg	Per Pkt
271	Icing Sugar-1kg	Per Pkt
272	Jaggery	Per Kg
273	Jam Mixed Fruit Kissan -500gm	Per Bot
274	Jam Mixed Fruit Kissan -1kg	Per Bot
275	Jam Mixed Fruit Kissan -200gm	Per Bot
276	Jam Pineapple Kissan -500gm	Per Bot
277	Jam Pineapple Kissan -1kg	Per Bot
278	Jam Pineapple Kissan -200gm	Per Bot
279	Jal Jeera MDH -100gm	Per Pkt
280	Kabab Chinni	Per Kg
281	Kabul Channa Dolar	Per Kg
282	Kashmiri Mirch Powder MDH-100m	Per Pkt
283	Kasturi Methi (MDH) -100gm	Per Pkt
284	Kasturi Methi (MDH) -50gm	Per Pkt
285	Kewra Water Dabur -200ml	Per Bot
286	Kurkure @5/-	Per Pkt
287	Kurkure @10/-	Per Pkt
288	Kalpasi	Per Kg
289	Kitchen King MDH-100gm	Per Pkt
290	Kiwi Crush Mala's-700ml	Per Bot
291	Lays @5/-	Per Pkt
292	Lays @10/-	Per Pkt
293	Lentil Dal (Masoor Dal)	Per Kg
294	Lacchaa Semeiya	Per Kg

295	Mace	Per Kg	
296	Maida -500gm	Per Pkt	
297	Maida (Baker's Flour)-50kg	Per Pkt	
298	Makhana-500gm	Per Pkt	
299	Makhana-1kg	Per Pkt	
300	Margarine GSM Classic-15Kg	Per Box	
301	Margarine (Lily life)-15kg	Per Box	
302	Mascarpone Chesses (Mooz)-600gm	Per Pkt	
303	Mouth freshner 200gm	Per Bot	
304	Mayonnaise Eggless Del Monte-kg	Per Pkt	
305	Mayonnaise Eggless Viva-250gm	Per Pkt	
306	Meat Masala (MDH)-100gm	Per Pkt	
307	Meat Masala Everest -100gm	Per Pkt	
308	Millet- Ragi Grain-500gm	Per Pkt	
309	Millet- Ragi Flour-500gm	Per Pkt	
310	Millet- Bajra Grain-500gm	Per Pkt	
311	Millet- Bajra Flour-500gm	Per Pkt	
312	Millet- Sorghum Grain-500gm	Per Pkt	
313	Millet- Sorghum Flour-500gm	Per Pkt	
314	Millet- Jowar Grain-500gm	Per Pkt	
315	Millet- Jowar Flour-500gm	Per Pkt	
316	Millet- Pearl Grain-500gm	Per Pkt	
317	Millet- Foxtail Grain-500gm	Per Pkt	
318	Millet- Kodo Grain-500gm	Per Pkt	
319	Millet- Little Grain-500gm	Per Pkt	
320	Millet- Barnyard Grain-500gm	Per Pkt	
321	Millet- Proso Grain-500gm	Per Pkt	
322	Milk Maid Nestle-400ml	Per Tin	
323	Mineral Water - Bislery -500ml	Per Bot	
324	Mineral Water - Bislery -300ml	Per Bot	
325	Mitha Attar Prime	Per Bot	
326	Mixed Herb-20gm	Per Bot	
327	Mustard Oil - Engine-It	Per Pkt	
328	Mustard Powder - weikfield-100gm	Per Bot	

329	Mustard Sauce - Prime-200ml	Per Bot	
330	Mustard Sauce Kasundi-700gm	Per Bot	
331	Mozerella Chease-500gm	Per Pkt	
332	Mozerella Chease-1kg	Per Pkt	
333	Mozerella Chease-2kg	Per Pkt	
334	Mixture-1kg	Per Pkt	
335	Mustard Seed - Ruchi-100gm	Per Pkt	
336	Nadi	Per Kg	
337	Noodles Chow -1kg	Per Pkt	
338	Nutmeg	Per Piece	
339	Nacho's-200gm	Per Pkt	
340	Oats	Per Kg	
341	Olive Oil Figaro Extra Virgin-250ml	Per Bot	
342	Olive Oil Figaro Extra Virgin-500ml	Per Bot	
343	Olive Oil Bertolli -500ml	Per Bot	
344	Olive Oil Borges-500ml	Per Bot	
345	Olive Black -450gm	Per Bot	
346	Olive Green -450gm	Per Bot	
347	Oregano-100gm	Per Bot	
348	Oyster Sauce	Per Bot	
349	Orange Crush Mala's-700ml	Per Bot	
350	Panch Phutan - Ruchi-100gm	Per Pkt	
351	Pampadi -500gm	Per Pkt	
352	Papad Sriram -900gm	Per Pkt	
353	Papad Sriram -400gm	Per Pkt	
354	Papad Lizat -200gm	Per Pkt	
355	Papad Rasi- 200gm	Per Pkt	
356	Paper Napkin Soft Quality 100pc	Per Pkt	
357	Paper Napkin Soft Quality for VIP-100pc	Per Pkt	
358	Parmesan Cheese-1kg	Per Pkt	
359	Paprika powder-100gm	Per Pkt	
360	Pasta Penne (Delmonte)500gm	Per Pkt	
361	Pasta Penne (Delmonte)1kg	Per Pkt	
362	Pasta Macaroni (Delmonte)500gm	Per Pkt	

363	Pasta Macaroni (Delmonte)1kg	Per Pkt
364	Peanut	Per Kg
365	Peanut Roasted	Per Kg
366	Peanut Butter	Per Kg
367	Pistachio Green	Per Kg
368	Pineapple Slice Kissan-800ml	Per Tin
369	Pineapple Slice( DelMonte)-800ml	Per Tin
370	Pizza Base	Per Piece
371	Pizza Sauce	Per Bot
372	Pickle Mixed (Priya/Prime)-1kg	Per Bot
373	Pickle Mixed (Priya/Prime)-500gm	Per Bot
374	Pickle Mixed (Priya/Prime)-5kg Jar	Per Jar
375	Pickle Sweet (Priya/Prime)-5kg Jar	Per Jar
376	Pickle Sweet (Priya/Prime)-1kg Jar	Per Bot
377	Pickle Sweet (Priya/Prime)-500gm	Per Bot
378	Poha-1kg	Per Pkt
379	Potato Wedges-1kg	Per Pkt
380	Potato Nugets-1kg	Per Pkt
381	Pine-Nut	Per Kg
382	Poppy Seed (Ruchi)100gm	Per Pkt
383	Rajma Chitra-500gm	Per Pkt
384	Red Chilli (Whole)	Per Kg
385	Red Chilli Powder Ruchi -100gm	Per Pkt
386	Red Chilli Powder Ruchi -500gm	Per Pkt
387	Refined oil Fortune Sunflower 1lt	Per pouch
388	Refined oil Freedom Sunflower 1lt	Per pouch
389	Rasin	Per Kg
390	Rasin Black	Per Kg
391	Rasberry compote (Mala's) 750ml	Per Bot
392	Rice Basumati (Kheri)	Per Kg
393	Rice Long Grain (India Gate)1kg	Per Pkt
394	Rice Long Grain (India Gate)5kg	Per Pkt
395	Rice Long Grain Local	Per Kg
396	Rice Kashmir Kesar-30kg	Per Pkt

397	Rice Baba-26kg	Per Pkt	
398	Rice Kohinoor Trophy Gold -1kg	Per Pkt	
399	Rice Kohinoor Trophy Gold -5kg	Per Pkt	
400	Rice Kohinoor Trophy Gold -30kg	Per Pkt	
401	Rice Red	Per Kg	
402	Rice Black	Per Kg	
403	Rice Usuna-30kg	Per Pkt	
404	Rice govinda bhoga	Per Kg	
405	Rice Flour-500gm	Per Pkt	
406	Rice Broken	Per Kg	
407	Rice Wine -1lt	Per Bot	
408	Rich cream ( Delight) -1lt	Per Pkt	
409	Rich cream (Tropolite) -1lt	Per Pkt	
410	Rose Merry-100gm	Per Bot	
411	Rose Petal Dry	Per Kg	
412	Rose Water (Dabur )-225ml	Per Bot	
413	Roasted Chana Dal	Per Kg	
414	Ricotta Cheese-400gm	Per Pkt	
415	Satay Stick	Per Pkt	
416	Saffron everest -1gm	Per Pkt	
417	Saffron everest -0.5gm	Per Pkt	
418	Sagu Dana-kg	Per Kg	
419	Sahi jeera	Per Kg	
420	Salad Oil National -500ml	Per Bot	
421	Salad Oil Prime-500ml	Per Bot	
422	Salt Tata-1kg	Per Pkt	
423	Sambar Powder MDH 100gm	Per Pkt	
424	Sambar Powder Ruchi-100gm	Per Pkt	
425	Seasoning Sauce-200ml	Per Bot	
426	Seasoning Sauce-700ml	Per Bot	
427	Semolina (Suji)-500gm	Per Pkt	
428	Sesame Oil-1lt	Per Bot	
429	Sesame Oil-500ml	Per Bot	
430	Sesame Oil-200ml	Per Bot	

431	Sesame Seed Black	Per Kg	
432	Sesame Seed White	Per Kg	
433	Silver Paper Edible	Per Pkt	
434	Silver Ball-500gm	Per Pkt	
435	Soda Kinly-750ml	Per Bot	
436	Soda Bisleri-750ml	Per Bot	
437	Soft Drink Sprite 1lt	Per Bot	
438	Soft Drink Sprite 750ml	Per Bot	
439	Soft Drink Sprite 2.25lt	Per Bot	
440	Soft Drink Cocacola 1lt	Per Bot	
441	Soft Drink Cocacola 750ml	Per Bot	
442	Soft Drink Cocacola 2.25ltr	Per Bot	
443	Soft Drink Mirinda 2.25ltr	Per Bot	
444	Soft Drink Thumps-up 1lt	Per Bot	
445	Soft Drink Thumps-up 750ml	Per Bot	
446	Soft Drink Thumps-up 2.251lt	Per Bot	
447	Soft Drink Frooti 21lt	Per Bot	
448	Soft Drink Frooti 11lt	Per Bot	
449	Soya Chunks (Nutrela)1 kg	Per Pkt	
450	Soya Sauce Prime 700ml	Per Bot	
451	Spaghetti Licia (Delmonte)-500gm	Per Pkt	
452	Sprinkler (Cake, Sugar, Chilli Garlic decorator)-100gm	Per Pkt	
453	Sqaush Lemon (Kissan)-1ltr	Per Bot	
454	Sqaush Mango (Kissan)-1ltr	Per Bot	
455	Sqaush Orange (Kissan)-1ltr	Per Bot	
456	Sqaush Pineapple (Kissan)-1ltr	Per Bot	
457	Sqaush Apple (Kissan)-1ltr	Per Bot	
458	Syrup Strawbery-750ml	Per Bot	
459	Syrup Limecordial-750ml	Per Bot	
460	Syrup Blue berry-750ml	Per Bot	
461	Syrup Granadine-750ml	Per Bot	
462	Syrup Lomonised-750ml	Per Bot	
463	Syrup Blue lagoon-750ml	Per Bot	
464	Syrup Pineapple-750ml	Per Bot	

465	Syrup Orange-750ml	Per Bot	
466	Snaks-Bara	Per Piece	
467	Snaks-Samosa	Per Piece	
468	Snaks-Aluchup	Per Piece	
469	Snaks-Dhokla	Per Piece	
470	Snaks-Kachori	Per Piece	
471	Star Anise	Per Kg	
472	Stone Flower	Per Kg	
473	Sugar-	Per Kg	
474	Sugar Sachet-100pc	Per Pkt	
475	Sugar Cube -500gm	Per Pkt	
476	Sugar Candy (Mishri)	Per Kg	
477	Sugar Free Sachet-100pc	Per Pkt	
478	Sugar free (Gold) 100 Tablet	Per Box	
479	Sultana	Per Kg	
480	Sweat Soump-100gm	Per Pkt	
481	Sweet- Chhenajhili	Per Piece	
482	Sweet- Gulab Jamun	Per Piece	
483	Sweet- Rasagolla	Per Piece	
484	Sweet- Chhenapoda	Per Kg	
485	Sweet- Boondi	Per Kg	
486	Sweet- Rasabali	Per Piece	
487	Sweet- Boondi Ladu	Per Kg	
488	Sweet- Motichur Ladu	Per Kg	
489	Sweet- Besan Ladu	Per Piece	
490	Sweet- Kalakand	Per Piece	
491	Sweet corn Delmont-400gm	Per Tin	
492	Sweet corn Frutin's-400gm	Per Tin	
493	Szechwan Chilli Sauce	Per Pkt	
494	Szechwan Sauce	Per Bot	
495	Sweet Chilli Sauce	Per Pkt	
496	Tea Bag Green Tea Lipton	Per Box	
497	Tea Bag Green Tea Tetley	Per Box	
498	Tata Tea premium (Dust)-100gm	Per Pkt	

499	Tata Tea premium (Dust)-200gm	Per Pkt	
500	Tata Tea premium (Dust)-500gm	Per Pkt	
501	Tata Tea premium (Dust)-1kg	Per Pkt	
502	Tata Tea premium (Gold)-250gm	Per Pkt	
503	Tata Tea premium (Gold)-500gm	Per Pkt	
504	Tata Tea premium (Gold)-1kg	Per Pkt	
505	Tandoor Chicken Masala MDH 100gm	Per Pkt	
506	Thyme-100gm	Per Pkt	
507	Tobosco Sauce-60ml	Per Bot	
508	Tomato Ketchup Kissan -1kg	Per Bot	
509	Tomato Ketchup Kissan -500gm	Per Bot	
510	Tomato Ketchup Kissan -250gm	Per Bot	
511	Tomato Puree (Habit)-825gm	Per Tin	
512	Tooth picks Wooden	Per Pkt	
513	Turmeric Powder - Ruchi-100gm	Per Pkt	
514	Turmeric Powder - Ruchi-500gm	Per Pkt	
515	Tuty Fruity (Red & Green)	Per Kg	
516	Tuna Fish	Per Tin	
517	Un Salted Butter-500gm	Per Pkt	
518	Vermiceli Bambino-400gm	Per Pkt	
519	Vermiceli Bambino-875gm	Per Pkt	
520	Vinegar Prime-700ml	Per Bot	
521	Walnut-250gm	Per Pkt	
522	White Pepper Powder-170gm	Per Bot	
523	Wipped Cream (Tropolite)-1ltr	Per Pkt	
524	Worcestershire Sauce-Prime 650gm	Per Bot	
525	Wheat	Per Kg	
526	Wine (All Type)	Per Bot	
527	White Peas Dry	Per Kg	
528	Yeast Dry -500gm	Per Pkt	
529	Yeast Tower -500gm	Per Pkt	
530	Yellow Mustard seeds	Per Kg	

**SECTION IV**  
**TECHNICAL BID**

Sl no	Description	Remarks (Yes (Y), No(N), Not Applicable (NA) (✓ Tick whichever isapplicable)	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				
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 experince 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 1<sup>st</sup> August 2025 to 31<sup>st</sup> March 2026, 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 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 **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](http://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  
(01.08.2025-31.03.2026)**

## **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](http://www.ihmbbs.org)

## NOTICE INVITING E-TENDER

### **1. Sec-B:-Vegetable, Fruits, Milk and Milk products etc.**

2. 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/2025-26/346 Dated :18.06.2025
2	Tender item	For supply/contract of the <b>Sec-B:-Vegetable, Fruits, Milk products etc</b> for a period of 08 months (1 <sup>st</sup> August 2025 to 31 <sup>st</sup> March 2026).
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 2360/- (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](http://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) (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	<a href="mailto:hospitality@ihmbbs.org">hospitality@ihmbbs.org</a>
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 CEL (I) Ltd i.e [www.tenderwizard.com/IHM](http://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. CEL (I) Limited through the website [www.tenderwizard.com/IHM](http://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](http://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:**

8. 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
9. The bidder must have a registered / operating office in Bhubaneswar
10. Bidder must have a valid Office & Shop/ Trade License ( Provide a copy of the License)
11. Bidder must have a GSTIN registration, PAN and labour registration certificates. ( Please provide all photocopies of the licenses)
- 12. Preferable will be given to the bidder who is having 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.**
- 13. Preferable will be given to the bidder who is having a minimum average annual turnover of Rs. 35 lakh per year during the last 3 financial years.**
- 14. 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).**

19. 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.
20. 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.
21. While quoting rates the parties must quote for the exact unit/weight mentioned in the tender paper.
22. Copy of Trade license true to be submitted along with the tender form.
23. Xerox copies of PAN certificate, Income Tax Return filing Last Year i.e AY 2024-2025 GSTIN Registration and Clearance certificate(last year) to be submitted along with the tender form.
24. The amount of security will be 5% as per total price quoted by the bidders. The security is to be deposited by bank draft.
25. 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)
26. 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.
27. Article to be supplied strictly in time as briefed day to day.
28. Parties must supply as per specification mentioned in the tender paper.
29. 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.
- 30. Discontinuance of supply of raw materials before the contract period will lead to forfeit of the security deposit is bound.**
- 31. The Institute not to accept lowest or to give any reason for the decisions.**
- 32. The rate will be for one year, request for enhance of rate during the contract period will not be considered at any cost.**
33. The undersigned reserves the right to cancel any or all the tenders without assigning any reason.
34. Rates for all items carrying printed MRP should be quoted in terms of percentage of discount on the MRP printed on each item.
35. Any paper related to tender should be provided as and when required by the Institute.
36. 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.
- 26 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.**
- 27 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.**
- 28 We are going to process the P.O through online mode in which the payment required by the portal that should paid by the bidder directly while received the P.O. (After enable this service we intimated you.)**
- 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.

- 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:**

- (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 CEL (I) 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 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 CEL (I) Ltd Help Desk Contact Shri Sanjeeb Mahapatra, Mob-08800591740, 080-45811365,

#### **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 CEL (I) Ltd.

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 CEL (I) Ltd 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 "S<sub>f</sub>" is the financial score, "F<sub>m</sub>" 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	<b>86</b>	<b>64</b>	<b>62.40</b>
Party selected	<b>L1 bidder</b>	<b>L2 bidder</b>	<b>L3 bidder</b>

## SEC A: VEGITABLE, FRUITS, MILK & 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	<b>FINANCIAL STRENGTH</b>	<p>Preferable will be given to the bidder who is having more than 35Lakhs. Turnover at least for any two years in last three financial years.</p> <p>Rs. 35lakhs: 10 Marks More than Rs. 35 lakhs to 70 Lakhs: 15 Marks More than Rs. 70 Lakhs: 20 Marks</p>	10 20 30	30	Audited Balance Sheet and Profit & Loss Statements Certification by Chartered Accountant
2	<b>WORK EXPERIENCE</b>	<p>Experience in providing raw material supply &amp; management support services to reputed public or private institutions / hotels /Companies in the last 7 years preceding Tender due date</p> <p>&gt; 3 Year, &gt; 4 years &gt; 5 years and above</p>	10 20 30	30	Work order / Agreement copies from the Institution

3	<b>WORKFORCE</b>	The Bidder must have registered with ESI/PF authorities and must have minimum 20 persons enrolled in either EPF/ESIC scheme  20 Persons:  21 - 50 Persons:  > 50 Persons:	10  15  20	20	Valid Certificate along with the return challan of EPF/ESI
5	<b>SITE VIST</b>	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 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 CEL (I) LTD 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 CEL (I) 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. CEL (I) Ltd 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 CEL (I) Helpdesk and IHM BHUBANESWAR Contact Points (as given below), to get your registration accepted/activated.

<b>CEL (I) Ltd Help Desk Contact</b>	Shri Sanjeeb Mahapatra, Mob-08800591740, 080-45811365,
<b>IHM Bhubaneswar Contact-1</b>	Mrs Sharada Ghosh Mob No- 9437001241 / 9437574465 E-Mail- <a href="mailto:hospitality@ihmbbs.org">hospitality@ihmbbs.org</a>

#### **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](http://www.ihmbbsr.org) and [www.tenderwizard.com/IHM](http://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	Name of the items	Unit	Rate
1	Ambula (Kuanri)	Per Kg	
2	Amla	Per Kg	
3	Ambasada	Per Kg	
4	Apple( 4-6) Nos.	Per Kg	
5	Apple Green( 4-6) Nos.	Per Kg	
6	Ash Gourd	Per Kg	
7	Aspharagus Fresh	Per Kg	
8	Avocado	Per Kg	
9	Baby Tamatoes	Per Kg	
10	Bamboo Shoot	Per Kg	
11	Banana Leafe	Per Piece	
12	Banana raw (5-6) Nos.	Per Kg	
13	Banana ripe Desi (Big size)	Dozen	
14	Banana ripe Sigapuri (Big size)	Per Kg	
15	Banana Stem (Manza)	Per Kg	
16	Basil Leaves Fresh	Per Kg	
17	Bean	Per Kg	
18	Beetroot	Per Kg	
19	Bitter gourd	Per Kg	
20	Bottle Guard	Per Kg	
21	Brinjal Small Round (10-15) Nos.	Per Kg	
22	Brinjal Black Round (10-15) Nos.	Per Kg	

23	Brinjal Round Big (4-6) Nos.	Per Kg	
24	Broad bean	Per Kg	
25	Brocolli	Per Kg	
26	Brussle Sprout	Per Kg	
27	Button Mushroom (Fresh)	Per Kg	
28	Baby Corn Fresh	Per Kg	
29	Cabbage	Per Kg	
30	Capsicum (10-12)Nos.	Per Kg	
31	Carrot	Per Kg	
32	Cauliflower (without stem leaves)	Per Kg	
33	Celery	Per Kg	
34	Chervil fresh	Per Kg	
35	Coconut	Per Piece	
36	Chives	Per Kg	
37	Coriander leaves	Per Kg	
38	Cucumber	Per Kg	
39	Curry leaves	Per Kg	
40	Dil Leaves fresh	Per Kg	
41	Drumstick	Per Kg	
42	Garlic	Per Kg	
43	Ginger	Per Kg	
44	Grape Green	Per Kg	
45	Grape black	Per Kg	
46	Grape seedless	Per Kg	
47	Green chilli	Per Kg	
48	Green peas fresh (With shell)		
49	Green coconut	Per Piece	
50	Guava (6-8) Nos.	Per Kg	
51	Herbs Fresh	Per Kg	
52	Ivy Gourd/Kunduri	Per Kg	
53	Ice Cream Butter scotch(Amul) 5lt	Per Pkt	
54	Ice Cream Butter scotch(Amul) 750ml	Per Pkt	
55	Ice Cream Vanilla(Amul) 5lt	Per Pkt	
56	Ice Cream Vanilla(Amul) 750ml	Per Pkt	

57	Ice Cream Vanilla @10/-	Per Piece	
58	Ice Cream Butter scotch @10/-	Per Piece	
59	Jack Fruit raw dressed	Per Kg	
60	Kankad	Per Kg	
61	Khoa Unsweetened	Per Kg	
62	Kiwi	Per Kg	
63	Kosala saga	Per Kg	
64	Ladies finger	Per Kg	
65	Leeks	Per Kg	
66	Lemon Grass	Per Kg	
67	Lettuce Leaves	Per Kg	
68	Lettuce (red)/ Romania	Per Kg	
69	Lettuce Iceberg	Per Kg	
70	Lime(25-30) nos.	Per Kg	
71	Mango ginger	Per Kg	
72	Mango raw	Per Kg	
73	Mango ripe Baigan palai	Per Kg	
74	Mango Totapalai	Per Kg	
75	Methi leaves	Per Kg	
76	Mint leaves	Per Kg	
77	Mousambi( 6-7) nos.	Per Kg	
78	Mushroom Fresh (Pala Chhatu)	Per Kg	
79	Musk Melon	Per Kg	
80	Omfed Sweet Curd Bowl (Small)	Nos.	
81	Omfed Curd Bowl 400gms	Nos.	
82	Omfed Curd P.Pack 500gms	Nos.	
83	Omfed Milk P.Pack 500gms	Nos.	
84	Omfed Paneer 500gms	Nos.	
85	Onion Big (12-15) Nos.	Per Kg	
86	Onion Small (15-20) Nos.	Per Kg	
87	Onion Shallots (Desi)	Per Kg	
88	Orange (5-6)nos.	Per Kg	
89	Oue (Elephant Apple)	Per Piece	
90	Paneer (Local)	Per Kg	

91	Parawal (Desi)	Per Kg	
92	Parsley	Per Kg	
93	Peach	Per Kg	
94	Pineapple Raw	Per Kg	
95	Pineapple Ripe	Per Kg	
96	Poi saga	Per Kg	
97	Pomegranate	Per Kg	
98	Pears (Big)	Per Kg	
99	Potato(Big)(6-8)	Per Kg	
100	Potato(Small)40 nos.	Per Kg	
101	Pumpkin (Red)	Per Kg	
102	Pumpkin Flower (08-10) nos.	Per Bond	
103	Pumpkin stem	Per Kg	
104	Pumpkin Leaves	Per Piece	
105	Radish(Without Leaf)	Per Kg	
106	Raw Papaya	Per Kg	
107	Ripe Papaya	Per Kg	
108	Red Cabbage	Per Kg	
109	Red Capicum	Per Kg	
110	Rosemerry Fresh	Per Kg	
111	Ridge Gourd	Per Kg	
112	Runner Bean	Per Kg	
113	Saru	Per Kg	
114	Snake Gourd	Per Kg	
115	Soft paneer without water	Per Kg	
116	Spinach	Per Kg	
117	Spring Onion	Per Kg	
118	Strawberry	Per Kg	
119	Simla Green Chilli	Per Kg	
120	Sweet Potato	Per Kg	
121	Sweet corn fresh	Per Kg	
122	Thyme Fresh	Per Kg	
123	Tamarind Seedless	Per Kg	
124	Tomato (10-12) nos.	Per Kg	

125	Turnip	Per Kg	
126	Watermelon	Per Kg	
127	Wood Apple	Per Piece	
128	Yam	Per Kg	
129	Yellow Capicum	Per Kg	
130	Zucchini	Per Kg	

## SECTION IV

### TECHNICAL BID

Sl no	Description	Remarks (Yes (Y), No(N), Not Applicable (NA) ( <input checked="" type="checkbox"/> Tick whichever isapplicable))	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				
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 experince 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 1<sup>st</sup> August 2025 to 31<sup>st</sup> March 2026, 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 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](http://www.ihmbbsr.org) or [www.tenderwizard.com/IHM](http://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](http://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  
(01.08.2025-31.03.2026)**

## **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](http://www.ihmbbs.org)**

## **NOTICE INVITING E-TENDER**

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

3. 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/2025-26/346 Dated :18.06.2025
2	Tender item	For supply/contract of the <b>Sec-C:- Mutton, Chicken, Fish, Egg other Non-veg Items etc</b> for a period of 08 months (1 <sup>st</sup> August 2025 to 31 <sup>st</sup> March 2026).
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 2360/- (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](http://www.tenderwizard.com/IHM) & [www.ihmbbsr.org](http://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) (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	<a href="mailto:hospitality@ihmbbs.org">hospitality@ihmbbs.org</a>

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 CEL (I) Ltd i.e [www.tenderwizard.com/IHM](http://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. CEL (I) Limited through the website [www.tenderwizard.com/IHM](http://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](http://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:**

15. 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
16. The bidder must have a registered / operating office in Bhubaneswar
17. Bidder must have a valid Office & Shop/ Trade License ( Provide a copy of the License)
18. Bidder must have a GSTIN registration, PAN and labour registration certificates. ( Please provide all photocopies of the licenses)
19. **Preferable will be given to the bidder who is having 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.**
20. **Preferable will be given to the bidder who is having a minimum average annual turnover of Rs. 35 lakh per year during the last 3 financial years.**

**21. 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).**

37. 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.

38. 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.

39. While quoting rates the parties must quote for the exact unit/weight mentioned in the tender paper.

40. Copy of Trade license true to be submitted along with the tender form.

41. Xerox copies of PAN certificate, Income Tax Return filing Last Year i.e AY 2024-2025 GSTIN Registration and Clearance certificate(last year) to be submitted along with the tender form.

42. The amount of security will be 5% as per total price quoted by the bidders. The security is to be deposited by bank draft.

43. 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)

44. 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.

45. Article to be supplied strictly in time as briefed day to day.

46. Parties must supply as per specification mentioned in the tender paper.

47. 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.

**48. Discontinuance of supply of raw materials before the contract period will lead to forfeit of the security deposit is bound.**

**49. The Institute not to accept lowest or to give any reason for the decisions.**

**50. The rate will be for one year, request for enhance of rate during the contract period will not be considered at any cost.**

51. The undersigned reserves the right to cancel any or all the tenders without assigning any reason.

52. Rates for all items carrying printed MRP should be quoted in terms of percentage of discount on the MRP printed on each item.

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

54. 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 We are going to process the P.O through online mode in which the payment required by the portal that should paid by the bidder directly while received the P.O. (After enable this service we intimated you.)**

35 Registration and Licence certificate under the Food Safety & Standard Act 2006 and Rules 2011 from Food Safety Officer, Municipal Corporation will be given preference.

36 Payment will be made fortnightly.

**37 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.

- g) Incomplete, ambiguous, Conditional tender bids are liable to be rejected.
- h) 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.
- i) 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 CEL (I) 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 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 CEL (I) Ltd Help Desk Contact Shri Sanjeeb Mahapatra, Mob-08800591740, 080-45811365,

#### **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 CEL (I) Ltd.

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 CEL (I) Ltd 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 "S<sub>f</sub>" is the financial score, "F<sub>m</sub>" 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	<b>86</b>	<b>64</b>	<b>62.40</b>
Party selected	<b>L1 bidder</b>	<b>L2 bidder</b>	<b>L3 bidder</b>

## SEC C: MUTTON, CHICKEN, FISH, EGG OTHER NON-VEG ITEMS 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	<b>FINANCIAL STRENGTH</b>	<p>Preferable will be given to the bidder who is having more than 35Lakhs. Turnover at least for any two years in last three financial years.</p> <p>Rs. 35lakhs: 10 Marks More than Rs. 35 lakhs to 70 Lakhs: 15 Marks More than Rs. 70 Lakhs: 20 Marks</p>	10 20 30	30	Audited Balance Sheet and Profit & Loss Statements Certification by Chartered Accountant
2	<b>WORK EXPERIENCE</b>	<p>Experience in providing raw material supply &amp; management support services to reputed public or private institutions / hotels /Companies in the last 7 years preceding Tender due date</p> <p>&gt; 3 Year, &gt; 4 years &gt; 5 years and above</p>	10 20 30	30	Work order / Agreement copies from the Institution

3	<b>WORKFORCE</b>	The Bidder must have registered with ESI/PF authorities and must have minimum 20 persons enrolled in either EPF/ESIC scheme  20 Persons:  21 - 50 Persons:  > 50 Persons:	10  15  20	20	Valid Certificate along with the return challan of EPF/ESI
5	<b>SITE VIST</b>	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 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 CEL (I) LTD 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 CEL (I) 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. CEL (I) Ltd 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 CEL (I) Helpdesk and IHM BHUBANESWAR Contact Points (as given below), to get your registration accepted/activated.

<b>CEL (I) Ltd Help Desk Contact</b>	Shri Sanjeeb Mahapatra, Mob-08800591740, 080-45811365,
<b>IHM Bhubaneswar Contact-1</b>	Mrs Sharada Ghosh Mob No- 9437001241 / 9437574465 E-Mail- <a href="mailto:hospitality@ihmbbs.org">hospitality@ihmbbs.org</a>

#### **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](http://www.ihmbbsr.org) and [www.tenderwizard.com/IHM](http://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	Name of the items	Unit	Rate
1	Bacon	Per Kg	
2	Beef Fillet	Per Kg	
3	Beef Bone	Per Kg	
4	Crab 6pc	Per Kg	
5	Chicken Broiler without skin with 1" neck without totter,wings,offal'sand without fat Each should weigh 800gm	Per Kg	
6	Chicken Broiler with skin with 1" neck without totter,wings,offal's Each should weigh 800gm	Per Kg	
7	Chicken Broiler (For Tandur) without skin with 1" neck without totter,wings,offal'sand without fat Each should weigh 750gm	Per Kg	
8	<b>Chicken Country</b> without skin with 1" neck without totter,wings,offal'sand without fat Each should weigh 800gm	Per Kg	
9	<b>Chicken Country</b> with skin with 1" neck without totter,wings,offal'sand without fat Each should weigh 800gm	Per Kg	
10	Chicken Liver	Per Kg	
11	Chicken Boneless	Per Kg	
12	Chicken Tangiri	Per Kg	
13	Chicken Leg	Per Kg	
14	Cavier	Per Kg	
15	Clamp	Per Kg	
16	Chiken Sausage	Per Kg	
17	Chicken Kheema	Per Kg	
18	Ham Chiken	Per Kg	

19	Dry Shrimp	Per Kg	
20	Dry Fish	Per Kg	
21	Egg (50-60 Gms)	Per Piece	
22	Egg (Desi)	Per Piece	
23	Fish Khanga (Mullet)per kg Each should weigh 1 kg to 1.5 kg	Per Kg	
24	Fish Vektiper kg Each should weigh 1 kg to 1.5 kg	Per Kg	
25	Fish Pomfret White per kg Each should weigh 225gm to 275gm	Per Kg	
26	Fish Pomfret White per kg (3nos)	Per Kg	
27	Fish Rohu with Head per kg Each should weigh 1.3 kg to 3kg	Per Kg	
28	Fish Rohu without Head per kg Each should weigh 1kg to 1.5 kg clean & gutted	Per Kg	
29	Fish Rohu without Head per kg Each should weigh 1.5 kg to 2.5 kg clean & gutted	Per Kg	
30	Fish Rohu Cut pc per kg without head and tail,fish should have been cut from a fish weighing from 2 kg to 2.5 kg	Per Kg	
31	Fish Bhakur Cut pc per kg without head and tail,fish should have been cut from a fish weighing from 2 kg to 2.5 kg	Per Kg	
32	Fish head(Rohu)	Per Kg	
33	Fish Kani per kg each should weigh 1 kg-2kg	Per Kg	
34	Fish Pohala	Per Kg	
35	Fish Healsa	Per Kg	
36	Fish Sole	Per Kg	
37	Fish Mahirali	Per Kg	
38	Fish Salmon	Per Kg	
39	Fish Fillet Basa	Per Kg	
40	Frozen Prawn (Grade-A)50-60 per kg	Per Kg	
41	Frozen Prawn (Grade-B)60-70 per kg	Per Kg	
42	Frozen Prawn (Grade-C)120 per kg	Per Kg	
43	Leen Beef With Bone Per kg	Per Kg	
44	Lobster per kg Each should weigh 250gm to 500gm	Per Kg	
45	Mutton Khasi per kg Mutton should be free from visible fat	Per Kg	
46	Mutton Khasi Leg	Per Kg	
47	Mutton Kheema	Per Kg	
48	Mutton Fat	Per Kg	
49	Mutton Liver	Per Kg	

50	Pork Meat	Per Kg	
51	Pork Liver	Per Kg	
52	Prawn Jumbo each 250gms	Per Kg	
53	Prawn (Grade-A) 10-12 Tiger No Dap	Per Kg	
54	Prawn (Grade-B) 20-25	Per Kg	
55	Prawn (Grade-C) 60	Per Kg	
56	Shrimps 120 no	Per Kg	
57	Squid	Per Kg	

**SECTION IV**  
**TECHNICAL BID**

Sl no	Description	Remarks (Yes (Y), No(N), Not Applicable (NA) (✓ Tick whichever isapplicable)	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				
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 experince 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 1<sup>st</sup> August 2025 to 31<sup>st</sup> March 2026, 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 **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](http://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  
(01.08.2025 to 31.03.2026)**

**FOR**

**Supply of Cleaning Material**

## **SECTION-I**

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

### **NOTICE INVITING E-TENDER**

#### **4. Cleaning Material**

4. 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/2025-26/346 Dated :18.06.2025
2	Tender item	For supply/contract of the <b>Cleaning Material</b> for a period of 08 months (1 <sup>st</sup> August 2025 to 31 <sup>st</sup> March 2026).
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 2360/- (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](http://www.tenderwizard.com/IHM) & [www.ihmbbsr.org](http://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) (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 CEL (I) Ltd i.e [www.tenderwizard.com/IHM](http://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. CEL (I) Limited through the website [www.tenderwizard.com/IHM](http://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](http://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:**

22. 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
23. The bidder must have a registered / operating office in Bhubaneswar
24. Bidder must have a valid Office & Shop/ Trade License ( Provide a copy of the License)
25. Bidder must have a GSTIN registration, PAN and labour registration certificates. ( Please provide all photocopies of the licenses)
26. **Preferable will be given to the bidder who is having 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.**
27. **Preferable will be given to the bidder who is having a minimum average annual turnover of Rs. 35 lakh per year during the last 3 financial years.**

**28. 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).**

55. 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.

56. 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.

57. While quoting rates the parties must quote for the exact unit/weight mentioned in the tender paper.

58. Copy of Trade license true to be submitted along with the tender form.

59. Xerox copies of PAN certificate, Income Tax Return filing Last Year i.e AY 2024-2025 GSTIN Registration and Clearance certificate(last year) to be submitted along with the tender form.

60. The amount of security will be 5% as per total price quoted by the bidders. The security is to be deposited by bank draft.

61. 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)

62. 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.

63. Article to be supplied strictly in time as briefed day to day.

64. Parties must supply as per specification mentioned in the tender paper.

65. 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.

**66. Discontinuance of supply of raw materials before the contract period will lead to forfeit of the security deposit is bound.**

**67. The Institute not to accept lowest or to give any reason for the decisions.**

**68. The rate will be for one year, request for enhance of rate during the contract period will not be considered at any cost.**

69. The undersigned reserves the right to cancel any or all the tenders without assigning any reason.

70. Rates for all items carrying printed MRP should be quoted in terms of percentage of discount on the MRP printed on each item.

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

72. 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).

73. 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.

**38 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.**

**39 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.**

**40 We are going to process the P.O through online mode in which the payment required by the portal that should paid by the bidder directly while received the P.O. (After enable this service we intimated you.)**

41 Registration and Licence certificate under the Food Safety & Standard Act 2006 and Rules 2011 from Food Safety Officer, Municipal Corporation will be given preference.

42 Payment will be made fortnightly.

**43 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.

- j) Incomplete, ambiguous, Conditional tender bids are liable to be rejected.
- k) 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.
- l) 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 CEL (I) 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 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 CEL (I) Ltd Help Desk Contact Shri Sanjeeb Mahapatra, Mob-08800591740, 080-45811365,

#### **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 CEL (I) Ltd.

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 CEL (I) Ltd 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**

<p>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%.</p>
<p>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.</p>
<p><b>L1 = St x T% + Sf x P%.</b></p>
<p>St = The technical score of the Bidder</p>
<p>Sf = financial score of the Bidder</p>
<p><b>Example:</b></p>

**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 "S<sub>f</sub>" is the financial score, "F<sub>m</sub>" 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	<b>86</b>	<b>64</b>	<b>62.40</b>
Party selected	<b>L1 bidder</b>	<b>L2 bidder</b>	<b>L3 bidder</b>

## 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 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	<b>FINANCIAL STRENGTH</b>	Preferable will be given to the bidder who is having more than 35Lakhs. Turnover at least for any two years in last three financial years. Rs. 35lakhs: 10 Marks More than Rs. 35 lakhs to 70 Lakhs: 15 Marks More than Rs. 70 Lakhs: 20 Marks	10 20 30	30	Audited Balance Sheet and Profit & Loss Statements Certification by Chartered Accountant
2	<b>WORK EXPERIENCE</b>	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	10 20	30	Work order / Agreement copies from the Institution

		> 5 years and above	30		
3	<b>WORKFORCE</b>	<p>The Bidder must have registered with ESI/PF authorities and must have minimum 20 persons enrolled in either EPF/ESIC scheme</p> <p>20 Persons:</p> <p>21 - 50 Persons:</p> <p>&gt; 50 Persons:</p>	10 15 20	20	Valid Certificate along with the return challan of EPF/ESI
5	<b>SITE VIST</b>	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 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 CEL (I) LTD 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 CEL (I) 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. CEL (I) Ltd 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 CEL (I) Helpdesk and IHM BHUBANESWAR Contact Points (as given below), to get your registration accepted/activated.

<b>CEL (I) Ltd Help Desk Contact</b>	Shri Sanjeeb Mahapatra, Mob-08800591740, 080-45811365,
<b>IHM Bhubaneswar Contact-1</b>	Mrs Sharada Ghosh Mob No- 9437001241 / 9437574465

**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](http://www.ihmbbsr.org) and [www.tenderwizard.com/IHM](http://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**

<b>SI</b>	<b>SPECIFICATION</b>	<b>UNIT</b>	<b>RATE</b>
1	ARIEL MATIC -1KG	PKT	
2	ARIEL MATIC -500gm	PKT	
3	ACID	LTR	
4	ALL OUT MACHINE	EACH	
5	ALLOUT LIQUID REFILL	EACH	
6	AUTOMATIC SANITIZER DIPENSER	EACH	
7	AMONIA POWDER	KG	
8	BLACK HIT MOSQUIT KILLER SPRAY-200ML	BOTTLE	
9	BLACK PHENYLE 450ML (COBRA)	BOTTLE	
10	BLACK PHENYLE 450ML (DOCTOR)	BOTTLE	
11	BLACK PHENYLE 5LTR (COBRA)	BOTTLE	
12	BORAX POWDER-500GM	PKT	
13	BLEACHING POWDER	KG	
14	BAND-AID WASH PROFF	EACH	
15	BANDAGE	ROLL	
16	BETADINE	TUB	
17	BAMBO STICK LARGE	EACH	
18	BAMBO JHUDI BIG	EACH	
19	BAMBO JHUDI MEDIUM	EACH	
20	BAMBO JHUDI SMALL	EACH	
21	BLEACHING POWDER 25 kg	BAG	
22	BRUSH CUTTER BLADE	PC	
23	BRUSH CUTTER STRING/ROPE	PC	

24	BRUSH CUTTER STRING HOLDER	PC	
25	BRASSO LIQUID METAL POLISH-100ML	BOTTLE	
26	CHARCOAL	TIN	
27	COLLIN SPRAY 500ML	BOTTLE	
28	COTTON BOX	EACH	
29	COTTON ROLL 50GM	EACH	
30	COTTON ROLL 25GM	EACH	
31	CUTTER (GARDEN)	EACH	
32	CUTTER (THERMOCOOL)	EACH	
33	CUTTER (WIRE)	EACH	
34	CHEF CAP	EACH	
35	CHICKEN WIRE	KG	
36	COCONUT THREAD	BONDLE	
37	CHRISTMASS ITEM	PKT	
38	COMFORT FABRIC CONDITIONER BLUE -200ML	BOTTLE	
39	COMFORT FABRIC CONDITIONER BLUE -500ML	BOTTLE	
40	COMFORT FABRIC CONDITIONER BLUE -1000ML	BOTTLE	
41	CHEMICAL ALL TYPES	BOTTLE	
42	CHEF COAT	EACH	
43	DUSTBIN WITH COVER & PEDAL 10LTR	EACH	
44	DUST BIN WITH COVER & PEDAL 50LTR	EACH	
45	DUST BIN WITH COVER & PEDAL 40LTR	EACH	
46	DUST BIN WITH COVER & PEDAL 20LTR	EACH	
47	DUST BIN 40LTR	EACH	
48	DUST BIN 20LTR	EACH	
49	DUST PAN PLASTIC-BIG	EACH	
50	DUST PAN PLASTIC-SMALL	EACH	
51	DETTOL LIQUID 100ml	BOTTLE	
52	DETTOL LIQUID 200ml	BOTTLE	
53	DETTOL LIQUID 500ml	BOTTLE	
54	DOOR MAT ORDINARY	MTR	
55	DISPOSABLE PIPING BAG	PKT	
56	DISH WASH JAR 20LTR	EACH	
57	DECORATIVE LIGHTS	PKT	
58	KITCHEN DUSTER (COTTON)	EACH	

59	EZEE LIQUID 500ML	BOTTLE	
60	EARTHEN ITEM	EACH	
61	EZE MOP CLOTH 50CM	EACH	
62	EZE MOP WITH LONG HANDLE 50CM	EACH	
63	ENAMEL PAINT 50ML	BOTTLE	
64	ENAMEL PAINT 100ML	BOTTLE	
65	ENAMEL PAINT 200ML	BOTTLE	
66	ENAMEL PAINT 1000ML	BOTTLE	
67	ELECTRICAL ITEMS	EACH	
68	FUEL	TIN	
69	FLOWER PLASTIC	PKT	
70	FLOATING CANDLE 6PC	BOX	
71	FACE TISSUE BOX ORIGAMI SO SOFT 2 PLY 100 PULLS	PKT	
72	FACE TISSUE BOX	PKT	
73	FACE MASK COTTON	EACH	
74	FACE MASK SURJICAL	BOX	
75	FACE SHIELD MASK	PKT	
76	FLOOR WIPER WITH LONG HANDLE	EACH	
77	FLOOR WIPER REFILL	EACH	
78	GLASS CLOTH	EACH	
79	GAMAXIN 500 GM	PKT	
80	GARBAGE BAG SIZE EXTRA LARGE	KG	
81	GARBAGE BAG 20X24( 20 MICRON )	PKT	
82	GARBAGE BAG 28X33 (20MICRON)	PKT	
83	GIFT BOX	EACH	
84	GODREJ AER BATHROOM FRAGRANCE 10GM	EACH	
85	GI WIRE	KG	
86	GLYCERINE 200ML	BOTTLE	
87	GRASS CUTTER KHANDA LARGE SIZE	EACH	
88	GLASS SQUEEZER(WIPER)	EACH	
89	GOOD NIGHT MACHINE	EACH	
90	GOOD NIGHT LIQUID	EACH	
91	HAND GLOVES DISPOSABLE PLASTIC	PKT	
92	HAND GLOVES DISPOSABLE RUBBER	PKT	
93	HAND GLOVES SURGICAL	PKT	

94	HAND GLOVES WHITE COTTON	PAIR	
95	HARPIC RED BATHROOM CLEANER -500ML	BOTTLE	
96	HARPIC BLUE BATHROOM CLEANER -500ML	BOTTLE	
97	HAND SANITIZER LIQUID 5 LTR	BOTTLE	
98	HAND SANITIZER GEL 5 LTR	BOTTLE	
99	HAND SANITIZER LIQUID 500ML	BOTTLE	
100	HAND SANITIZER GEL 500ML	BOTTLE	
101	HAND SANITIZER GEL 50ML	BOTTLE	
102	HIT SPRAY RED 200ML	BOTTLE	
103	HIT SPRAY RED 320ML	BOTTLE	
104	HARPIC TABLET FLUSH MATIC	EACH	
105	HAND WASH LIQUID DETTOL -200ML	BOTTLE	
106	HAND WASH LIQUID DETTOL -650ML	POUCH	
107	HAND WASH LIQUID LIFE BOUY -650ML	POUCH	
108	HAND WASH LIQUID LIFE BOUY -200ML	BOTTLE	
109	HARD BROOM	BOTTLE	
110	IRON NET	EACH	
111	IRON BRUSH	EACH	
112	IRON STAND	EACH	
113	IRON MATERIAL	EACH	
114	IRON KHANDA	EACH	
115	KEROSIN OIL	LTR	
116	KITCHEN TISSUE ROLL	EACH	
117	LIFE BUOY SOAP 34GM	EACH	
118	LIZOL -500ML	BOTTLE	
119	LIP STICK	BOTTLE	
120	LIFEBUOY SOAP-56GM	EACH	
121	MOSQUITO COIL	PKT	
122	MUG PLASTICK	EACH	
123	NAPTHALIN BALL	KG	
124	NAPTHALIN BALL 100GM	PKT	
125	NAIL POLISH	BOTTLE	
126	NYLON ROPE 15MT	PKT	
127	ODONILTOILET AIR FRESHENER-75 GM	BOTTLE	
128	ODONIL 50GM	BOTTLE	

129	PAINTING BRUSH 2 INCH	EACH	
130	PAINTING BRUSH 4 INCH	EACH	
131	PAINTING BRUSH 1 INCH	EACH	
132	PITAMBARI -100GM	PKT	
133	PITAMBARI 50GM	PKT	
134	PLASIC BUCKET WITH COVER-60lt	EACH	
135	PLASIC BUCKET-10lt	EACH	
136	PLASIC BUCKET-16lt	EACH	
137	POSTER COLOUR(CAMEL) 6SHADE	PKT	
138	PLASTIC WOOL	EACH	
139	POLYTHINE 5 KG CAPACITY	KG	
140	POLYTHINE 2 KG CAPACITY	KG	
141	POLYTHINE 1 KG CAPACITY	KG	
142	PLASTIC CONTAINER	EACH	
143	PALM BASKET	EACH	
144	ROBIN BLEACH LIQUID-500ML	BOTTLE	
145	ROOM FRESHNER -LAVENDOR	EACH	
146	ROOM FRESHNER -GODREJ	EACH	
147	ROOM FRESHNER -JASHMIN	EACH	
148	RANGOLI COLOUR	KG	
149	RIN ALLA-500ML	BOTTLE	
150	REVIVE-400ML(LIQUID STIFFENER )	BOTTLE	
151	REMOVER	BOTTLE	
152	RUBBER BAND	KG	
153	SHOWER CAP 100 PC	PKT	
154	SANITOL FLOOR CLEANER-1 LTR	BOTTLE	
155	SILVEREX-20GM	TUB	
156	SILVEREX-10GM	TUB	
157	SOFT BROOM(PHULA JHADU) LARGE SIZE	EACH	
158	STEEL WOOL	EACH	
159	SURF EXCEL -500GM	PKT	
160	SURF EXCEL -1KG	PKT	
161	SPORTS MATERIALS	EACH	
162	SHAMPOO CLINIC PLUS @1/-	EACH	
163	SHAMPOO CLINIC PLUS @2/-	EACH	

164	SCOTCH BRITE GREEN PAD	EACH	
165	SAVLON 100ML	BOTTLE	
166	SAVLON 200ML	BOTTLE	
167	SAVLON 500ML	BOTTLE	
168	SAND PAPER	EACH	
169	SURF EXCELL MATIC-1KG	EACH	
170	SHOE POLISH	EACH	
171	TEA STRAINER PLASTIC BIG	EACH	
172	TEA STRAINER PLASTIC MEDIUM	EACH	
173	THINNER-500ML	BOTTLE	
174	TERPENTINE OIL-500ML	BOTTLE	
175	TOILET ROLL-(150GM-200GM)	EACH	
176	TOILET SOAP (MEDIMIX)	EACH	
177	TOOTH BRUSH	EACH	
178	TOUCH WOOD	EACH	
179	UJJALA BLUE LIQUID-500ML	BOTTLE	
180	VIM GEL 500ML	BOTTLE	
181	VIM GEL 250ML	BOTTLE	
182	VIM LIQUID 500ML	BOTTLE	
183	VIM LIQUID 250ML	BOTTLE	
184	VIM DISH WASH BAR-200GM	BOTTLE	
185	VIM SOAP 200GM	EACH	
186	VOLLIN SPRAY	EACH	
187	VANISH 1LTR	BOTTLE	
188	VANISH 500ML	BOTTLE	
189	W/C(DOUBLE SIDE TOILET)BRUSH	EACH	
190	WASH BASIN BRUSH(SMALL)	EACH	
191	WASHING SODA	KG	
192	WHEEL POWDER	KG	
193	WIPPING CLOTH THICK	EACH	
194	WOOD POLISH(TOUCH WOOD)-1LTR	JAR	
195	YELLOW POLISH CLOTH	EACH	

**SECTION IV**  
**TECHNICAL BID**

Sl no	Description	Remarks (Yes (Y), No(N), Not Applicable (NA) (✓ Tick whichever isapplicable)	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				
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 experince 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 1<sup>st</sup> August 2025 to 31<sup>st</sup> March 2026, 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 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 **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](http://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  
(01.08.2025 to 31.03.2026)**

**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](http://www.ihmbbs.org)**

## **NOTICE INVITING E-TENDER**

### **4. Office Stationery**

5. 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/2025-26/346 Dated :18.06.2025
2	Tender item	For supply/contract of the <b>Office Stationery</b> for a period of 08 months (1 <sup>st</sup> August 2025 to 31 <sup>st</sup> March 2026).
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 2360/- (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](http://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) (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	<a href="mailto:hospitality@ihmbbs.org">hospitality@ihmbbs.org</a>
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 CEL (I) Ltd i.e [www.tenderwizard.com/IHM](http://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. CEL (I) Limited through the website [www.tenderwizard.com/IHM](http://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](http://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:**

29. 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

30. The bidder must have a registered / operating office in Bhubaneswar

31. Bidder must have a valid Office & Shop/ Trade License ( Provide a copy of the License)

32. Bidder must have a GSTIN registration, PAN and labour registration certificates. ( Please provide all photocopies of the licenses)

**33. Preferable will be given to the bidder who is having 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.**

**34. Preferable will be given to the bidder who is having a minimum average annual turnover of Rs. 35 lakh per year during the last 3 financial years.**

**35. 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).**

73. 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.

74. 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.

75. While quoting rates the parties must quote for the exact unit/weight mentioned in the tender paper.

76. Copy of Trade license true to be submitted along with the tender form.

77. Xerox copies of PAN certificate, Income Tax Return filing Last Year i.e AY 2024-2025 GSTIN Registration and Clearance certificate(last year) to be submitted along with the tender form.

78. The amount of security will be 5% as per total price quoted by the bidders. The security is to be deposited by bank draft.

79. 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)

80. 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.

81. Article to be supplied strictly in time as briefed day to day.

82. Parties must supply as per specification mentioned in the tender paper.

83. 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.

**84. Discontinuance of supply of raw materials before the contract period will lead to forfeit of the security deposit is bound.**

**85. The Institute not to accept lowest or to give any reason for the decisions.**

**86. The rate will be for one year, request for enhance of rate during the contract period will not be considered at any cost.**

87. The undersigned reserves the right to cancel any or all the tenders without assigning any reason.

88. Rates for all items carrying printed MRP should be quoted in terms of percentage of discount on the MRP printed on each item.

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

90. 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.

**44 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.**

**45 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.**

**46 We are going to process the P.O through online mode in which the payment required by the portal that should paid by the bidder directly while received the P.O. (After enable this service we intimated you.)**

47 Registration and Licence certificate under the Food Safety & Standard Act 2006 and Rules 2011 from Food Safety Officer, Municipal Corporation will be given preference.

48 Payment will be made fortnightly.

**49 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.

- m) Incomplete, ambiguous, Conditional tender bids are liable to be rejected.
- n) 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.
- o) 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 CEL (I) 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 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 CEL (I) Ltd Help Desk Contact Shri Sanjeeb Mahapatra, Mob-08800591740, 080-45811365,

#### **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 CEL (I) Ltd.

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 CEL (I) Ltd 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**

<p>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%.</p>
<p>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.</p>
<p><b>L1 = St x T% + Sf x P%.</b></p>
<p>St = The technical score of the Bidder</p>
<p>Sf = financial score of the Bidder</p>
<p><b>Example:</b></p>

**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 "S<sub>f</sub>" is the financial score, "F<sub>m</sub>" 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	<b>86</b>	<b>64</b>	<b>62.40</b>
Party selected	<b>L1 bidder</b>	<b>L2 bidder</b>	<b>L3 bidder</b>

## 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 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	<b>FINANCIAL STRENGTH</b>	Preferable will be given to the bidder who is having more than 35Lakhs. Turnover at least for any two years in last three financial years. Rs. 35lakhs: 10 Marks More than Rs. 35 lakhs to 70 Lakhs: 15 Marks More than Rs. 70 Lakhs: 20 Marks	10 20 30	30	Audited Balance Sheet and Profit & Loss Statements Certification by Chartered Accountant
2	<b>WORK EXPERIENCE</b>	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	10 20	30	Work order / Agreement copies from the Institution

		> 5 years and above	30		
3	<b>WORKFORCE</b>	<p>The Bidder must have registered with ESI/PF authorities and must have minimum 20 persons enrolled in either EPF/ESIC scheme</p> <p>20 Persons:</p> <p>21 - 50 Persons:</p> <p>&gt; 50 Persons:</p>	10 15 20	20	Valid Certificate along with the return challan of EPF/ESI
5	<b>SITE VIST</b>	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 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 CEL (I) LTD 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 CEL (I) 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. CEL (I) Ltd 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 CEL (I) Helpdesk and IHM BHUBANESWAR Contact Points (as given below), to get your registration accepted/activated.

<b>CEL (I) Ltd Help Desk Contact</b>	Shri Sanjeeb Mahapatra, Mob-08800591740, 080-45811365,
<b>IHM Bhubaneswar Contact-1</b>	Mrs Sharada Ghosh Mob No- 9437001241 / 9437574465

**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](http://www.ihmbbsr.org) and [www.tenderwizard.com/IHM](http://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	SPECIFICATION	UNIT	RATE
1	ALL PIN T TYPE	PACKET	
2	AIR WICK MACHINE & REFIL	EACH	
3	BATTERY( 9 VOLT)- EVEREDY	EACH	
4	BATTERY( 9 VOLT)- DURACEL	EACH	
5	BATTERY AA- DURACEL	EACH	
6	BATTERY AAA- DURACEL	EACH	
7	BATTERY AA- EVEREDY	EACH	
8	BATTERY AAA- EVEREDY	EACH	
9	BUDKIN(PHODANI)STEEL	EACH	
10	BROWN TAPE 2" WONDER(90MT)	ROLL	
11	BROWN PAPER	PER QR.	
12	BINDER CLIP 15MM (12 NO)	PKT	
13	BINDER CLIP 19MM-(12NO)	PKT	
14	BINDER CLIP 25MM (12 NO)	PKT	
15	BINDER CLIP 32MM (12 NO)	PKT	
16	BINDER CLIP 42MM (12 NO)	PKT	
17	BINDER CLIP 51MM (12 NO)	PKT	
18	BUTTER PAPER THICK	PER QR.	
19	BOARD PIN	PKT	
20	BOTH SIDE TAPE	EACH	
21	BALOON	PKT	

22	CARBON PAPER -KORES	PACKET	
23	CHALK	PKT	
24	CORRECTION PEN FABER CASTELL	EACH	
25	CELLO TAPE 1"-WONDER(60MT)	ROLL	
26	CELLO TAPE 2"-WONDER(60MT)	ROLL	
27	CANDEL BIG THICK	EACH	
28	CANDEL(6 PC)	PACKET	
29	CALLING BELL (Hand)	EACH	
30	CALCULATOR 12 DIGIT-CASIO MJ120	EACH	
31	CHAT PAPER	EACH	
32	CARD BOARD	EACH	
33	CD/DVD MARKER PEN ARTLINE	EACH	
34	CRAYON	PKT	
35	CELLO TAPE STAND WITH CUTTER	EACH	
36	CLIP FILE	EACH	
37	CLOTH ENVELOP 16"X12"(100PC)	PKT	
38	DRAWING BOARD PIN BRASS	PKT	
39	DRAWING BOARD PIN PLASTIC	PKT	
40	DRAWING PIN-ODDY	PACKET	
41	DUST BIN PLASTIC for office use	EACH	
42	DRAWING SHEET	EACH	
43	DOLLEY PAPER	EACH	
44	ENVELOPE WHITE BIG 10" X12"	PACK OF 100 PCS	
45	ENVELOPE WHITE SMALL10 "X4.5 "	PACK OF 100 PCS	
46	ENVELOPE YELLOW LAMINATED 14"X10"	PACK OF 100 PCS	
47	ENVELOPE YELLOW LAMINATED 16"X12"	PACK OF 100 PCS	
48	ENVELOPE YELLOW LAMINATED12"X10	PACK OF 100 PCS	
49	ERASER (RUBBER) NATARAJ	EACH	
50	FILE BOARD	EACH	
51	FEVISTICK 25GM	EACH	
52	FEVISTICK 50GM	EACH	

53	FEVICOL ADHESIVE	1KG JAR	
54	FEVICOL ADHESIVE	500GM JAR	
55	FEVICOL ADHESIVE	200GM JAR	
56	FEVICOL ADHESIVE	100GM JAR	
57	FEVICOL ADHESIVE	42GM JAR	
58	GUM PASTE (300ML) -CAMEL	EACH	
59	GUM PASTE (700ML) -CAMEL	EACH	
60	GRAPH PAPER A-4 SIZE	PACKET	
61	GIFT WRAPPING PAPER	PC	
62	GLUE GUN	PC	
63	GLUE STICK	PC	
64	HIGH LIGHTER PEN -FAVER CASTLE	EACH	
65	INK FOR STAMP PAD 100ML-CAMEL	EACH	
66	INK PAD CAMEL	EACH	
67	JUTE THREAD	BUNDLE	
68	LOCK GODREJ -7 LIVER	PER PIECE	
69	LOCK GODREJ-6 LIVER	PER PIECE	
70	LOCK MOBAJ 41	PER PIECE	
71	MAKER PEN (CD)	EACH	
72	MUSLIN CLOTH	MTR	
73	MATCH BOX	PER BOX	
74	MOUSE PAD	EACH	
75	NIDDLE	EACH	
76	NOTE PAD	EACH	
77	OX BOARD EXERCISE NOTE BOOK ROLLING NO-4	EACH	
78	OX BOARD EXERCISE NOTE BOOK ROLLING NO-6	EACH	
79	PEON BOOK	EACH	
80	PAPER WEIGHT-GLASS	EACH	
81	PAPER WEIGHT-PLASTIC	EACH	
82	PENCIL-APASARA	EACH	
83	PENCIL-NATARAJ	EACH	
84	PEN USE AND THROW	PACKET	
85	PEN BOTH SIDE	EACH	
86	PEN (BALL PEN OX)	EACH	

87	PEN PILOT V.5 -DIFFRENT COLOUR	EACH	
88	PAPER CUTTER	EACH	
89	PACKING CLOTH WHITE/RED-THICK VARIETY	PER MTR	
90	PUNCHING MACHINE DOUBLE WHOLE-KANGAROO DP-480	EACH	
91	PENCIL CUTTER-APSARA	EACH	
92	PUSH PIN	PKT	
93	PAPER FLAG 5 COLOUR	PACKET	
94	PAPER FLAG 4 COLOUR	PACKET	
95	PAPER FLAG 3 COLOUR	PACKET	
96	PHOTO GLOSSY PAPER	PKT	
97	PLASTICK FOLDER	EACH	
98	PAPER A4 SIZE-JK COPIER 75GSM	PACKET	
99	PAPER LEGAL-JK COPIER 75GSM	PACKET	
100	PLASTIC TRAY	EACH	
101	PAPER WHITE	1 QR	
102	PEN (PERMANENT MARKER)	EACH	
103	PEN ADD GEL	EACH	
104	PEN DRIVE HP 16GB	EACH	
105	PEN DRIVE HP 32GB	EACH	
106	PIN HOLDER-OMEGA	EACH	
107	PIN U TYPE PVC COATED-ODDY	PKT	
108	PLASTIC L FOLDER GOOD QUALITY	EACH	
109	ROLLING REGISTER PAGES-216-YOUVA	EACH	
110	ROLLING REGISTER PAGES-360-YOUVA	EACH	
111	ROLLING REGISTER PAGES-504-YOUVA	EACH	
112	ROLLING REGISTER PAGES-216-NAVANEET	EACH	
113	ROLLING REGISTER PAGES-360-NAVANEET	EACH	
114	ROLLING REGISTER PAGES-504-NAVANEET	EACH	
115	ROLLING REGISTER-NO-10-ORDINARY	EACH	
116	ROLLING REGISTER-NO-4-ORDINARY	EACH	
117	ROLLING REGISTER-NO-6-ORDINARY	EACH	
118	ROLLING REGISTER-NO-8-ORDINARY	EACH	
119	ROPE -PLASTIC	ROLL	
120	RUBBER BAND	PER KG	

121	RUBBER BAND ZERO SIZE-100GM	PKT	
122	RIBBON (ALL COLOUR)	ROLL	
123	RIBBON (FLOWER FOR GIFT)	EACH	
124	SCALE STEEL12"	EACH	
125	STAPLER PIN BIG 24X6 KANGAROO	PACKET	
126	STAPLER PIN SMALL KANGAROO N-10	PACKET	
127	STAPLER HD 10D KANGAROO	EACH	
128	STAPLER MACHINE HP-45 (BIG) KANGAROO	EACH	
129	STAPLER MACHINE N-10 (SMALL) KANGAROO	EACH	
130	SCISSOR MEDIUM-MUNIX (KANGAROO) SL-3170	EACH	
131	SEALING WAX	PACKET	
132	SINGLE PUNCHING MACHINE-KANGAROO PF-20	EACH	
133	STENO BOOK-KRISHNA	EACH	
134	THREAD ROLL-MODI	PER ROLL	
135	TAG 8 INCH 50PCS APPROX	PACKET	
136	TAG-10 INCHES	PER BUNDEL	
137	TAG-6 INCHES	PER BUNDEL	
138	THERMOCOOL SHEET-1 INCH	PER SHEET	
139	THERMOCOOL SHEET-2 INCH	PER SHEET	
140	U-CLIP	PKT	
141	V-CLIP	PKT	
142	VELVET CLOTH	PER MTR	
143	WHITE BOARD DUSTER	EACH	
144	WHITE BOARD MARKER PEN	EACH	
145	WATER SPONGE-ODDY	EACH	
146	WOOL	BONDLE	
147	ZIP FILE	EACH	

**SECTION IV**  
**TECHNICAL BID**

Sl no	Description	Remarks (Yes (Y), No(N), Not Applicable (NA) (✓ Tick whichever isapplicable)	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				
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 experince 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 1<sup>st</sup> August 2025 to 31<sup>st</sup> March 2026, 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)

13 Name of the Firm

14 Address

15 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 **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](http://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