

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

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NIT No- IHM BHUBANESWAR/2024-25/ 340    Dt 18-06-2024

## **Printing 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 03.07.2024, 5.00 p.m. The tender paper shall be opened at 11.30 a.m. on Dt.04.07.2024 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**

Total Pages - 22

# **SECTION-I**

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

## NOTICE INVITING E-TENDER

### 4. Office Stationary

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

Sl. No	Item	Particulars
1	Tender Notice No & date	IHM BHUBANESWAR/2024-25/ 340 Dt 18-06-2024
2	Tender item	Printing of Office Stationery
3	Cost of tender paper	The cost of Bid security and cost of Tender paper as in section-II to be paid through online Banking/ RTGS / NEFT / DD/ MSME OR NSIC are exemption from Tender paper cost & EMD as per the Section-I, Para 2(b)
4	Cost of Tender document	Rs 1000/-
5	EMD	Rs 3000/-
6	Tender Processing Fee	Rs 2124/- Through online(credit Card / Debit card Or Net Banking)

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

2a) The Tender document can be downloaded from the website: [www.tenderwizard.com/IHM](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)

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 BECIL 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. BECIL Limited through the website **www.tenderwizard.com/IHM** for obtaining user-id, Digital Signature etc., by paying Vendor registration fee and processing fee for participating in the above mentioned tender.
- 3(b) IHM Bhubaneswar has decided to use the process of e-tendering for inviting this tender and thus the physical copy of the tender would not be sold.
- 3(c) The bidders shall furnish a declaration that no addition / deletion / corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on Web-site (**www.tenderwizard.com/IHM**) .
- 3(d) In case of any correction/ addition/ alteration/omission is found in the tender document; the tender bid shall be treated as non-responsive and shall be rejected.
- 4(a) The bidder should have **experience**
- 4(b) The documents as listed out in Section IV must be uploaded in the E-Tender Portal.
- 5(a) IHM Bhubaneswar has adopted e-tendering process which offers a unique facility for Public Online “Tender Opening Event (TOE) “. IHM BHUBANESWAR’s Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. However, if required, bidders or their authorized representatives can attend the Tender Opening Event in IHM Bhubaneswar where IHM Bhubaneswar Tender Opening Officers would be conducting Public Online Tender Opening Event (TOE).
- 5(b) **Eligibility criteria: The bidder must have the following eligibility to participate in tender:**
1. Bidder must have a registered in India as a company /Firm/Society/Trust and must have registration certificate under relevant act / rule of the State or Central Government
  2. The bidder must have a registered / operating office in Bhubaneswar
  3. Bidder must have a valid Office & Shop/ Trade License ( Provide a copy of the License)

4. Bidder must have a GSTIN registration, PAN and labour registration certificates. ( Please provide all photocopies of the licenses)
5. The bidder must have a minimum 3 years experience in supply of printing material in a Hotel / Institute or Catering services. The bidder shall furnish the details of supporting documents in the form of Work orders or Contract copies.
6. The bidder applying should have a minimum average annual turnover of Rs. 12 lakh per year during the last 3 financial years.
7. The bidder must have a Centralized Store or Warehouse facility for storing raw materials in Bhubaneswar along with dedicated transport vehicles to undertake logistic support. (Provide Lease or rental agreements / Trade Licenses and transport vehicles RC copies).

#### **SOME OTHER CONDITIONS**

8. **Separate DD / NEFT/RTGS/MSME/NSIC of Rs.1000/- and Rs.3000/-** made in favour of Principal, Institute of Hotel Management, Bhubaneswar should be attached with the form towards form charges(non-refundable) and earnest money(refundable) respectively.
9. Party quoting the rates must be prepared to supply items even if only a part of the section for which their quoting as accepted for the purpose of supply by the parties concerned. If any one fails to accept this condition after quoting the rates the earnest money will forfeited.
10. While quoting rates the parties must quote for the exact unit/weight mentioned in the tender paper.
11. Copy of Trade license true to be submitted along with the tender form.
12. Xerox copies of PAN certificate, Income Tax Return filing Last Year i.e FY 2023-2024 GSTIN Registration and Clearance certificate(last year) to be submitted along with the tender form.
13. The amount of security will be 5% as per total price quoted by the bidders. The security is to be deposited by bank draft.
14. On acceptance of tender, the earnest money will be treated as a part of the security deposit. **Both the security deposit & earnest money will carry no interest.** (Note. MSME /NSIC Bidders should pay all security deposit amount in the form of DD)
15. Wherever brand and quantity of any article sealed is not mentioned in the tender form, the details of such article are to be mentioned by the tenderer in the remarks column.
16. Article to be supplied strictly in time as briefed day to day.
17. Parties must supply as per specification mentioned in the tender paper.
18. The tenderer should enter into an Agreement before commencement of supply of materials. The cost of the bond paper shall have to borne by the tenderer.
19. **Discontinuance of supply of raw materials before the contract period will lead to forfeit of the security deposit is bound.**
20. **The Institute not to accept lowest or to give any reason for the decisions.**
21. **The rate will be for one year, request for enhance of rate during the contract period will not be considered at any cost.**
22. The undersigned reserves the right to cancel any or all the tenders without assigning any reason.
23. Rates for all items carrying printed MRP should be quoted in terms of percentage of discount on the MRP printed on each item.
24. Any paper related to tender should be provided as and when required by the Institute.
25. The purchase requisition shall be collected from the store keeper two days in advance between 4.00pm to 5.00pm on every working day. Any items that the contractor is not able to supply must intimate the store keeper after searching in the market at least 24 hours/one day before scheduled time of date of supply(9am of date of supply).

26. Consequent failure to supply all the items agreed to supply shall entail 5% reduction of the total bill for that day without any prejudice to clause 20.
27. **The items not supplied by the contractor because of some or other reasons, will be purchased by the Institute from open market and the extra cost incurred will be deducted from contractors payment with intimation and issue of copy of purchase bills.**
28. **In case of repeated defaulters in the supplies, the Institute reserve the right to terminate the contract and the contractor shall have no right to any compensation of any loss.**
29. Registration and Licence certificate under the Food Safety & Standard Act 2006 and Rules 2011 from Food Safety Officer, Municipal Corporation will be given preference.
30. Payment will be made fortnightly.
31. **Office must situate at Bhubaneswar location only.**

**Final Authority**

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

**Arbitration**

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

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

**Sd/-  
Principal**

## **SECTION-II**

### **INSTRUCTIONS TO BIDDERS & GENERAL CONDITIONS OF TENDER**

#### **1. TERMS:**

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

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

#### **7. Arbitration**

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

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

#### **10. Final Authority**

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

#### **11. COST OF BIDDING**

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

#### **12. DOCUMENTS TO BE SUBMITTED FOR BID**

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

### **13. AMENDMENT TO BID DOCUMENT**

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

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

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

### **15. BID FORMS**

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

### **16. BID PRICE**

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

### **17. COMPLIANCE**

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

### **18. A. BID SECURITY/EMD**

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



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

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

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

**19. FORMAT AND SIGNING OF BID**

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

**20. PREPARATION & SUBMISSION OF BIDS:**

**I) Contents of the Bid:**

The bid contains three parts –

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

Part B: The Second part relates to uploading of scanned documents required for Technical Bid as per **Section III** in the appropriate place of 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 BECIL in e-Tender Portal along with requisite Earnest Money Deposit (EMD) and cost of Tender Paper.
- e. If any one of the document required to be submitted as referred to in **Section III** of this is found to be wanting, the concerned bid shall be rejected at the opening stage itself by the TEC of Technical Bid Evaluation.
- f. Wherever brand and quantity of any article sealed is not mentioned in the tender form, the details of such article are to be mentioned by the tenderer in the remarks column.
- g. The IHM Bhubaneswar may, at its discretion, extend the deadline for the submission of the bids by amending the bid document in accordance with NIT in which case all rights and obligations of the IHM BHUBANESWAR and bidders previously referred to the deadline will thereafter be subject to the extended deadline.

**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 condition 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.		
<b>L1 = St x T% + Sf x P%.</b>		
St = The technical score of the Bidder		
Sf = financial score of the Bidder		
<b>Example:</b>		
<b>Technical Scores:</b> 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 $70 * 75 / 100 = 52.50$		
<b>Financial Scores:</b> The financial score shall be calculated where the lowest bidder shall be given 100 mark and scores of all other bidders are normalized against this. $Sf = 100 * Fm / F$ , in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.		
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	25 Lakhs & more	12 Lakhs & more	12 Lakhs
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>

## PRINTING OF OFFICE STATIONERY

### CRITERIA FOR EVALUATION

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

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

Sl. #	Criteria	Specific Requirements	Marking	Max. Marks	Documentary Requirement	
1	<b>FINANCIAL STRENGTH</b>	The bidder must have more than 12 Laks. Turnover at least for any two years in last three financial years.		30	Audited Balance Sheet and Profit & Loss Statements Certification by Chartered Accountant	
		Rs. 12 Lakh: 10 Marks	10			
More than Rs.12 Lakh to 25 Lakh: 15 Marks	20					
		More than Rs. 25 Lakh: 20 Marks	30			
2	<b>WORK EXPERIENCE</b>	Experince in Printing of office stationary to reputed public or private institutions / hotels /Companies in the last 7 years prceding Tender due date		30	Work order / Agreement copies from the Institution	
			> 3 Year			10
			> 4 years			20
		> 5 years and above	30			
3	<b>WORKFORCE</b>	The Bidder must have registered with ESI/PF authorities and must have minimum 05 persons enrolled in either EPF/ESIC shceme		20	Valid Certificate along with the return challan of EPF/ESI	
			05 Persons:			10
			05 - 10 Persons:			15
		> 10 Persons:	20			
5	<b>SITE VIST</b>	Site visit to the centralized store / Warehouse by the committee team	5	5	Storing procedures, SOP's for storing materials &, dedicated transport systems etc.	

## 26. CONTACTING THE TENDERING AUTHORITY

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

### Award of contract & Work:

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

## 27. VALIDITY OF THE CONTRACT.

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

## 28. E-TENDERING INSTRUCTIONS TO BIDDERS

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

### A. General:

- a. Submission of Bids only through online process is mandatory for this Tender for conducting electronic tendering the Tendering Authority is using the e-Tender Portal (<https://www.tenderwizard.com/IHM>) of M/s BECIL 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. BECIL 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 BECIL Helpdesk and IHM BHUBANESWAR Contact Points (as given below), to get your registration accepted/activated.

<b>BECIL Tender Wizard Help Desk Contact</b>	Shri Sanjeeb Mahapatra, Mobile no. 8249821902, 011-49424365 email id: <a href="mailto:twhelpdesk404@gmail.com">twhelpdesk404@gmail.com</a>
<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**

**PRINTING OF OFFICE STATIONERY**

SL NO	NAME OF THE ITEMS	SIZE	PAPER TYPE	NO OF PAGES	REQUIRED NO
1	RAW MATERIALS STOCK REGISTER	32LX20W CM	CONQUEST 80 GSM PAPER	500 FOLLIO	3 NOS
2	LETTER PAD (BIG)	A4	90 GSM EXCEL BOND	100 SHEET PER PKT	30 NOS
3	LETTER PAD (SMALL)	8"/9 A4 DEMY	90 GSM EXCEL BOND	100 SHEET PER PKT	10 NOS
4	LETTER PAD (MEDIUM)	1/5 DEMY	90 GSM EXCEL BOND	100 SHEET PER PKT	20 NOS
5	STUDENT JOURNAL	22X27 CM	HARD BOARD CLOTH BINDING BALARPUR WHITE PAPER	200 PAGES	3500 NOS
6	MATERIAL REQUISBECILON	1/4 DEMY	PAGES WHITE, YELLOW	1X200	50 NOS
7	PURCHASE REQUISBECILON	1/8 DEMY	PAGES WHITE, YELLOW	1X200	50 NOS
8	NOTE SHEET	A4	90 GSM EXCEL BOND	100 SHEET PER PKT	5 NOS
9	INDUSTRIAL LOG BOOK WITH PLASTICK FOLDER	18 X 23 CM	JK BOND MALTITHO PAPER	53 PAGES WITH PLASTIC JACKET	500 NOS
10	LIBRARY ISSUE REGISTER				3 NO S
11	DAK DESPATCH REGISTER				5 Nos
12	LETTER RECEIVED REGISTER				5 Nos

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

Sl no	Description	Remarks (Yes (Y), No(N), Not Applicable (NA) (√ Tick whichever is applicable)		
		Y	N	NA
1	Photo copy of PAN Card			
2	Photo copy of Experience Certificate			
3	Photo copy of the computerized receipt (Online/RTGS/NEFT) towards cost of Tender Paper Or (MSME/NSIC Certificate for Exemption)			
4	Photo copy of the computerized receipt (Online/RTGS/NEFT) towards cost of EMD/Bid Security Or (MSME/NSIC Certificate for Exemption)			
5	Photo copy of valid GSTIN Registration Certificate.			
6	Copy of Income Tax Return filing Last Year i.e AY 2021-2022			
7	Trade license true copy (attested by gazette officer) to be submitted along with the tender form.			
8	Registration and Licence certificate under the Food Safety & Standard Act 2006 and Rules 2011 from Food Safety Officer, Municipal Corporation will be given preference.			
9	Self-Attested Photo copy of Original "Power of Attorney" in case person other than the tenderer has signed the tender documents			
10	Photo copy of "Partnership Deed" duly registered, if applicable			
11	copy of Declaration of Non - tampering of relevant document required for tender duly filled and signed. Annexure-A			
12	copy of Declaration for Downloading the tender Document duly filled in and signed vide Annexure-C.			
13	copy of Bid form duly filled and signed. Annexure-D			
14	copy of Clause by clause compliance duly filled in and signed. Annexure-B			
15	copy of the Check list duly filled in			
16	Bidder Profile			
17	copy of Undertaking regarding genuineness of the documents/information submitted duly filled in and signed. Annexure-E			
18	Firm registration, in case of partnership firm			



## Forwarding Letter

(To be submitted in the letter head)

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

Sub: Supply of ..... (Name of Work)

Sir,

I hereby offer my rates to supply the raw materials to the Institute of Hotel Management Catering Technology & Applied Nutrition, Veer Surendrasai Nagar, Bhubaneswar-751007 commencing from 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 the articles listed in the tender form in such quantities as may be required by the Institute from time to time at the rates mentioned in the schedule.

Enclosed

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

DD/NEFT/RTGS/MSME/NSIC No.....Dt.....Rs.....  
(Form Charges)

Yours faithfully,

Place

Dt.

Full signature of the Tenderer with Seal

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

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

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

Place

Date-

Signature of the Tenderer with seal

# ANNEXURE-A

## Declaration of Non tampering of tender document

I,Sri/Smt/M/s\_\_\_\_\_

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

Place:\_\_\_\_\_

Date:\_\_\_\_\_

Signature of bidder/Authorized Signatory

Name \_\_\_\_\_

Seal of the bidder:

## **ANNEXURE-B**

### **DECLARATION OF CLAUSE BY CLAUSE COMPLIANCE**

I \_\_\_\_\_

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

Place : \_\_\_\_\_

Signature of the Tenderer :

Date: \_\_\_\_\_

Name of the Tenderer

## ANNEXURE-C

### Declaration for Downloading the tender Document.

I \_\_\_\_\_

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

Date: \_\_\_\_\_

Signature of Tenderer \_\_\_\_\_

Place: \_\_\_\_\_

Name of Tenderer \_\_\_\_\_

(Along with date & Seal)

**ANNEXURE-D**  
**BID FORM**

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

Dear Sir,

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

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

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

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

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

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

7) We understand that the Bid document so submitted is the true copy of IHM Bhubaneswar tender documents available on the IHM Bhubaneswar website [www.tenderwizard.com/IHM](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 /Authorized signatory

Date:

Name & Seal of the tenderer