



Institute of Hotel Management, Catering Technology and Applied Nutrition

Veer Savarkar Marg, Dadar (W), Mumbai-400 028. India.

Phone: 022-24457241/42, 2445 9154 Fax: 022-24449779

Email: director@ihmctan.edu / admin@ihmctan.edu

TENDER NOTICE

NIT NO: IHM/Tender/Milk Items/Mumbai/04/ 2023-24

Dated: 19/05/2023

Online or Manual Bids (Two Bid System- Technical and Financial) are invited from reputed manufactures/suppliers for supply of **Milk Items for the period July 2023 to June 2024** at the Institute of Hotel Management, Catering Technology and Applied Nutrition Veer Savarkar Marg, Dadar (W). Mumbai-400028.

Note: EMD and Tender fee to be submitted to the cashier by DD or Bankers cheque or in online mode through NEFT/ RTGS

Sr. NO	Name of work	Estimated Cost	EMD	Time frame for commencement from the date of receipt of purchase order	Cost of tender Document	
					Tender Cost	Online Processing fee if submitting online
1	Supply of Milk Item at Institute of Hotel Management, Catering Technology and Applied Nutrition at IHM Mumbai.	1000000	Rs.100000 /- payable through DD/Bankers cheque as per the tender document.	1week	Rs. 200/- payable through DD/Bankers cheque as per the tender document.	AS PER E- Wizard.

INSTRUCTIONS FOR THE TENDERERS SUBMITTING THROUGH ONLINE MODE

1. The Tenderers intending to participate in this Tender are required to get enrolled on the portal **<https://ihmmumbai.ewizard.in>** Enrolment on 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.
3. The Bidders may contact **E-wizard helpdesk Mumbai (8448288982)** for obtaining Class - III Digital Signature Certificates and get registration.
4. Tenders filled online need to **<https://ihmmumbai.ewizard.in>** website.
5. The tenders are required to upload on e-tendering Portal: **<https://ihmmumbai.ewizard.in>** as per dates Indicated in Key Dates both technical bid and financial bid, No hard copy needs to be submitted. The technical documents are signed and stamped and then uploaded on the website.
6. Tender cost and processing fee are non-refundable.
7. **Submit EMD Rs. 100000/-** in the form of Demand draft drawn from any Commercial Bank in favor of **Institute of Hotel Management, Catering Technology and Applied Nutrition, Mumbai** payable at **Mumbai through speed post or by hand delivery at the cash counter at IHM, Mumbai. For successful bidder the EMD will be retained as Security Deposit and will be returned after the completion of contract period.**
8. Tenders 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
9. Security Deposit will be 10% of quoted value of contract to be deposited after the contract is awarded in the form of DD/Bankers Cheque.

SD/

PRINCIPAL

**Institute of Hotel Management Catering Technology and Applied Nutrition,
Mumbai.**

INSTRUCTIONS FOR THE TENDERERS SUBMITTING THROUGH MANUAL MODE

1. The Tenderers intending to participate in this Tender are required to download the tender from the institute website <https://www.ihmctan.edu>.
2. The downloaded tenders need to be filled, the technical bid and financial bid have to be enclosed in separate envelopes and both the bids have to be enclosed in master envelope superscribed with tender No and date.
3. **Submit EMD Rs. 100000/-** in the form of Demand draft/ Bankers cheque drawn from any Commercial Bank in favor of **Institute of Hotel Management, Catering Technology and Applied Nutrition, Mumbai** payable at **Mumbai through speed post or by hand delivery at the cash counter at IHM, Mumbai. For successful bidder the EMD will be retained as Security Deposit and will be returned after the completion of contract period.**
4. 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
5. Security Deposit will be 10% of quoted value of contract to be deposited after the contract is awarded in the form Of DD/Bankers Cheque.

Tender Schedule:

Kindly upload scan copies of the below mentioned documents under Technical Qualification.

Online / Manual Tender Schedule		
Sr. No.	Stages Name	Start Date and Time
1	Start of downloading of tender document	22 th may,2023 09.00 Hrs.
2	Closure of downloading of tender document	05 st June,2023 18.00 Hrs.
3	Last date and time of online submission of Bid.	05 st June,2023 19.00 Hrs.
4	Last Date of EMD, Tender Fee submission Online/ Offline Mode to Cashier	06 th June ,2023 11.30 Hrs.
5	TENDER OPENING Technical	07 th June 2023 11.30 Hrs.
6	TENDER OPENING Financial	Will be informed later
7	Minimum Validity of Tender offer/bids	180 Days

It should be noted that either manual or online filing of the tender is acceptable.

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

Veer Savarkar Marg, Dadar West, Mumbai 400 028

TENDER NOTICE

SEALED tenders/ Online Tenders are invited for the supply of the following items on a rate contract basis, for the period 01st July, 2023 to June 2024

The tender is subject to the following terms and conditions:

1. Each tenderer will have to pay Earnest Money Deposit in DD. DD SHOULD BE SUBMITTED SEPARATELY AND SHOULD NOT BE SEALED TOGETHER WITH THE TENDER FORM. 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. All rates will be inclusive of taxes and delivery charges. All items will be supplied at the Institute premises.
3. Each tender will be accepted subject to the existing tax laws prevalent in the State of Maharashtra and must state his tax registration number.
4. The technical bids will be opened on **07/06/2023 at 11.30 am**
7. Detailed tender form is available on our website www.ihmctan.edu. **Tender forms can be downloaded from the website.**
8. **The Financial bids** needs to be submitted online on <https://ihmmumbai.ewizard.in>, or manually in sealed envelope
9. **FOR WIRE TRANSFER (RTGS/NEFT)**
Name of the beneficiary:
INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & AN
Name of the bank: STATE BANK OF INDIA
Branch: SHIVAJI PARK BRANCH
Bank IFS Code: SBIN0001429
Account No. 10419537220
Type of Account: Current Account

INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED NUTRITION

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GENERAL DIRECTIONS TO TENDERERS:-

- Tenderers are to attest the tender form, giving exact specification of the articles, the contents and the design of the articles and the schedules of rates. Tender form not attested shall be rejected.
- Each page uploaded along with tender copy must be stamped and signed.
- 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 canceled at any time during its completion.
- 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.
- It is distinctly understood that the tenderer will require to strictly confirm to the conditions of this contract and any infringement of any clauses will not be acceptable
- Successful tenderer or tenderers shall supply articles in such quantities and as per specifications and of the requisite quality as any ordered on him 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.
- 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.
- 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.
- The Financial Bids of only those parties, who qualify in technical bid will be opened on a later date which will be informed to the technically qualified parties. **The financial bids** needs to be submitted online on www.tenderwizard.com/IHM, or can be submitted manually in sealed envelope. **Rates for all items carrying printed MRP should be quoted either MRP or discounted on MRP.**

Earnest Money Deposit: -

- Earnest Money Deposit must be paid only in Demand Draft/ Bankers cheque for Rs.1,00,000(one lakhs)

Security Deposit:-

- 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. 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 whether to forfeit the security deposit and terminate the contract within 21 days in the case of the unsatisfactory performance of the tenderers. **Security deposit will be 10% of quoted value of tender.**

Force Majeure:-

- 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, 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, as the tenderer may with the concurrence of the Institute elect to retain.

Termination Clause:-

- 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 100% of Security Deposit will be forfeited. A notice for the same will be served on the tenderer and he will be given 10 days' time before closure of the contract.

Correspondence:-

- 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 and not through press advertisement. All the bidders are requested to look at the said websites for this purpose regularly.

Tendered Rates:-

- The rates quoted should be “NET RATES” inclusive of all taxes and F.O.R. IHM, Mumbai. Rates should be quoted strictly according to the standards as specified in the tender. The rates tendered shall be on the basis of bulk rate and NO increase in rates during the contract period will be entertained. The rates need to be filled online/ typed in case of manual tenders. NO rates column should be left blank otherwise the highest rate quoted by any other tenderer for that item shall be taken for evaluation of the tender. In case the tenderer is still successful in getting the contract on the basis of his being the lowest, he would be paid lowest rates quoted by other tenderers for those items not quoted. Tenderers are requested to fill / write all the columns and NO column should be left blank. The Institute does not bind itself to accept the lowest or any tender.

Conditions governing supply:-

- 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.
- In case of any of the said material being rejected, the Institute shall be at liberty to purchase the same from outside.
- As 100% inspection of the commodities is not possible or practicable at the time of supply, the supplier shall be responsible to take back and replace all such material which are on inspection/opening/checking/actual use found unsuitable or below the standard quality as required by the Institute. In case of failure of the supplier to do so, the Institute shall have the right to proceed in same manner as in the case of (b) above in respect of these rejected commodities as well.
- The quantities shown in the ‘Schedule’ are only estimated requirements. The Institute reserves the right to increase/decrease the quantities. NO alternative arrangement of any kind shall be entertained. The Institute 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.
- The supplier shall maintain proper date wise record of all indents placed on them by the Institute for effecting supplies. If telephonic indents are placed at any time, the supplier shall ensure that such telephonic orders are followed with written indents.
- The supplies must be accompanied by a proper dated challan/advice mentioning therein separately the quantity ordered and quantity supplied in respect of each item.

- In the event of failure on the part of the ‘Supplier’ to supply the material, in accordance with the conditions entered herein the Institute shall have the right to make alternative arrangement at the cost and risk of the supplier.
- In case of breach of any of the conditions stipulated herein the Institute shall be at liberty to terminate contract without prejudice and to claim damages on account of breaches

Acts Influencing the Contract:-

- The supplier shall not in any way influence the contract by colluding in any way with the officer or employees of the institute, Nor shall suppliers either directly or indirectly give or promise to pay or give, officer or employees of the institute, money or gratuity, fee or reward for any matter or thing or any way during the currency of the contract.

Interference with operations of the institute:-

- The supplier shall not allow any other person or persons to interfere in the Management or daily operations of the institute without the written permission of the Institute.

Billing Terms: -

- 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 3 days.
- The bills for the accepted supplies may be raised by supplier on the Institute within a month. The bills should be printed & serially numbered and in NO case on the letterheads. Any over payment of the Supplier’s bills for the supplies made shall be recovered from subsequently bills 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 Institute shall have the right to recover the overcharges, from the security deposit as well.

Indemnity clause:

- The supplier shall be personally responsible for the quality and quantity of the materials supplied and in case of any adulterated or substandard materials being supplied, the supplier shall be held personally liable under the relevant acts. The supplier will indemnify the institute for his actions or omissions during the contract.

Disclamatory Clause:

- 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.

Integrity Pact: -

- All the tenderers have to enter into a pre contract integrity pact and signed copy has to be submitted along with technical bid.

Agreement:-

- The successful AGENCY shall execute the Agreement with IHM MUMBAI, positively within 15 days (fifteen 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.
- 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 Institute. Conditional tender will be summarily rejected and NO correspondence in this regard shall be entertained.

Extension clause:-

- In the event of contract being extended, the management reserves the right to call upon the suppliers to continue the supplies for **Three month** in excess of the contract period at the tender rates.

Supporting Documents-

- All the required supporting documents must be uploaded / annexed along with Techno Commercial Bid of the tender.

Delivery Clause: -

- Delivery of material shall be FOR IHM MUMBAI. Payment will be released by the Institute directly after satisfactory delivery. In event of the delay in payment due to administrative reasons the supplier will have NO legitimate claim for any kind of compensation for the said delay. 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.

Legal clause: All disputes will be subject to Mumbai jurisdiction.

Commencement of Supply:-

- Tenders are required to commence the supply within one week from date of receipt of purchase order.

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

CHECK LIST:

- **Previous Experience in the same trade (Copy of work order/Purchase order)**
- **Self-attested copy of last year Income Tax Return.**
- **Self-attested copy of PAN card.**
- **EMD fee of Rs. 100000/- (DD/Banker Cheque/ Online mode).**
- **Self-attested copy of MSME Certificate (if applicable)**
- **GST registration NO. (if applicable)**
- **Technical Specification and Tender terms and conditions –All pages duly signed and stamped and Annexure-A and Annexure-B**

IHM, Mumbai 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.	Status of the Firm -please state whether Registered, Co-operative society, Public Ltd company	
7.	Certificate showing shop address (copy to be uploaded)	
8.	Income Tax permanent Account No.(PAN) Copy to be uploaded.	
9.	EMD Fee of Rs.100000/- (DD/Bankers cheque/ transaction no.)	
10.	RTGS/NEFT Details/ Account Name (For refund of EMD)- Cross cheque needs to be provided	
11.	GST registration No.(if applicable Copy to be uploaded)	
12.	Under MSME ACT exempted from payment of EMD and tender for fee- if yes, please attach Msme certificate.	

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

**INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED
NUTRITION,VEER SAWARKAR MARG, DADAR WEST, MUMBAI 400 028**

Annexure – B: 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 and attach copies were necessary.

1.

2.....

3.....

4.....

5.....

State details of Registration NO. of Goods and Service Tax and enclose latest 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
Veer Savarkar Marg
Dadar West, Mumbai 400 028.

Sir,

With reference to your advertisement-Tender in the local newspapers and website for the year 01st July 2023 to 30th June 2024 for the following items, I/We hereby submit my/our financial bid required by you:

Institute of Hotel Management, Catering Technology and Applied Nutrition, Mumbai					
NIT No: IHM/Tender/Milk/Mumbai/04/2023-24 Dated: 19/05/2023					
NAME OF WORK -: Supply of Milk Products at Institute of Hotel Management, Catering Technology and Applied Nutrition at IHM Mumbai.					
Financial Bid					
Name Of the Firm(**Mandatory)					
CODE NO.	Description	Qty	Unit	Rate	Amount
517	CHAKKA MALAI	17	KG		
624	CHAKKA SADA	70	KG		
627	MAVA HARIALI	82	KG		
628	MAVA ORDINARY	340	KG		
629	MILK SPECIAL (Gokul, Amul, Mother diary)	7300	LT		
630	PANIR	4010	KG		
631	PANIR MALAI	310	KG		
1	BUTTER (LONI)	39250	KG		
2	COW MILK (LOOSE)	40	LTR		
3	ICECREAM (FAMILY PACK)-Mother Dairy/ Rollicks/Amul	100	NO		
4	ICE BLOCK	2000	KG		
5	ICE-CUBE	1400	KG		
6	KULFI	700	NO		
7	MILK (1 LTR) MOTHER DAIRY/ AMUL/ GOKUL	18320	LTR		
8	ICECREAM(1 litre)- Vanilla(Amul/ Baskin Robbins/Kwality walls)	85	LTR		
9	ICECREAM(1 litre)- Butterscotch(Amul/ Baskin Robbins/Kwality walls)	60	LTR		

10	ICECREAM(1 litre)- chocolate(Amul/ Baskin Robbins/Kwality walls)	30	LTR		
11	ICECREAM(1 litre)- strawberry(Amul/ Baskin Robbins/Kwality walls)	30	LTR		
	TOTAL				

Note: The estimated Quantity is projected on the basis of last year consumption, it may increase/ decrease as per the current year requirements.

Signature of Tenderer

Seal of Tenderer