



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 रोड़, जयपुर – 302016  
Phone: 0141- 2202812 • Tele Fax: 0141- 2200402  
E-mail: ihm\_jpr@rediffmail.com, info@ihmjaipur.com  
Website: www.ihmjaipur.com

**E-TENDER NOTICE**

NIT No: IHM/e-Tender/HK//2021-22/10

Dated: 12/04/2021

Online tender, (Two Bid System- Technical and Financial) are invited from Reputed Security Agencies for **Security Services** at Institute of Hotel Management, Catering Technology and Applied Nutrition **Bani park, Sikar Road, Jaipur-302016**

S. No	Name of work	P.AC.	EMD	Time allowed for completion of supply	Cost of tender Document	
					Tender Cost	Online Processing fee
1	Security Services	Rs.14.00 Lacs	Rs.28000/- payable through online mode through Dr./Cr.& Net-banking or NEFT/RTGS Challan	Annual contract upto 31st March 2019.	Rs.500/- payable through online mode through Dr./Cr. & Net-banking or NEFT/RTGS Challan	Min Rs.500/- & Max Rs.7000/- payable through online only

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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 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.
6. Submit EMD, of ₹ 28,000/- in the form of through online mode through Dr./Cr.& Net-banking or NEFT/RTGS Challan of Institute of Hotel Management, Catering Technology and Applied Nutrition, Jaipur payable at Jaipur. For successful bidder the EMD will be retained as Security Deposit and will be returned after the completion of contract period.
7. 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.
8. Security Deposit will be ₹ 70,000/- to be deposited after the contract is awarded in the form of DD.

Sd/-  
PRINCIPAL

Institute of Hotel Management  
Catering Technology and Applied  
Nutrition, Jaipur.

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### Technical Document

#### 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.

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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** ([twhelpdesk639@gmail.com](mailto:twhelpdesk639@gmail.com))  
**Mob- 8013426317, Mr. Mayank Thakur** ([twhelpdesk605@gmail.com](mailto:twhelpdesk605@gmail.com))  
**Mob- 800115628**

sd/-

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Nutrition, Jaipur-400028

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### **E-TENDER NOTICE**

**SEALED** tenders are invited upto 3.00 p.m. on **26th 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 in Online Mode Only. 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 PM, ON 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.**

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**TECHNICAL BID**

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

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

.....

Address of the tenderer:.....

.....

Telephone No., Fax No. ....

E-Mail Address: .....

How long is the tenderer in the business of Security Contractor? ..... 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

**Note: The agencies those are submitting the tenders for the said work should have been registered with State Govt. Or the authorise agencies by State Govt. under Rajasthan Security Act-2005, and dealing in supply/deploying the ex-servicemen security guard, duly registered with Govt. of India/State Govt. and other authentic agencies for the purpose of PF, ESI as well Income Tax Return. The agency should have bound to follow the order's issued on 17/04/2008, by the Sainik Kalyan Welfare Department.**

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#### **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.

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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 ₹ 14.00 Lakhs

Security Deposit ₹ 70,000/-

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 & Seal

.....  
Signature of Principal & Seal

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### **TERMS AND CONDITIONS AS FORMING PART OF SECURITY CONTRACT**

1. The agency agrees to organise effective security arrangements within the premises of the Institute of Hotel Management & Staff Colony of Institute of Hotel Management. For the purpose agency agrees to deploy a minimum of 8 (Eight) guards. Every guard has to perform the 8 hrs. Duty in a shift per day.
2. The agency shall deploy their members of security guards at such strategic of points and in such manner as may be mutually decided from time to time in consultation with the Principal with regards to security guards required to be changed, suitable increase or decrease which may be affected.
3. Round the clock security and supervision of areas within the premises of IHM and Staff colony which are assigned to agency for organising most effective security so as to prevention of damage and/ or mischief to any property and/or of any offence committed concerning to any property/men and inform to the Principal, IHM about the commission or apprehension of any danger to the safety of the men and immovable property of IHM, Jaipur. The agency shall have to be take preventive steps and anti-crime measures to avoid theft, pilferage and sabotage in the assigned area and to maintain a close liaison with police and other authorities of IHM, Jaipur.
4. The period of contract shall be valid from 1ST May, 21 for a period of one year initially. Either party may terminate the agreement by giving one month notice without assigning any reason. The agreement can be further renewed on mutually agreed terms and conditions.
5. The agency shall have to make a Contract Agreement on Rs. 100 Non-Judicial Stamp paper with regard to abiding and agreed to the terms and conditions mentioned for hiring security services before the Contract comes into force failing which the contract may be cancelled and the agency which is on L2 may be considered.
6. The agency shall be responsible for discipline and conduct of the members of the security guards deployed by them in IHM, Jaipur. The authority of IHM, Shall be at liberty to revert back any member of the security guards indulging in indiscipline or action/comission constituting misconduct. The decision of Principal shall be final in this regard.
7. The agency shall deploy any such members in security guards having adequate qualification, experience, training as well as fluency in Hindi (speaking, reading and writing). The security security guards should also be able to converse at least in simple English.
8. The agency shall ensure that security guards deployed by them are having following minimum qualification.
  - a) At least 90% ex-servicemen are to be deployed & 10% Home Guards.
  - b) The personal so deployed should not be more than 48 years of age as on the date of employment.
  - c) Personnel having qualification of matriculation or above shall be preferred.
  - d) The height of personnel deployed should preferably be more than 5'-6".
  - e) The personnel so deployed must be mentally and physically fit.
  - f) If agency fails to fulfil the required requirement, Rs. 500/- per day as penalty, will be imposed & deducted from the monthly payment bill.

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- g) The agency will ensure that all the members security guards deployed in IHM are duly vetted by the police or appropriate authorities in so far their character and antecedents are concerned.
- h) The Agency shall provide a complete list of particulars or all such members of security guards deployed with the IHM in the following format along with 3 identical passport size photographs.
- i) Name
  - ii) Father's Name
  - iii) Education qualification
  - iv) Details of Training undergone
  - v) Whether ex-serviceman /ex-policemen /ex-para military personal or not
  - vi) Permanent Address
  - vii) Local address
  - viii) Aadhaar No(self attested copy to be attached):
  - ix) Voter's ID Number(self attested copy to be attached):
  - x) Reference of two persons – Not related but know you well along with their contact details, landline no and mobile no, email id etc
9. The agency shall follow the statutory requirements such as Minimum Wages Act, Employees Provident fund, ESI Act, Workmen Compensation Act and other acts & rules as applicable and the payment under this contract made by IHM to the agency will be deemed to include all such benefits and no extra payment will be made by the IHM to the agency or to any member of the security guards other than the payment stipulated under this contract. The agency attach a copy of their registration/exemption from the purview/provision of various act as proof.
10. The security personnel deployed by this agency shall be employees of the security agency. The security agency shall be liable for all consequential liabilities vis-a-vis its employees which arises or may arise from the employer –employee relationship.
11. The security personnel shall not be at any point of time seek regularisation or service in IHM in the event of the termination of the contract or expiry of the contract etc.
12. The agency will indemnify IHM, Jaipur of all the claims of members of security guards of the agency including claims of their party(ies) arising out of involvement of member of agency security guards. In case Principal, IHM is called upon at any time by any authority to pay such payment/compensation as admissible amount, cost of the same shall be recovered from the security agency including the amount payable under any award of any judicial or any other authority including the cost of litigation incurred by the IHM in this regard.
13. The agency security guards member will have no claims whatsoever for claiming any payment directly from IHM on account of wages or any other benefit. The agency undertakes to make all the payments in accordance with the provision of relevant status and the rules there under which may be applicable and IHM shall have no liability whatsoever in this regard to save and accept such liability as stipulated under this contact.

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14. The agency shall deploy such members in security guards who have adequate training and are medically fit to discharge the job assigned under this contract. The Principal of IHM Jaipur reserves the right to ask for charge of any such members of security guards who in the opinion of the Principal or his representative is found not upto the mark or there is a responsible suspicion about his character and antecedents. The agency along with nominated officials of the IHM shall at all time co-ordinate with and or work in co-operation with each other and shall also extend co-operation to the Government Agencies whenever required to do so.
15. The members of security guards of agency will be provided first aid and emergency treatment as is being provided to the other employees of the IHM, Jaipur. However, IHM Jaipur will not bear any continued treatment expenses of the members of security guards of agency., the agency is required to bear such continued medical expenses of the security guards.
16. In case the agency and its members of security guards have failed to comply the above said terms and conditions, the Administration of IHM Jaipur has full right to deduct the amount as specified to be the penalty from the monthly bill in token of voiding the terms and conditions. The decision for deducting the amount shall rest with Principal, IHM Jaipur.
17. The agency shall be paid for providing the security cover as aforesaid at the rates of per guard. The aforesaid rates are inclusive. Increase in rates shall be allowed during the contract and when the same are revised by Government of Rajasthan. Request of agency for increases in the rates should be supported by copy of notification issued by Government of Rajasthan from time to time for revision of rates along with copy of notification issued by local administration with regards to prevalent minimum wages in the State Government.
18. The disbursement of wages provision of uniform and its maintenance etc. Shall be the sole responsibility of the security agency. However, the agency shall provide the uniform etc. to its personnel deployed in IHM Jaipur. All disbursements of salaries payable to each of the security guards appointed by the security agency for IHM Jaipur is mandatorily required to be made directly into the bank accounts of the security guards. A copy of the bank account details and statement of the transfers affected into their bank accounts should be submitted to the Establishment/Accounts department of IHM Jaipur. The monthly bill presented should contain the break up into salary component, PF, ESI, Service tax, service charge if any.
19. The agency and its members of security guards shall maintain complete secrecy regarding the entire arrangement and will not divulge any secret, Drawings and Maps information related to IHM Jaipur which the members of the security guards may come across or acquired or obtained during the course of operation of this contract. The agency shall maintain full secrecy even after the termination of the said contract.
20. In case of loss of property of IHM Jaipur by theft or pilferage due to proved negligence (after enquiry conducted jointly by a team of nominated officer of IHM Jaipur and nominated officer of agency and submission of report to Principal) of any member of the security guards of agency, the Principal of IHM Jaipur will be entitled to levy liquidated damages/loss caused to the IHM Jaipur with regard to amount of

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damages, shall be binding and final on the agency. In case of any dispute matter shall be refer to Arbitration, as per condition mentioned in Arbitration in this contract.

21. The security guards deployed by the agency shall be at all times comply with the direction and instruction which may be given from time to time by the Principal, IHM or its officer duly authorised on the institute's behalf.
22. The agency shall provide to the security guards on its own cost sets of proper uniforms with cap, torch, baton(lathi), whistle as decided by the Principal, IHM and agency shall be responsible for their proper upkeep maintenance and anyone turnout.

### **ARBITRATION CLAUSE**

Any difference or disputes arising out of or relating to this contract will be referred to the sole arbitrator duly appointed by the Principal, IHM, Jaipur. The arbitration proceeding will be regulated in accordance with the provision of Indian Arbitration Act and the rules framed there under. The jurisdiction of all legal proceedings will be Jaipur only.

### **DECLARATION BY THE TENDERER**

It is to Certify that I have carefully read the terms and conditions mentioned above for security contract and shall agree to abide the said terms & conditions in toto and shall follow in truth & spirit, if contract is awarded to our agency.

The rates offer for security contract will be

Ex – Servicemen Guards                      ₹ ..... per month(In words.....)

Civil Guards                                      ₹ ..... per month(In words.....)

**Authorised Signatory:** \_\_\_\_\_

**Name of Authorised Signatory:** \_\_\_\_\_

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

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

**Name of the Agency:** \_\_\_\_\_

**Seal of the Agency:** \_\_\_\_\_

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

An Autonomous Body Under Ministry of Tourism, Govt. of India  
Affiliated to National Council for Hotel Management Catering Technology, Noida



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  
Website: www.ihmjaipur.com

**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 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)



होटल प्रबन्ध खानपान तकनीकी एवं अनुप्रयुक्त पोषाहार संस्थान  
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Phone: 0141- 2202812 • Tele Fax: 0141- 2200402

E-mail: ihm\_jpr@rediffmail.com, info@ihmjaipur.com

Website: www.ihmjaipur.com

**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.7,000/-</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.</b> ( if applicable 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.)



होटल प्रबन्ध खानपान तकनीकी एवं अनुप्रयुक्त पोषाहार संस्थान  
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Website: www.ihmjaipur.com

**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 for the year upto 30<sup>st</sup> April 22 r the following items, I/We hereby submit my/our Financial bid required by you:

The rates offer for security contract will be

Ex – Servicemen Guards ₹.....per month (In words.....)

Civil Guards ₹..... per month (In words.....)

Provident Fund: .....

ESI: .....

GST %: .....

-----

Signature of Tenderer

& Seal

-----

Seal of Tenderer

& Seal