



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@ihmctn.edu / admin@ihmctan.edu

TENDER NOTICE

NIT NO: IHM/Tender/Pest control/Mumbai/11/ 2023-24

Dated: 19/05/2023

Online or Manual Bids (Two Bid System- Technical and Financial) are invited from reputed service providers for **Pest Control** 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	P.AC.	EMD	Time frame for commencement from receipt of work order	Cost of tender Document	
					Tender Cost	Online Processing fee
1	Annual Pest Control services at Institute of Hotel Management, Catering Technology and Applied Nutrition at IHM Mumbai.	NA	Rs. 36000/- payable through DD/Bankers cheque as per the tender document.	1 week	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. 36000/-** 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. 36000/-** 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 **services of Pest Control** on a comprehensive 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, chemicals and manpower cost. 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 no.
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**

Veer Savarkar Marg, Dadar West, Mumbai 400 028

GENERAL TERMS AND CONDITIONS

1. On an average two to three rooms to be taken for heavy pest Control per day. Thus all rooms to be treated in a month.
2. One resident person will report for six days a week 24 x 7 support in a day i.e. physically present in the campus, to cover the said areas in co-ordination with the Administrative department.
3. Quote lump sum charges for the said services per month (inclusive of all taxes and duties (or charges)).
4. All pesticides and Rodenticides used are to be of approved quality, safe and approved for household purposes
5. The following needs to be uploaded online or manually provided - **Xerox copy of the PAN CARD, GST REGISTRATION CERTIFICATE, COMMERCIAL LICENSE FOR PEST CONTROL.**
6. The tenderers are advised to inspect and examine the site, its surrounding and nature of work involved and to satisfy themselves before submitting their tender as to the nature and quantity of work and in general shall themselves obtain all necessary information as to risks contingency and other circumstances which may influence or affect their tender. The tenderer shall be deemed to have full knowledge of the work whether the tenderer inspects the site it or not, no extra charges shall be paid later on.
7. Submission of a tender implies that he / she has read this notice and documents and has made himself / herself aware of the scope and satisfactory conditions of the work to be done and of local conditions of the work to be done and other factors for the execution of work.

8. A tenderer should quote in figures as in words in which rate tendered inclusive of all taxes, chemicals etc. A tenderer shall submit the tender which satisfies each and every condition laid down in the notice, failing which the tender will be liable to be rejected without assigning any reason thereof.
9. This Institute do not bind themselves to accept the lowest or to give any reason for their decision. In case of any deviation of terms and conditions or poor service, institute has the right to forfeit the security deposit and in case of absence of worker/services proportionate deduction will be made from the monthly bill.
10. This Tender Notice shall be the part of the contract documents.
11. The validity of the quotations shall be up to 180 days from the date of applying for the tender.
12. Though the contract is for one year, after issue of the work order, the payment shall be made monthly on production of the bill along with service certificate duly signed by the authorized Maintenance officer/caretaker of the institute.
13. Request for enhancement of contract rate per month during the contract period will not be considered at any cost.
14. In case, the services are not satisfactory, the management has the right to terminate the services with immediate effect without assigning any reason.
15. The tender should have separate envelope for technical bid and separate for financial bid, enclosed in the master envelope superscribed by tender No and tender date.
16. The successful tenderer shall have to enter into an AGREEMENT with the institute at their own Cost.
17. The tenders received late are liable to be rejected.
18. The intending firm should have been registered as a shop and commercial establishment and license for pest control activities as well as used chemicals approved for household purposes.
19. The intending firm should have sufficient experience in relevant field.

20. Child Labour should not be engaged.

21. If any discrepancies/legal problem/ accident occurred during the services, the institute will not be responsible and if any damage to the Institute's property caused by the tenderer will be recovered from the bill and security Deposit. Any liabilities occurring due to actions of tenderer and or due to his negligence punishable under relevant acts of Maharashtra govt will be borne by tenderer and institute will not be liable to pay any compensation or damage charges to the aggrieved or to the state Govt if any.

22. The tenderer should have valid commercial pest control license and should use chemicals approved for household purposes.

23. Any additional information sought related to tender should be provided as and when required by the Institute.

25. Tenders are required to start the pest control activities within a week of receipt of work order.

26. The tender who are having registered pest control shop / agency needs to Participate in the tender only.

27. Security deposit will be 10% of quoted value of tender.

28. All disputes in the tender will be subject to jurisdiction of Bombay High court, Whose decision in this matter will be accepted by both the parties of the tender

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

CHECK LIST:

- 1. Previous Experience in the same trade (Copy of work order/Purchase order)**
- 2. Self-attested copy of last year Income Tax Return.**
- 3. Self-attested copy of PAN card.**
- 4. EMD fee of Rs. 36000/- (DD/BANKERCHEQUE/Online mode).**
- 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, 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.36000/- (DD/Bankers cheque/ transaction no.)	
10.	RTGS/NEGT 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	

(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.....

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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./ service 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

TO BE FILLED ONLINE
FINANCIAL BID

From: _____

To,

The Principal

Institute of Hotel Management, Catering Technology & Applied Nutrition

Veer Savarkar Marg,

Dadar West, Mumbai 400 028

With reference to your advertisement-Tender in the local newspapers and website for the year 01 July 2023-june2024 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/Pest Control/Mumbai/09/2023-24			Dated: 19/05/2023	
NAME OF WORK -: Annual Pest Control services at Institute of Hotel Management, Catering Technology and Applied Nutrition at IHM Mumbai.				
Financial Bid				
Name Of the Firm(**Mandatory)				
SR. No	Description	Mode	Frequency	Treatment time
I	Areas in the Main Building like			
1	Bakery, Q.F.K.	H P C	Weekly	Saturday & Sunday
	ATK I&II, B.T.K.	H P C	Weekly	Saturday & Sunday
	K.S.M, Dining Hall & Stores,	H P C	Weekly	Saturday & Sunday
	Office and other areas	H P C	Fortnightly	Saturday & Sunday
2	Rodent control: all the above areas			
	and open ground		Fortnightly	Saturday & Sunday
II	Areas in the new building (HMATC) like			
1	All public and back areas	HPC	Daily	during the day
2	Rooms, P/shafts, staircases, Lift,	HPC	Weekly	as available

	Lobby corridors etc.			Department
				room HPC daily
3	F&B Areas	HPC	Daily	
	Kitchen, Restaurant, Bar,	HPC	Daily	night time
	Conference halls, stores etc.	HPC	Weekly	after closing
4	White ant treatment :	HPC	Quarterly	
	Office , Library ,Office Store room, Staff Quarters			
5	All general areas :			
	Offices, Reception & Back office	HPC	Weekly	night time
	Housekeeping, staff room, toilets		Daily	after closing
	Staff Quarters & Principal Bungalow		Weekly	As per request
6	Rodent control – All the above area	Baiting	Weekly	External use
		Glue	Weekly	Internal use
7	Mosquito treatment chemical and fogging in all kitchen areas , restaurant and bar Boards			atleast once in a month
8	Mosquito treatment both fogging and chemical in rest of the areas as mentioned above			twice weekly
9	White ant treatment : injection and chemical in all areas	HPC	Quarterly	
	TOTAL			
NOTE	On an average two to three rooms to be taken for heavy Pest Control per day.			
1	Thus, all rooms to be treated in a month.			
2	One resident person will report for six days a week 24 x 7 support in a day i.e. physically present in the campus, to cover the said areas in			
3	Co-ordination with Administrative department.			
4	Quote lump sum charges for the said services per month.			
5	All Pesticides and Rodenticides used are to be of approved quality, safe and best.			

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Signature of Tenderer

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Seal of Tenderer