



**Institute of Hotel Management Catering Technology and Applied Nutrition**  
Bani park, Sikar Road, Jaipur-302016

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Website: [www.ihmjaipur.com](http://www.ihmjaipur.com)

**E-TENDER NOTICE**

**NIT No: IHM/e-Tender/Fish and Non-Veg/2022-23/07**

**Dated: 17/10/2022**

Online tender, (Two Bid System- Technical and Financial) are invited from reputed suppliers for **Fish and Non-Veg items** at Institute of Hotel Management, Catering Technology and Applied Nutrition **Banipark, 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	<b>Supply of Fish and Non-Veg items at Institute of Hotel Management, Catering Technology and Applied Nutrition Campus, Banipark, Sikar Road, Jaipur-302016</b>	Rs. 9.00 Lacs	Rs. 18,000/- payable through online mode Debit card, Credit card, Net-banking.	ANNUAL CONTRACT	Rs. 1,000/- payable through online mode Debit card, Credit card, Net-banking.	As per Tender Wizard Portal.

1. The Bidders 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 bidders have to digitally sign their bids before submitting the bids hashes online thus the bidders are advised to obtain Digital Certificates. The Bidders may contact Mr. Abhay Tiwari +91 8799753406 for obtaining Class - III Digital Signature Certificates and get registration.
3. Tender documents are also available on our website [www.ihmjaipur.com](http://www.ihmjaipur.com) but for participation purpose you have to visit [www.tenderwizard.com/IHM](http://www.tenderwizard.com/IHM) website.
4. The tenders are required to be submitted 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 Rs.18,000/- through online mode of payment via Dr. Card, Cr. Card or Net banking. For successful bidder the EMD will be retained as Security Deposit and will be returned only after the completion of contract period.
7. Bidder 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, Jaipur reserves the right to reject any or all the Tenders received without assigning any reason(s) thereof.
8. Security Deposit will be Rs. 45,000/- to be deposited after the contract is awarded in the form of Demand Draft favouring "Secretary, IHM CT AAN" payable at Jaipur

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

**Online Tender Schedule:**

<b>S. No</b>	<b>Stages Name</b>		<b>Start Date and Time</b>
1	Start of downloading of tender document		<b>17.10.2022 14:00 Hours</b>
2	Closure of downloading of tender document		<b>31.10.2022 17:00 Hours</b>
2	Last date and time of online submission of Bid.		<b>03.11.2022 17:00 Hours</b>
3	TENDER OPENING Technical		<b>04.11.2022 16:00 Hours</b>
4	TENDER OPENING Financial		<b>Will be intimated later</b>
5	Minimum Validity of Tenderoffer		<b>180 Days</b>

**Note: - online submission of tender is 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 of payment.
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.
7. 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. Abhay Tiwari (8799753406)

**sd/-**  
**PRINCIPAL**  
**Institute of Hotel Management**  
**Catering Technology and Applied**  
**Nutrition, Jaipur-302016**

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

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

**E-TENDER NOTICE**

The tender is subject to the following terms and conditions:

1. Each bidder will have to pay Earnest Money Deposit through online mode. Earnest Money Deposit will be forfeited in case after the acceptance of tender, the bidder 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. The Financial bid must be submitted online on [www.tenderwizard.com/IHM](http://www.tenderwizard.com/IHM). No hard copy need to be submitted.

## **GENERAL DIRECTIONS TO BIDDERS**

- 1. Bidders have 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 via online mode only through the tender wizard portal.**
- 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 bidders must disclose the names of their partners, if any. Any bidder 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 submitted online only. No hard copies will be accepted.**
- 6. 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.**
- 7. 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 bidder will be forfeited in the event of unsatisfactory performance of the contract.**
- 8. The Institute does not bind itself to accept the lowest or any tender.**
- 9. It is distinctly understood that the bidder 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.**
- 10. Successful bidder or bidders 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.**
- 11. If any article is not available or the Bidder does not want to quote for it, clear remarks to this effect must be made against such articles.**
- 12. Bidders 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.**
- 13. The successful bidders 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.**

14. The successful bidder 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.
15. 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 bidder 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 bidder 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 bidder may with the concurrence of the Institute elect to retain.
16. 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 bidder(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 bidders.
17. The Institute also reserves the right to terminate the contract any time during the year, in the case of the unsatisfactory performance of the bidders Security Deposit will be forfeited.
18. All items should be fresh and as per specifications of the Authorised officer, IHM Jaipur.
19. All disputes are subject to Jaipur jurisdiction only.
20. All future Corrigendum's, addendums, amendments, extensions of bid submission date with regard to this Bid, if any, shall be published only at website [www.ihmctan.edu](http://www.ihmctan.edu) , [www.tenderwizard.com/IHM](http://www.tenderwizard.com/IHM) and not through press advertisement. All the bidders are requested to look at the said websites for this purpose regularly.
21. The rates quoted should be "NET RATES" inclusive of all taxes and Freight on Road IHM, Jaipur. Rates should be quoted strictly according to the unit of the measurement specified against each item. The rates tendered shall be on the basis of bulk quantity and NO increase in rates during the contract period will be entertained. The rates need to fill online.
22. Please Note that "Terms & Conditions" accompanying the tender documents are for general guidance and successful tenderer will have to sign an agreement, with amendments, if any, considered necessary by the Corporation. Conditional tender will be summarily rejected and NO correspondence in this regard shall be entertained.
23. (A) The material shall be of the best quality and as per the specifications demanded. At any stage these are found unsuitable/sub-standard shall be liable to be rejected by the institute. The

decision shall be final and binding on the Supplier.

(B) In case the material or any part thereof has been rejected the Unit shall not be required to assign or give any reason for such rejection and their decision shall be final. In case of any of the said material being rejected or not being rejected supplied as aforesaid, the unit shall be at liberty to purchase the same from outside

(C) As 100% inspection of the commodities is not possible or practicable at the time of supply, the supplier shall be responsible to accept back and replace all such material which are on inspection/opening/checking/actual use found unsuitable or below the standard required by the unit. In case of failure of the supplier to do so, the unit shall have the right to proceed in same manner as in the case of (b) above in respect of these rejected commodities as well.

(D) The quantities shown in the 'Schedule' are only estimated requirements. The unit reserves the right to increase/decrease the quantities. NO arrangement of any kind shall be entertained. The unit also reserves the right to place order on any item/items of the purchase order throughout the currency of the contract and the supplier shall not be entitled to claim any compensation or damages.

(E) The supplier shall maintain proper date wise record of all purchase order placed on them by the unit for effecting supplies. If telephonic purchase order are placed at any time, the supplier shall ensure that such telephonic orders are followed with written purchase order.

(F) The supplies must be accompanied by a proper dated challans/advice mentioning therein separately the quantity ordered and quantity supplied in respect of each item.

24. In the event of failure on the part of the 'Supplier' to supply the material, in accordance with the conditions entered herein the unit shall have the right to make alternative arrangement at the cost and risk of the supplier.
25. In case of breach of any of the conditions stipulated herein the unit shall be at liberty to terminate contract without prejudice to the right of the Corporation to claim damages on account of breaches.
26. The supplier shall not be directly concerned or in any way deal with the officers or other persons employed by or under the authority of the unit in making the supplies hereby contracted for, Nor shall be suppliers either directly or indirectly give or promise to pay or give, or permit to be given to any person or persons or in any department under the unit, money or gratuity, fee or reward for any matter or thing or any way relating to the performance of the contract.
27. The supplier shall not assign the present contract or in any manner allow any other person or persons to interfere in the Management or performance thereof, without the written permission of the unit management. The bills should be made on proper printed bill form serially numbered and in NO case on the letterheads.
28. Any over payment of the Suppliers bills for the supplies made under these terms and conditions shall be recovered from the suppliers from his bills subsequently submitted for payment and if such over payments or any portion thereof or thereafter remitted by the supplier. The amount so recovered will be refunded to the supplier. The unit shall have the right to recover the overcharges, from the security deposit as well.



29. **The unit shall pay for such approved material as shall be supplied by the supplier and accepted by the said officer for and on behalf of the unit under or by virtue of these 'Terms and conditions' at the rates and prices which will be specified and contained in the Schedule after the tender has been approved.**
30. **The supplier shall be personally responsible for the quality and quantity of the materials supplied and in case of any adulterated or substandard materials found being supplies, the supplier shall be personally liable for actions under the relevant acts.**
31. **The management reserves the right to accept or reject all/any offers without assigning any reason. The management does not bind itself to accept the lowest rate or any tender or to give any reasons for rejection of tender without assigning any reasons thereof.**
32. **The successful AGENCY shall execute the Agreement with IHM JAIPUR, positively within 07 days (Seven days) of award of the Contract, failing which his tender/contract shall be liable for Cancellation. It is made clear that the General Terms & Conditions, Technical Bid, Financial Bid etc. attached with the Tender Documents are deemed to form an integral part of the contract.**
33. **In the event of contract being extended, the management reserves the right to call upon the suppliers to continue the supplies for Six months in excess of the contract period at the rates of the immediately preceding month.**
34. **Supporting Documents- All the required supporting documents must be uploaded as per the prescribed method along with Techno Commercial Bid of the tender.**
35. **Delivery of material shall be FOR IHM JAIPUR. Payment will be released by the unit directly after satisfactory delivery. In event of the delayed payment due to administration reason the supplier will have NO legitimate claim for any kind of compensation or interest.**
36. **The Financial Bids of only those parties, who qualify in technical bid and in samples, will be opened on a later date which will be informed to the technically qualified parties.**
37. **The financial bids need to be submitted online on [www.tenderwizard.com/IHM](http://www.tenderwizard.com/IHM).**
38. **Rates for all items carrying printed MRP should be quoted either MRP or discounted on MRP.**
39. **In case any additional documents /clarification can be called from bidders before finalization of tender.**
40. **Trade license true copy (attested by gazette officer),Photo copies of PAN certificate, Income tax filing(last year) and GSTIN Registration and Clearance certificate(last year) to be submitted along with the Tender form.**
41. **Parties must supply material as per specification mentioned in the tender paper.**
42. **Discontinuance of supply of materials before the contract period will lead to forfeit the security deposit.**
43. **The items not supplied by the supplier because of some or other reasons, will be purchased by the Institute from open market and the amount difference in the rates would be recovered from**

supplier.

44. **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, Jaipur whose decision on such matters shall be final and conclusive.
45. **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.
46. TDS as per the applicable rates as per income tax Act will be deducted from the amount payable.
47. Security deposit will be Rs. 45,000/- (Forty Five Thousand only) to be deposited in the form of Demand Draft or Performance Bank Guarantee just after award of contract.

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

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

.....  
**Signature of Bidder**

.....  
**Principal**

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

**CHECK LIST:**

- 1. Previous 3 years Experience in the same trade (Copy of work order/Purchase order)**
- 2. Self-attested copy of last 3 years Income Tax Return.**
- 3. Self-attested copy of PAN card.**
- 4. EMD fee of Rs. 18,000/- (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 3 years Experience in the same trade with names of Hotels/Institutions served (Copy of work order/Purchase order to be uploaded)	
8.	Last 3 years Income Tax Return (Copy to be uploaded)	
9.	Income Tax permanent Account No.(PAN) Copy to be uploaded.	
10.	<b>EMD Fee of Rs.18,000/-</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 fee- <b>if yes, please Enclose a copy of relevant certificate.</b>	

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

**TECHNICAL BID**

**ANNEXURE-B**

Name of the Firm of the Bidder

.....

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

.....

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

.....

Telephone No., Fax No. ....

E-Mail Address: .....

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

How long is the bidder in this business of supplies of Fish and Non-Veg. items.....Years

State if the bidder is at present supplying Fish and Non-Veg. items to any of the Hotels, Hostels, Hospitals, Clubs,etc. and give particulars.

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

.....  
Signature of the Bidder

.....  
Seal of the bidder