



**होटल प्रबन्ध खानपान तकनीकी एवं अनुप्रयुक्त पोषाहार संस्थान**  
**Institute of Hotel Management Catering Technology and Applied Nutrition**  
 Bani park, Sikar Road, Jaipur-302016 बनीपार्क, सीकर रोड, जयपुर – 302016

Phone: 0141- 2202812 • Tele Fax: 0141- 2200402

E-mail: ihm\_jpr@rediffmail.com, [info@ihmjaipur.com](mailto:info@ihmjaipur.com); Website: [www.ihmjaipur.com](http://www.ihmjaipur.com)

**E-TENDER NOTICE**

**NIT No: IHM/e-Tender/HK//2021-22/08**

**Dated: 12/04/2021**

Online tender, (Two Bid System- Technical and Financial) are invited from reputed Firms for SUPPLY OF MANPOWER at Institute of Hotel Management, Catering Technology and Applied Nutrition Bani park, Sikar Road, Jaipur-302016

Sr. No	Name of work	P.AC.	EMD	Time allowed for completion of supply	Cost of tender Document	
					Tender Cost	Online Processing fee
1	SUPPLY OF MANPOWER	Rs. 10.00 Lacs	Rs.20,000/- through online mode through Dr./Cr. & Net-banking or NEFT/RTGS Challan	Annual contract upto 30th April 22.	Rs.500/- payable through through online mode through Dr./Cr. & Net-banking or NEFT/RTGS Challan	Min Rs.500/- & Max Rs.7000/- payable through online mode through Dr./Cr. & Net-banking or NEFT/RTGS Challan

1. The Tenderers intending to participate in this Tender are required to get enrolled on the portal [www.tenderwizard.com/IHM](http://www.tenderwizard.com/IHM) Enrolment on the above mentioned Portal is mandatory.
  2. The tenderers have to digitally sign their bids before submitting the bids hashes online thus the tenderers are advised to obtain Digital Certificates. The Bidders may contact **Mr. Deepak Jangid (9680005669) & Mr. Mayank Singh (800115628)** for obtaining Class - III Digital Signature Certificates and get registration.
  3. Tender documents are also available in our website [www.ihmjaipur.com](http://www.ihmjaipur.com) but for participation purpose you have to through [www.tenderwizard.com/IHM](http://www.tenderwizard.com/IHM) website.
  4. The tenders are required to submit Envelope 'A' must be upload on e- tendering portal: [www.tenderwizard.com/IHM](http://www.tenderwizard.com/IHM) as per dates Indicated in Key Dates.
  5. **Tender cost and processing fee are non-refundable.**
1. Submit EMD, of **Rs.20,000/-** through online mode of payment via Dr. Card, Cr. Card or Net Banking and NEFT/RTGS Challan. **For successful bidder the EMD will be retained as Security Deposit and will be returned after the completion of contract period.**
  2. Tenderer which qualifies the Technical bid will only be considered for opening of Financial Bid, rest of the financial bid will be rejected. **Institute of Hotel Management, Catering Technology and Applied Nutrition** reserve the right to reject any or all the Tenders received without assigning any reason(s) thereof.
  3. **Security Deposit will be Rs.50,000/- to be deposited after the contract is awarded through online mode through Dr./Cr. & Net-banking or NEFT/RTGS Challan**

Sd/-  
PRINCIPAL  
Institute of Hotel Management  
Catering Technology and Applied  
Nutrition, Jaipur.

## Technical Document

Kindly upload scan copies of the below mentioned documents under Technical Qualification (Envelope A) & Submit Physical copy of the documents in department/office in due date **00/04/2018 06 PM**

### Online Tender Schedule:

S. No	Stages Name		Start Date and Time
1	Start of downloading of tender document		12.04.2021 06:00 p.m.
2	Closure of downloading of tender document		26.04.2021 5:00 p.m.
2	Last date and time of online submission of Bid.		28.04.2021 3:00 p.m.
3	TENDER OPENING Technical		28.04.2021 3:30 p.m.
4	TENDER OPENING Financial		Will be intimated later
5	Minimum Validity of Tender offer		180 Days
6	Estimated cost of tender		Rs.500/-

**Note: - online submission of tender are mandatory**

Procedure for submission of E-tender by bidder:

Interested bidders who wish to participate should visit website [www.tenderwizard.com/IHM](http://www.tenderwizard.com/IHM) which is the ONLY website for bidding their offer. Further, the procedure is as follows:

1. Register your company in website [www.tenderwizard.com/IHM](http://www.tenderwizard.com/IHM) for obtaining a Login ID and Password.
2. Using the login ID, password and digital signature, enter the tender portal to download the tender document.
3. Pay EMD through online mode only
4. Attach supporting documents first in “Document Library”. Then attach them by selecting in particular tender.
5. Submit the tender. You will receive a system generated “Acknowledgement Copy” of tender submission.
6. Bidder can change quoted rates any time before of closing date & time.

Bidder must submit the offer before the online closing date & time. The website will automatically stop accepting the offer after online closing date and time.

e-Tendering Helpline no: 011-49424365 For Support: For e-tendering queries kindly contact **Mr. Deepak jangid** ([Deepak.j@etenderwizard.com](mailto:Deepak.j@etenderwizard.com)) Mob- 8013426317, **Mr. Mayank Thakur** ([mayank.s@etenderwizard.com](mailto:mayank.s@etenderwizard.com)) Mob-800115628

sd/-  
**PRINCIPAL**  
Institute of Hotel Management  
Catering Technology and Applied  
Nutrition, Jaipur-400028

**INSTITUTE OF HOTEL MANAGEMENT  
CATERING TECHNOLOGY & APPLIED NUTRITION**

**Bani park, Sikar Road, Jaipur-302016**

**E-TENDER NOTICE**

**SEALED** tenders are invited Upto 3.00 p.m. **on Monday, 26 April, 2021**, for the supply of the following items on a rate contract basis, for the period upto 30th April 2022.

The tender is subject to the following terms and conditions:

1. Each tenderer will have to pay Earnest Money Deposit through online mode. Earnest Money Deposit will be forfeited in case after the acceptance of tender, the tenderer does not furnish the requisite security deposit and execute the agreement
2. Well known Branded products will be given preference. Past experience in supplying to reputed organizations is necessary.
3. The Institute reserves the right to reject any or all the tenders without assigning any reasons whatsoever and no representation shall be entertained on this account.
4. All rates will be inclusive of taxes and delivery charges. All items will be supplied at the Institute premises.
5. Each tender will be accepted subject to the existing tax laws prevalent in the State of Rajasthan and must state his registration number of taxes.
6. The tenders will be opened at 3.30 P.m. on Monday, the 26th April 2021.
7. Detailed tender form our website [www.ihmjaipur.com](http://www.ihmjaipur.com). **Tender forms can be downloaded from the website.**
8. **The Financial bids** needs to be submitted online on [www.tenderwizard.com/IHM](http://www.tenderwizard.com/IHM), **no hard copy needs to be submitted.**

## **GENERAL DIRECTIONS TO TENDERERS**

- 1. Tenderers are to sign the form of the Tender, giving exact specification of the articles, the contents and the design of the articles and the schedules of rates. All tenders, not so signed, shall be rejected.**
- 2. Earnest Money Deposit must be paid only in Demand Draft.**
- 3. The Institute reserves the right to disqualify the complete tender if overwriting or erasing is found in the rate column. Each page must be stamped and signed.**
- 4. All tenderers must disclose the names of their partners, if any. Any tenderer failing to do so will render himself liable to have his security deposit forfeited and contract, entered into, cancelled at any time during its completion.**
- 5. Tenders are to be enclosed in sealed envelopes addressed to the Principal/Secretary of the Institute clearly stating on the envelope the category of articles tendered for.**
- 6. No tender will be accepted unless it is properly sealed. Tenders must be brought duly sealed to the Institute's office and delivered as directed. Tenderers shall not be allowed to fill in or seal the tender at the office of the Institute.**
- 7. All tender quotations should, besides the specifications already stated in the Tender Form very clearly specify the articles in respect of contents, gauge, brand, quality, quantity, size, gross weight, net weight and any other additional specification, wherever applicable to such items.**
- 8. In the event of the tender being accepted, the contract must be signed by all the members of the firm after depositing a suitable amount required by the Institute as security deposit. This security deposit is for the due performance of all conditions of the contract, such as quality, quantity and service etc. The security deposit of a tenderer will be forfeited in the event of unsatisfactory performance of the contract.**
- 9. The Institute does not bind itself to accept the lowest or any tender.**
- 10. It is distinctly understood that the tenderer will be strictly required to confirm to the conditions of this contract and any pleas will not on any account be admitted as an excuse on their part for infringement of any of the condition.**
- 11. Successful tenderer or tenderers shall supply articles in such quantities and as per specifications and quality demanded as any ordered on him or them from time to time. The quantities mentioned in the schedule are only indicative of the estimated requirements of the Institute, and the Institute does not bind itself to purchase/to complete any or all the quantities indicated therein.**
- 12. If any article is not available or the Tenderer does not want to quote for it, clear remarks to this effect must be made against such articles.**
- 13. Tenderers are requested to fill in the tender carefully after noting the size by numbers etc. of articles mentioned in the specifications. Workout the amount tendered for each items and total up for all the tendered items.**

14. The successful tenderers will be required to deliver the articles under the terms of contract at the Institute's registered office which shall be inclusive of delivery charges, cartage, freight etc.
15. The successful tenderer while effecting deliveries against the Institute's orders, will have to send an official delivery challan mentioning in it the quantity, rates etc. Thereafter, bill should be submitted within 5 working days.
16. If any time, during the continuance of this contract, the performance in whole or in part by either part of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lock-outs or acts of God (hereinafter referred to as "events") provided notice of happening of any such eventuality is given by either party have any claim for damages against the other in respect of such non-performance or delay in performance; and deliveries under the contract shall be resumed as soon as practical work after such event has come to an end or ceased to exist and the decision of the Secretary/Principal shall be final and conclusive have, provided further that if the performance in whole or part or any obligation under this contract is prevented or delayed by a reason of any such event for a period exceeding 30 days either party may at its option terminate the contract PROVIDED ALSO that if the contract is terminated under this clause, the Institute shall be at liberty to take over from the tenderer at a price to be fixed by the Secretary/Principal which shall be final; all unused, undamaged and acceptable materials, bought out components and stores in course of manufacture in the possession of the tenderer at the time of such termination or such portion thereof as the Institute may deem fit accepting such materials, bought out components and stores as the tenderer may with the concurrence of the Institute elect to retain.
17. The Institute also reserves the right to enter into parallel contracts simultaneously or at any time during the period of this contract with one or more tenderer(s)/supplier(s) for such quantity of such item(s) as the Secretary/Principal (whose decision shall be final) may determine and to forfeit the security deposit and terminate the contract within 21 days in the case of the unsatisfactory performance of the tenderers.
18. The Institute also reserves the right to terminate the contract any time during the year, in the case of the unsatisfactory performance of the tenderers and in such a case 50% of Security Deposit will be forfeited.
19. All disputes are subject to Jaipur jurisdiction only.

**Category:**

**Estimated cost Rs.**

**Security Deposit Rs.**

**To be furnished after acceptance of tender &  
before execution of agreement.**

**I/We agree to abide by above  
terms and conditions**

**The above tender is hereby  
accepted by me.**

.....  
**Signature of Tenderer**

.....  
**Principal**

**The Following Documents must be uploaded along with Technical Bid otherwise the tender shall be summarily rejected.**

**CHECK LIST:**

- 1. Previous 3 year Experience in the same trade (Copy of work order/Purchase order)**
- 2. Self-attested copy of last 3 year year Income Tax Return.**
- 3. Self-attested copy of PAN card.**
- 4. EMD fee of Rs. /- (Online payment receipt).**
- 5. Self-attested copy of MSME Certificate (if applicable)**
- 6. GST registration No. (if applicable)**
- 7. Technical Specification and Tender terms and conditions –All pages duly signed and stamped and Annexure-A and Annexure-B**

IHM, Jaipur reserves the right to ask for additional documents/clarificatory documents which are not post-dated to the opening at the technical bid.

I/we have read and understood various forms and documents and am/are submitting tender complete in all respects. I/we agree to the terms & conditions as detailed in the tender documents.

Thanking You

Yours Sincerely

**Signature, Name and designation (Stamp)**



### ANNEXURE-A

SR. No.	Particulars	
1.	Name of the Firm	
2.	Address of the Firm	
3.	Name of the Banker	
4.	Contact No. & Email id (if any)	
5.	In case of MSME Firm (upload the Registration certificate)/NSIC Certificate	
6.	<b>Status of the Firm</b> -please state whether Registered, Co-operative society, Public Ltd company,	
7.	Previous Experience in the same trade with names of Hotels/Institutions served (Copy of work order/Purchase order to be uploaded)	
8.	Last year Income Tax Return (Copy to be uploaded)	
9.	Income Tax permanent Account No.(PAN) Copy to be uploaded.	
10.	<b>EMD Fee of Rs.20,000/-</b> (Online Payment)	
11.	RTGS/NEGT Details Account Name (For refund of EMD)-	Account Name- Bank Name- Account Number- IFSC Code-
12.	<b>GST registration No.( if applicable</b> Copy to be uploaded)	
13.	Under MSME ACT exempted from payment of EMD and tender for fee- <b>if yes, please Enclose a copy of relevant certificate.</b>	

**(Signature of the tenderer & designation of the signatory status and office seal.)**

**INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY &  
APPLIED NUTRITION  
Bani Park, Sikar Road, Jaipur-302016.**

**TECHNICAL BID**

Name of the Firm of the Tenderer .....

Names of all the partners of the Firm, if any.....

.....

Address of the tenderer: Shop/Office .....

.....

Telephone No., Fax No. ....

E-Mail Address: .....

State if the tenderer owns a factory/workshop anywhere. If so, give full details:

How long is the tenderer in this business of supplies? ..... Years

State if the tenderer is at present supplying to any of the Hotels, Hostels, Hospitals, Clubs, etc. and give particulars.

1. ....
2. ....
3. ....
4. ....
5. ....

State details of Registration No. of Sales Tax and enclose last three years Income Tax Clearance Certificate.

.....

Signature of the Tenderer

.....

Seal of the tenderer

## FINANCIAL BID

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,  
The Principal  
Institute of Hotel Management, Catering Technology & Applied Nutrition  
Bani Park, Sikar Road,  
Jaipur-302016

Sir,

With reference to your advertisement-Tender upto 30th April 2021 for the following Manpower categories I/We hereby submit my/our Financial bid required by you:

कम्प्यूटर ऑपरेटर/रसोईयां/हैल्पर/मसालची/कॉरपेन्टर/ प्लम्बर

न	अनुबंधित कर्मचारी	शैक्षणिक योग्यता/योग्यता	मासिक मंजूर
1.	कम्प्यूटर ऑपरेटर एवं क्लर्क	<b>शैक्षणिक योग्यता</b> 1. कम से कम 12 उत्तीर्ण, स्नातक को प्राथमिकता 2. आयु सीमा – 35 वर्ष 3. तकनीकी योग्यता: किसी भी मान्यता प्राप्त संस्थान से संबंधित क्षेत्र में प्रमाण पत्र/ डिप्लोमा वांछनीय। 4. अनुभव: कम से कम एक वर्ष का कम्प्यूटर ऑपरेटर (डिप्लोमा/एम्बेडेड सिस्टम) का अनुभव। इसके अतिरिक्त टेली 9.0 की दक्षता रखने वाले को प्राथमिकता।	
2.	रसोईयां	<b>शैक्षणिक योग्यता</b> 1. उच्च प्राथमिक कक्षा उत्तीर्ण हो तथा हिन्दी भाषा की जानकारी रखता हो। 2. तकनीकी योग्यता: किसी भी मान्यता प्राप्त संस्था से संबंधित क्षेत्र में प्रमाण-पत्र/ डिप्लोमा वांछनीय या किसी पंजीकृत होटल या रेस्टोरेंट, ढाबा आदि में दो वर्ष का कार्यानुभव।	
3.	हैल्पर/मसालची	<b>योग्यता:-</b> साधारण पढ़ा लिखा हो, तथा सम्बन्धित क्षेत्र में एक वर्ष का अनुभव।	
4.	माली	<b>योग्यता:-</b> साधारण पढ़ा लिखा हो, तथा सम्बन्धित क्षेत्र में एक वर्ष का अनुभव।	
5.	प्लम्बर	<b>योग्यता:-</b> आई.टी.आई में सम्बन्धित क्षेत्र में प्रमाण पत्र/ डिप्लोमा वांछनीय।	
6.	कॉरपेन्टर	<b>योग्यता :</b> आई.टी.आई. में सम्बन्धित क्षेत्र में प्रमाण पत्र/ डिप्लोमा वांछनीय।	

11 नियम व शर्त :-

- नियुक्ति संबंधित कार्य क्षेत्र में अनुबन्ध के आधार पर एक वर्ष के लिए ही होगा।
- संस्थान द्वारा अनुबंधित कर्मचारी को राजपत्रित अवकाश व त्यौहार अवकाश जो कि संस्थान में रहेगा, वो देय होगा। इसके अतिरिक्त कार्य दिवस पर अनुपस्थित रहने पर अनुबन्ध राशि में नियमानुसार कटौती की जावेगी।

3. अनुबन्ध राषि में आयकर अधिनियम के तहत स्रोत पर कटौती नियमानुसार की जावेगी।
4. प्रार्थी/ऐजेन्सी/अनुबन्धकर्ता को संस्थान में सुरक्षा राषि बतौर वार्षिक अनुबन्ध राषि का 5 प्रतिषत सुरक्षा राषि के रूप में जमा कराना होगा।
5. अनुबन्धकर्ता अगर अनुबन्ध विच्छेद करना चाहता है तो संस्थान की सहमति से एक माह पूर्व नोटिस देकर समाप्त किया जा सकता है।
6. अनुबंधित कर्मचारी को संस्थान समय प्रातः 9:00 से सायं 5.30 तक उपस्थित रहना होगा।
7. रसोईयां/हैल्पर/मसालची छात्रावास मैस से सुबह 6.30 बजे से 11.30 बजे तक व सायं 5.00 बजे से रात्रि 10.00 बजे तक कार्य करना होगा।  
शनिवार :- सुबह 6.30 बजे से दोपहर 2.00 बजे तक।  
रविवार :- सायं 5.00 बजे से रात्रि 10.00 बजे तक ।

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Signature of Tenderer

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Seal of Tenderer