



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/ Water Cooler/Mumbai/09/ 2023-24

Dated: 19/05/2023

Online or Manual Bids (Two Bid System- Technical and Financial) are invited from reputed service providers for **Maintainence of Water coolers** 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 date of receipt of work order	Cost of tender Document	
					Tender Cost	Online Processing fee
1	Supply of Annual Maintainence of Water Coolers at Institute of Hotel Management, Catering Technology and Applied Nutrition at IHM Mumbai.	NA	Rs. 20,000/- 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. 20000/-** 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. 20000/-** 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 **Maintainence of Water coolers** 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 and delivery charges.
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 TECHONOLOGY & 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 &
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General terms and conditions:

1. Tenderers who wish to quote for this work should have done minimum three similar jobs in last three years having comparable value in Government/Private Organization.
2. Rates quoted should be comprehensive, includes compressor, gas charging, all electrical parts, fan motor, Thermostat, knobs but excluding condenser coil, cooling coil, grill .
3. Necessary spares including gas should be available at site.
4. As far as possible all the repairs should be carried out at site.
 - Bi-monthly service of unit.
 - Break Down Services 2 services in a year
 - Breakdown call should be immediately attended to.
 - Major breakdown should be completed within 24 hrs.
5. Contractors should inspect the Water coolers before submitting their Quotes for AMC;
6. The firm should have at least 3 years' experience in the field of providing Annual Maintenance for water coolers.
7. The firm shall have its own qualified water cooler mechanics and the work should not be given to any sub-contractor; any complaint call made should be attended to within 2 Hrs. from the receipt of such call;
8. In case of any machine break down and where the machine/part has to be taken to the work-shop/repair Centre then it shall be the duty of the contractor to bear it at his own cost.
9. Payment for the Annual Maintenance will be made on equal installments after Expiry of each quarter;

10. Preventive maintenance would be carried out twice in a year by the Annual Maintenance Contractor so that the machines run in a trouble free manner. A record of such preventive maintenance carried out should be submitted on each occasion before the Authorized Officer;
11. In case the Annual Maintenance Contractor defaults in rendering the service beyond 24 hrs. then a penalty of Rs.200/- per day shall be imposed and the discretion of which shall lie with the administration;
12. The contractor shall specifically list consumable parts which are not covered under Annual Maintenance Contract for which it will raise separate bills;
13. The contract shall remain in force for a period of one year from 01.7.2023-30.06.2024.
14. In case the service is found to be unsatisfactory, the contract will be terminated without assigning any reason;
15. (i) The successful Annual Maintenance Contractor shall be required to deposit Rs. 10% of the tender value as Security Deposit during the period of AMC in the form of DD/ Banker Cheque within 30 days from the date of receipt of Work order on account of Performance Guarantee. ii) Performance Security will be discharged after completion of contractor's performance obligations.
16. If the contractor fails or neglects any of his obligations under the contract, Institute reserve the right to forfeit either whole or any part of Performance Security furnished by the bidder as penalty for such failure.
17. Rates quoted by the Firm shall remain valid for a period of 180 days.
18. TDS and any other Government levies applicable shall be deducted from bill amount as per Government of India instructions issued from time to time.
19. The contractor shall be responsible for any injury caused to persons, property of Institute etc. which may arise from the operations or neglect of of the tenderer/contractors team or any person engaged by him for any purpose related to the execution of this contract.

20. The tenderer/contractor shall indemnify Institute of all liabilities arising out of his operations if punishable under any acts of the Government and also in award of any compensation or damage charges consequent upon any claim arising out of the above.
21. It is expressly understood and agreed to between the parties to this tender that the persons deployed by the contractor for the above work shall be employee of the contractor for all intents and purposes and in no case, shall a relationship of employers & employees between the said persons & Institute shall accrue implicitly and explicitly.
22. The successful tenderer shall not sub-let the part or complete work without written permission of Institute. The tenderer is fully responsible to Institute for the work if awarded to him.
23. Any dispute or difference arising from interpretation of the tender items or its terms & conditions, or any others matters in dispute will be under the jurisdiction of Bombay High court whose decision shall be final and binding on the parties to the contract.
24. Water Cooler units covered under this AMC are in working condition. It is, therefore, shall be binding on the contractor that they maintain them throughout the period of AMC and hand over the same in working condition at the time of expiry of this contract.
25. The contractor shall be replacing spare parts and materials free of charge which get defective during the AMC period. However, this excludes parts already mentioned above in point no.2 of AMC.
26. Replacement shall be obtained from the manufacturer or their authorized dealers of the original equipment manufacturer only and the required invoice, challan etc. are to be produced and verified before reinstallation.
27. Spare parts should be of reputed brands or of the original equipment.
28. Tenders are required to commence the maintenance work within one week from the date of receipt of work order.
29. The tender who are having registered service center needs to participate in the tender only.
- 30. Security deposit will be 10% of quoted value of tender.**

The 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. 20000/- (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.20000/- (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	

(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

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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/ services Years

State if the tenderer is at present supplying/ serving 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.

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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 to June 2024 for the following items, I/We hereby submit my/our financial bid required by you:

COMPREHENSIVE MAINTENANCE OF WATER COOLERS

Institute of Hotel Management, Catering Technology and Applied Nutrition, Mumbai					
NIT No: IHM/Tender/AMC WC/Mumbai/11/2023-24 Dated: 19/05/2023					
NAME OF WORK -: AMC of Water Cooler at Institute of Hotel Management, Catering Technology and Applied Nutrition at IHM Mumbai.					
Financial Bid (Honey Dew/ Blue star/ Voltas)					
Name Of the Firm(**Mandatory)					
CODE NO.	Description	Qty	Unit	Rate	Amount
1	40 litre capacity	5	no		
2	15 litre capacity	10	no		
TOTAL					

Terms and conditions:

1. Quarterly service of unit
2. Breakdown call should be immediately attended to.
3. Major breakdown should be completed within 24 hrs.

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Signature of Tenderer

Seal of Tenderer