

**Institute of Hotel Management, Catering & Nutrition,
Library Avenue, Pusa, New Delhi-110012**

**TENDER DOCUMENT FOR
PROVIDING HOUSEKEEPING ITEMS
AT IHM PUSA PREMISES.**

Cost of Tender Document:

Supplied Vide IHM Receipt No.:

Dated: _____

Tender Document is available on the Institute's Website i.e.

www.ihmpusa.net

Last Date, Time & Venue for Submission of filled in Tender Documents:

12th November 2018 by 3:00 PM

Venue: Security Office, IHM Pusa, New Delhi

Date, Time & Venue for opening the Tender Documents

14th November 2018 at 3:00 PM

Venue: IHM Pusa, New Delhi

TECHNICAL BID

Institute of Hotel Management, Catering & Nutrition

Library Avenue, Pusa, New Delhi-110012

(To be enclosed in a separate sealed envelope)

For providing Housekeeping Items at the Institute Premises.

1	Name of Tendering Company / Form / Agency (Attach certificates of resignation).	
2	Name of Proprietor / Director / Partner or Member of Company / Firm / Agency.	
3	Full address of Registered Office with Telephone No. FAX and E-Mail.	
4	Full address of Operating / Branch office with Telephone No. FAX and E-Mail.	
5	Banker of Company / Firm / Agency with full address (attach certified copy of statement of A/C for the last two years).	
6	PAN / GIR No. (Attach Copy).	
7	Service Tax Registration No. (Attach Copy).	
8	Name of the Client and documents showing completing at least one service of value not less than Rs. 10,00,000/- per annum related to providing Housekeeping Items.	
9	Affidavit stating that the agency is / has not been black listed by Centre / State Government / PSU (Attached in original).	

Signature of Proprietor / Director / Partner or
Member of Company / Firm / Agency.

Seal: _____

From

To,

The Principal,
Institute of Hotel Management,
Catering & Nutrition,
Pusa, New Delhi-110012.

Subject:- Submission of Tender Document for providing Housekeeping Items in the Institute of Hotel Management, Catering & Nutrition, Pusa, New Delhi-110012 for the period of 2018-2021.

Dear Sir,

With reference to your advertisement inviting Tender. I hereby offer to provide Housekeeping Items in your Institute and shall work truly and faithfully as set forth in the attached Bid and terms and conditions mentioned in the tender document and shall be responsible for all complaints as regards the quality of services and in case of any dispute of the Institute authority shall be final and binding on me / us.

A crossed DD.No. _____ dated _____ for the prescribed amount of Rs. 60,000/- drawn in favour of Principal, Institute of Hotel Management, Catering & Nutrition, Pusa, New Delhi-110012 payable at New Delhi enclosed, as Earnest Money as desired. I / We fully understand that in the event of my / our tender being accepted this earnest money shall be retained by you as security deposit payable by me / us for the faithful and satisfactory execution of the contract.

I / We shall have no claim to get refund of earnest money prescribed against the tender in the event of my / our non-compliance of contract provided such contract is implemented within the period of validity.

My / our Registration No. is as follows:-

Registration No. _____

I further understand that my / our earnest money will stand forfeited in case of unsatisfactory services violation of any term or if I withdraw my tender at any stage during the currency of the period of validity.

My / our tender shall remain valid for a period of 90 days from the last date prescribed for submission of the Tender.

My / our tender along with terms and conditions with relevant columns and annexure duly filled in under my / our attestation and with each page of the tender paper including the enclosed

technical bid / financial bid and terms and conditions signed by me / us attached is submitted for your favourable consideration.

I / we has / have read the enclosed terms and conditions carefully and has / have signed the same in token of their absolute and un-qualified acceptance. My / our tender constitutes a firm offer under the Indian Contract Act, 1972 and open to an acceptance in whole of my offer, if accepted on the attached terms and conditions, will constitute a legally binding of contract and shall operate in the contract as defined in the Indian Contract Act, 1872.

I / we will provide the items as required by you from time to time at the Institute. The charges for supply will be included in with the rates of items. No. separate charges will be claimed by me / we for supply of items.

Thanking you,

Yours faithfully,

Signature of Proprietor / Director / Partner or
Member of Company / Firm / Agency.

Seal: _____

FINANCIAL BID
(Sealed Envelop)

Institute of Hotel Management, Catering & Nutrition
Pusa, New Delhi-110012

List of Housekeeping Items:

S. No.	Item	Per KG / Per Ltr. / 1 No.	Quantity Required in the Year	Rate
1	ALL OUT REFILL	1 No.	24 No.	
2	ALUMINIUM FOIL	01 No.	42 no.	
3	AMYL ACETATE	1 LTR	1 Ltr.	
4	ARRAROAT	1 KG	25 kg	
5	BAND AID	01 No.	24 no.	
6	BASKET	1 No.	24 No.	
7	BOREX	1 KG	500 kg	
8	BRASSO	1 TIN (400 ML)	18 tin	
9	BROOM ROD	1 No.	12 No.	
10	BUCKET (20 LTR.)	1 No.	50 No.	
11	BUCKET (5 LTR.)	1 No.	50 No.	
12	CARRY BAG	1 KG	1 kg	
13	CHEF DS	1 KG	10 kg	
14	CLAX EXTRA SOFT	1 LTR.		
15	CLEAN WRAP	1 KG		
16	CLOTH BRUSH	1 No.	24 No.	
17	COBWEB BRUSH	1 No.	24 No.	
18	COCO PIT	1 KG	20 kg	
19	COMFORT	1 Ltr.	6 ltr.	
20	COTTON	1 KG Pkt.	12 kg	
21	DETTOL (Anticeptic)	1 LTR	5 ltr.	
22	DETTOL LIQUID SOUP	1 LTR	4 ltr.	
23	DHOBI INK	1 LTR	14 ltr.	
24	DISWASHING LIQUID	01 ltr	10 ltr.	
25	DUST PAN (Big)	1 No.	12 No.	
26	DUSTBIN	1 No.	12 No.	
27	DUSTER (Big)	1 No.	108 No.	
28	EUREKA FORBES EMUSIO	1 Litre	1 Ltr.	
29	EZEE	1 LTR	12 ltr.	
30	FLOOR BRUSH	1 No.	18 No.	
31	GARBAGE BAGS	1 KG	95 kg	
32	GHERU	1 KG	35 kg	
33	GLOVES PLASTIC	1 PKT (Pair of 2)	80 pkt	
34	GLUE TRAP	1 No.	48 No.	

35	HAND BRUSH	1 No.	48 No.	
36	HAND HARD BRUSH	1 No.		
37	HANDWASH DISPENSER	1 No.	18 No.	
38	HARD BROOM STICK	1 KG	25 kg	
39	HARPIC FLUSH MATIC	500 ML Bottle	12 No.	
40	LIFEBOY	1 No. (125 Gms)	299 no.	
41	MANSION POLISH	1 kg	6 kg	
42	MATCH BOX (1 PKT)	(10 No Match Boxes)	124 no.	
43	METHLATED SPIRIT	1 LTR	1 LTR	
44	MIN CREAM	1 No.	24 No.	
45	MOPES	1 No. (Full Size)	200 No.	
46	MUG	1 No.	72 No.	
47	NAGRAJ PESTICIDE	1 LTR	1 Ltr.	
48	NAPHTHALEN BALL	1 PKT (200 Gms)	42 pkt	
49	NIP POWDER	1 KG	570 kg	
50	NIRMA	1 KG	400 kg	
51	ODONIL	1 No. (750 ML)	36 no	
52	OIL DISPENSER PUMP	1 No.		
53	PHYNEYL	1 LTR	300 ltr.	
54	PLASTIC CONTAINER WIT LID	1 No.	50 no.	
55	PLASTIC SCRUBBER	1 No.	241 no.	
56	POLISH CHERRY	1 BOX	2 Box	
57	ROGAR PESTICIDE	1 LTR	1 Ltr.	
58	ROOM FRESHNER AMBIPURE	1 BOTTLE (500 ML)	4 bottle	
59	SANITIZER	1 LTR	4 ltr.	
60	SCOTCH BRITE	1 No.	53 No.	
61	SHAMPOO BOTTLE (30 ML)	1 No.	72 No.	
62	SMALL WIPER	1 No.	72 No.	
63	SOAP (12 GMS)	1 No.	72 No.	
64	SOFT BROOM ZHADU	1 No.	75 No.	
65	SPORT – X	1 No.		
66	SPRAYING CAN HOTICULTURE (LAUNDRY)	1 No.	2 No.	
67	STEEL SCRUBBER	1 No.	298 no.	
68	SUMA DET D1	1 LTR	10 ltr.	
69	SUMA GRILL D9	1 LTR	10 ltr.	
70	SUMA TAB D4	1 LTR	10 ltr.	
71	TEEPOL	1 LTR	100 ltr.	
72	THINNER	1 LTR	15 ltr.	
73	TILE BRUSH	1 No.	72 No.	
74	TOILET BRUSH	1 No.	36 no.	

75	TOILET ROLL	1 No.	12 No.	
76	TOOTH BRUSH	1 No.	36 no.	
77	TURPENTINE OIL	1 LTR	25 ltr.	
78	URINAL CUBES	1 PKT	48 pkt	
79	WASH BASAIN BRUSH	1 No.	36 No.	
80	WASHING SODA	1 KG	100 kg	
81	WIPER	1 No.	36 No.	

Signature of Proprietor / Director / Partner or
Member of Company / Firm / Agency.

Seal: _____

GENERAL TERMS AND CONDITIONS:

The bid is liable to be rejected if the EMD and Tender fee is not found in order or receipt not accompanying with the Bid.

The EMD of unsuccessful bidders shall be returned after the issuance of award to the successful bidder. No interest shall be paid by the IHM, Pusa on the EMD.

The EMD of successful bidders shall be retained as security deposit and released after successful completion of contract. No interest will be paid on EMD amount.

IHM Pusa reserves the right to accept / reject / select more than one Agency and to annul the bidding process of any or all bids at any time prior to award of contract without thereby incurring any liability to the affected bidders.

The tender will be appraised by committee formed by IHM Pusa. The lowest tender will be decided based on the total rate of the all items taken together and not item wise.

Payment will be made after receipt of material against each Purchase Order in good condition and full quantity to the entire satisfaction of Institute. Normally payment will be made within thirty working days after the supply is made.

The IHM Pusa reserves the right to accept or reject any or all the tenders without assigning any reason thereof whatsoever.

The IHM Pusa reserves the right to increase/decrease the quantity at the time of placing the order.

Submission of bid means that bidder has read all the terms and conditions of this NIQ carefully and will comply them all unconditionally. Conditional bids will not be accepted.

IHM Pusa reserves the right to terminate the contract at any time after award of contract without assigning any reason to the contractor/firm.

Signature_____

Name _____

(Proprietor / Director / Partner or
Member of Company / Firm / Agency)

Seal: _____

Place:- _____

Date:- _____