

**INSTITUTE OF HOTEL MANAGEMENT, CATERING AND NUTRITION
LIBRARY AVENUE, PUSA, NEW DELHI-110012**

Tender No. IHM/2024-25/ 001

NOTICE INVITING TENDER

Tender for supply of Non-Veg items at IHM, Pusa.

The Institute of Hotel Management, Catering & Nutrition, Pusa, New Delhi, is a Central Autonomous Body which was set up in 1962. It is one of the premier institutes set up under Ministry of Tourism, Govt. of India, New Delhi.

- 1. INSTITUTE OF HOTEL MANAGEMENT, CATERING & NUTRITION, PUSA, NEW DELHI-110012, invites sealed tenders from reputed Firms or Vendor for providing the food items shown in Annexure-I Non-Veg. items.**
- 2. SCOPE OF WORK:** Supply of the food items shown in **Annexure-I** necessary in kitchen.
- 3. TENDER DETAILS:-**

Critical Date Sheet

S. No.	Particulars	Important Dates	Time
1.	Issue of Tender documents	30.06.2024	02.00 PM
2.	Start date for submission of bids	01.07.2024	02.00 PM
3.	Last date & time for submission of tender	22.07.2024	02.00 PM
4.	Date & time of opening of Technical Bids	23.07.2024	11.30 AM
5.	Date & time of opening of Financial Bids	Date & Time will be intimated via e-mail who qualified in the technical bid	

4. TENDER FEE AND SECURITY DEPOSIT FOR THE CONTRACT:

S.NO	PARTICULARS OF SUPPLY	TENDER PROCESSING FEES	EMD
01	Annexure- I (Non-veg items etc.)	590/- (500+GST)	25,000/-

- a. The details of the item to be supplied are furnished in the **Annexure-I** with specifications. **INSTITUTE OF HOTEL MANAGEMENT, CATERING & NUTRITION** shall place the order only as per the actual requirement from time to time and the supplier cannot raise any objection in this regard.
 - b. **Tender Processing Fee/ EMD** as above mentioned will be **accepted in the form of DD (Demand Draft)/Bankers Cheque** from any scheduled bank drawn in favor of “**PRINCIPAL, INSTITUTE OF HOTEL MANAGEMENT, CATERING & NUTRITION, PUSA**” payable at New Delhi shall accompany the bid.
 - c. The **Earnest Money** shall be refunded to the unsuccessful tenderers after finalization of the contract.
 - d. The Earnest Money will be treated as Performance Security/ Security Deposit for successful Bidder.
 - e. No interest is payable on the **EMD/Security Deposit**.
 - f. In case of breach of any terms and conditions under this contract, the **Earnest Money Deposit (EMD) / Security Deposit (SD)** will be liable to be forfeited by the **PRINCIPAL, IHM, PUSA** besides annulment of the contract.
- 5. PERIOD OF RATE CONTRACT :** The rate contract shall be for a period of **One year** from the date of award of contract and it may be extendable for a further period up to two years (Total Contract period maximum three years) as deemed fit on similar terms and conditions/rate on mutual consent subject to satisfactory performance of the firm.
- 6. TENDER PROCESSING FEES (Non-refundable): Rs 590/- (500+GST) (Rupees Five Hundred and Ninety Only).**

7. ELEGIBILITY CRITERIA FOR TENDERER:

- a. The minimum turnover in the Financial Year 2023-24 of the Firm/Agency should be :
Rs. Two Lakh in case of supply of the **Non-veg items** shown in **Annexure-I**.
- b. The firm should have existed prior to **2018**.
- c. The bidder shall be free from Encumbrances and there shall not be any vigilance case / CBI case / Court case pending against him, even the firm / bidder should not have been blacklisted by the Government / PSU's or any other Government agency or Private Institution (Undertaking in this regard shall be enclosed in **Annexure-B**).
- d. The bidder shall have valid **FSSAI License**
- e. The bidder shall have a valid **GST** registration number if required as per the norms of GST.

- f. The vendor must have **PAN Number** and **Bank account** in any of the **Nationalised Banks /Scheduled Banks**.
- g. Experience certificate in the field of supply of items to reputed institutions / firms, if any.

GENERAL TERMS AND CONDITIONS:

- h. While submitting the tender for this work, the tenderers will be deemed to have read, understood and accepted all the terms and conditions stated in the tender document and shall be complied with by the tendering firm.
- i. Vendor shall comply with all the statutory requirements / norms issued by the Government from time to time.
- j. If the successful bidder fails to fulfill his obligations under this tender **i.e.**, non-adherence to terms and conditions contained in this tender, the **IHM, PUSA**, after due notice to the supplier /agency, may black list the supplier / agency. In such events, the contract will stand terminated and the **EMD / Performance Security** of such firm shall be forfeited by the Institute.
- k. The **Principal** also reserves the right to terminate the contract before the expiry of contract period with one month notice. For any dispute regarding quality / service and rates the decision of the **Principal** shall be final and binding on the contractor.
- l. In the event of any disputes arising out of the execution of rate contracts / supply orders, the matter will be referred to the **PRINCIPAL, IHM, PUSA**.
- m. All disputes relating to this tender can be legally resolved through courts in **Delhi/NCR** only.
- n. The **PRINCIPAL, IHM, PUSA**, reserves the right to reject / cancel all or any tender at any time without assigning any reason thereof.
- o. The tendering firms will have to give an undertaking to the effect that they have not been blacklisted or their business dealings with the Government Departments have not been banned. This undertaking may be furnished in the format given in **Annexure-B** attached to this tender document.
- p. Tender document must reach this office not later than the time and date notified in the tender form stated in the schedule of tender. In the event of tender received after scheduled date and time, the tender will not be allowed in bidding and it will be rejected summarily.
- q. Each page of the Tender and all its **Annexure** shall be signed and stamped by authorized representative of the Tenderer as a token of acceptance of the terms and conditions laid under the tender document. No page should be removed / detached from the tender document.

- r. All entries in the tender form shall be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory.
- s. Tender incomplete in any form will be rejected.
- t. Conditional tenders will be rejected.
- u. The **annexure** enclosed received without the signature of the authorized person will not be entertained and will be rejected.
- v. As the tenderers are requested to quote their prices on **F.O.R.** Destination basis (Free Delivery to the consignee's premises). No kind of-tax or duty or other levies / transport charge / insurance or any charges reimbursed / paid, borne by this Institute and no kind of exemption certificate will be issued.
- w. The rates quoted by the selected firm and approved by this office shall remain valid throughout the period of contract and requests to increase the rates for any item(s) during the currency of the contract shall not be considered.

8. SPECIAL TERMS AND CONDITIONS RELATED WITH CONTRACT.

- a. **PRINCIPAL, IHM, PUSA**, reserves the right to withdraw / relax any of the terms and conditions mentioned in the tender document.
- b. It will be the responsibility of the supplier to ensure that items supplied are of the good and standard quality and free from all defects. The acceptance of items will be given only when the items are found up to the sample accepted in applicable cases, requisite quality and free from all defects. The decision of the **PRINCIPAL, IHM, PUSA** shall be final as to the quality of the items and shall be binding upon the tenderer. Any item fails conformity with applicable sample or specification or quality will be rejected out rightly and it shall be replaced immediately at the risk and cost of the supplier.
- c. All the supplies will be delivered at the **IHM** kitchen store or at any other place as instructed by the authorized representative of **IHM, PUSA** on all days of supply.
- d. Supply of **Non-Veg. Items** are to be made to the kitchen of the Institute as per the requirement on every day basis before **08:00 AM** without fail or as per the direction.
- e. If the contractor fails in fulfilling the terms and conditions mentioned herein different parts of this tender document, such failure will constitute a breach of the contract and the **Principal** shall be entitled to make other arrangements at the risk and expense of the contractor. Also non-performance / unsatisfactory performance or violation of terms and conditions of the contract will make the contractor liable for forfeiture of **Earnest Money Deposit / Security Deposit**. The decision of the **Principal** shall be final and binding on this count.
- f. Supplied items should be supported with delivery challan.

9. BID PRICES:

- a. The rates of items shall include all excise duty, surcharge, **GST and local taxes etc.** and are also inclusive of packing and delivery charges applicable if any, should be quoted in Indian Rupees only in words as well as in figures.

- b. The price quoted should be valid for one year period.
- c. If the rates of any product are increasing unprecedentedly due to shortage , weather or any other reasons, the rates may be negotiated as per mutual understanding after conducting a market survey but the condition that the rates of that particular product should have increased by three times of the quoted rates and that particular product requirement is high volume.
- d. The Bidder must quote all the rates as per the list and not leave any item unquoted.
- e. The rates should be quoted at par with the market rates.
- f. If L-1 bidder has quoted the higher rates of some items, the rates may be reviewed by the bidder as per the direction of competent authority.

10. RISK PURCHASE:

If the contract supplier fails to supply any order or part of the order after receiving it in time, IHM Pusa will have the liberty to procure it from the open market on risk and cost of the contract supplier.

11. SUBMISSION OF TENDER:

All tenderers are instructed to submit the bid envelope in the following manner.

I. The envelope number-1 – Technical Bid– containing :

- a. Demand Draft/Bankers Chequetowards the EMD.**
- b. Attested copies of Certificate of Shops and Establishment **Registration, GST and PAN.**
- c. Experience certificate in the field of supply of items to reputed institutions / firms, if any.
- d. Certificate under Annexure-B.**

II. The envelope number-2 – Price Bid or Financial bid – filled with all required information including item wise rate in the prescribed format which must be signed and stamped.

III. Both the above envelopes required to be sealed and superscribed “Tender for supply of Non-Veg. items to IHM, Pusa” and:

- **Technical Bid to be submitted in a separate envelope;**
- **Price Bid to be submitted in a separate envelope.**

Envelope as per the above may be dropped in the tender box earmarked for the purpose. Document received after the scheduled date and time shall be rejected outrightly.

12. DEADLINE FOR SUBMISSION OF BIDS:

- a. The above envelopes shall be sealed and addressed to “**The Principal, Institute of Hotel Management, Catering & Nutrition, Pusa, New Delhi-110012**”, and must reach us on or before as mentioned in critical date sheet.
- b. No bids will be received / accepted after the expiry of the prescribed date and time for submission of the bids.
- c. **The Principal, IHM, Pusa** may at his discretion extend the deadline for submission of bids.

13. BID OPENING AND EVALUATION:

- a. The Technical bids will be opened as mentioned in critical date sheet in the Conference Room in the presence of such tenderers or their authorized representatives who may choose to be present at the time of opening of technical bid.
- b. The technical bid containing **EMD** shall be opened first. Price bid shall be opened only thereafter if the bidder has fulfilled the terms and conditions as stated above for the technical bid.
- c. The tender document will be evaluated by Tender Evaluation Committee and shortlist the eligible technically qualified bidder as per terms and conditions of tender document and their quoted rates will be considered for evaluation.

14. SELECTION OF ELIGIBLE TENDERER:

The selection of successful bidder shall be made on the rate offered by the bidder keeping in view the terms, conditions and specifications laid under the tender document. **The Bid will be evaluated on the basis of yearly consumption X rate.**

15. ACCEPTANCE OF BID:

The successful bidder shall give his acceptance **within 7 days** from award of work order. **The above work order will be treated as agreement.** In case of successful bidder failing to give acceptance within the stipulated time, the award of work order will be deemed to be cancelled and **EMD** amount will be forfeited.

16. VALIDITY OF TENDER :

The validity of tender shall be for 90 days from the date of receipt. The finally approved and determined rate will remain in force for one year with a provision to extend further two years at the same rates approved by the institute. The institute will not entertain any request for the increase of rates during the period of contract. Any new tax imposed during the period of contract however, will be considered.

17. RIGHTS OF ACCEPTANCE/REJECTION:

The Principal, IHM, Pusa, reserves the right to reject all or any tender in whole or in part, without assigning any reason thereof.

18. PENALTY FOR USE OF UNDUE INFLUENCE :

The Seller undertakes that he has not given, offered or promised to give, directly or indirectly any gift, consideration, reward, commission, fees brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or for borne to do any act in relation to the obtaining or execution of the Contract or any other Contract with the Government for showing or forbearing to show favor or disfavor to any person in relation to the Contract or any other Contract with the Government. Any breach of the aforesaid undertaking by the seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the seller) or the commission of any offers by the seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1988 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the seller and recover from the seller the amount of any loss arising from such cancellation. A decision of the buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller.

Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the seller towards any officer/employee of the buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favor in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

19. The bidder will be placed in the black list, which will render him ineligible to bid in all future tenders of the institution for a period mentioned in such an order. It will be resorted to under the following extreme situations.

A. Using unfair practices to win the tender by quoting unfair rates to emerge as the lowest bidder and thereafter influencing/pestering the officers to alter the specification of products with variation in specification or accepting a faulty product or a second grade product or a second hand product or going slow in carrying out the works.

B. Pestering the officials for meetings in the guise of dispelling doubts.

C. Threatening the officer through blackmailing and trying to intimidating them by using unfair practices like spreading rumours about them or maligning their reputation on social media etc.

20. **PAYMENT TERMS:**

- a. The supplier has to submit the **Bill/Invoice** on the completion of the month along with copies of orders and delivery challans for completely accepted items.
- b. Advance payment will not be made under any circumstances.
- c. The payment shall be made through **NEFT / RTGS** only.
- d. Successful tenderer will have to supply the items within the stipulated time from the date or time of issue of supply order on the rate quoted by them and approved by the competent authority of this Institute.
- e. In case of delay / failure in supply, the indented items shall be purchased from the market at the risk and cost of the contractor. The extra expenditure involved in procuring supplies from elsewhere will be recoverable from the contractor in full at the discretion of the **Principal** or his representative.
- f. The recovery thus due shall be deducted from any amount then due to the contractor from his bills.
- g. The **Security Deposit** will be forfeited if items supplied are not as per sample provided / supply order.
- h. If the contractor fails in fulfilling the terms and conditions mentioned here in different parts of this tender document, such failure will constitute a breach of the contract and **Principal** shall be entitled to make other arrangements at the risk and expense of the contractor. Also, non-performance / unsatisfactory performance or violation of terms and conditions of the contract will make the contractor liable for forfeiture of security deposit.

21. For any query, please contact to :

Ms. Manju Bala,
Office Superintendent

Principal/Secretary
IHM, Pusa, New Delhi-110012

Signature of the Tenderer

Institute of Hotel Management, Catering & Nutrition, Pusa
Technical Bid

(To be submitted by the tenderer on their letter head. All Columns must be filled in. Relevant documents in relation to these must be enclosed with the technical bid. The bid will be examined on the same.)

S. No.	Particulars	Details (to be filled by the tenderer)	Enclosure Page no.
1.	Name of Firm with address, mobile/phone no. & e-mail.		
2.	Tender Processing fee details (Amount DD no., Bank's Name, date)		
3.	EMD details (Amount, DD no., Date, Bank's Name)		
4.	Type of Firm (Proprietor/ Partnership/ Pvt. Ltd./ Public Ltd.		
5.	FSSAI License Number (Copy to be enclosed)		
6.	Length of relevant experience in years (Existed before 2018)		
7.	GST Registration (Copy to be enclosed). If applicable.		
8.	Please enclose either PO's for previous work or performance certificate, if any.	1) 2) 3)	
9.	Annual Turnover of the company/agency in Lakhs of Indian Rupees during last financial year. a) F.Y. 2023-24 (A.Y. 2024-25)		
10.	PAN No.		
11.	Tender document with Annexure –A and Annexure B duly signed and stamped on each page as acceptance of the terms and condition laid down by IHM, Pusa authority		

The above documents must be enclosed with proper pagination.

Date:-

Signature of the tenderer:

Place:-

Full Name:

Designation:

Institute of Hotel Management, Catering & Nutrition, Pusa

UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
2. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this undertaking.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
4. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest quoted for any other institution in India and also certified that the rate quoted is not more **than MRP of the quoted item**. It is also certified that items quoted are of Standard Quality and workmanship.
5. I hereby undertake to supply the items as per directions given in the tender document/ supply order within stipulated period.
6. I/We give the rights to **Institute of Hotel Management, Catering & Nutrition** to forfeit the **EMD / Security money** deposited by me/us if any delay occur on my/agent's part or failed to supply the article within the appointed time or the items of desired quality.
7. There is no vigilance/CBI case or court case against the firm.
8. This is to declare & certify that neither myself nor my firm has ever been blacklisted by any **Govt./Semi Govt./Public/Private Institution**.
9. I/We hereby certify that the firm is in possession of all the required license/certification to perform the work.

Date:-

Signature of the tenderer:

Place:-

Full Name:-

Designation:-

Institute of Hotel Management, Catering & Nutrition, Pusa

NON-VEG ITEMS

ANNEXURE-I

FINANCIAL BID

S.No.	ITEMS	SPECIFICATION	UOM (KG/Unit/Pkt)	YEARLY CONSUMPTION	RATE (Per Pkt/KG/No.)
1	BACON RASHER 200 GM	GOOD QUALITY	PKT	11.000	
2	CHICKEN WITHOUT SKIN (800-1KG EACH)	GOOD QUALITY	KG	1432.000	
3	CHICKEN BONELESS	GOOD QUALITY	KG	203.000	
4	CHICKEN BONES	GOOD QUALITY	KG	20.000	
5	CHICKEN BREAST	GOOD QUALITY	KG	8.500	
6	CHICKEN LEG	GOOD QUALITY	KG	26.000	
7	CHICKEN SAUSAGE	GOOD QUALITY	KG	5.000	
8	CHICKEN NUGGETS	GOOD QUALITY	KG	30.000	
9	CHICKEN SALAMI	GOOD QUALITY	KG	11.000	
10	CHICKEN SEEKH KABAB	GOOD QUALITY	KG	45.000	
11	CHICKEN TIKKI BURGAR	GOOD QUALITY	KG	209.000	
12	CHICKEN WINGS	GOOD QUALITY	KG	11.000	
13	CHICKEN WITH SKIN (1 KG - 1200 GM EACH)	GOOD QUALITY	KG	915.950	
14	EGGS	GOOD QUALITY	NOS	44490.000	
15	FISH RAHU	GOOD QUALITY	KG	10.000	
16	FISH SOLE	GOOD QUALITY	KG	169.000	
17	FISH SOLE FILLEY	GOOD QUALITY	KG	11.000	
18	FISH SINGHARA	GOOD QUALITY	KG	5.000	
19	FISH SINGHARA FILLYE	GOOD QUALITY	KG	7.000	
20	MUTTON	GOOD QUALITY	KG	367.500	
21	MUTTON BONELESS	GOOD QUALITY	KG	210.500	
22	MUTTON BONES	GOOD QUALITY	KG	9.000	
23	MUTTON FAT	GOOD QUALITY	KG	7.000	
24	MUTTON LEG	GOOD QUALITY	KG	89.950	
25	PRAWN MEDIUM	GOOD QUALITY	KG	34.000	
26	POMFRET BLACK (350 - 450 GM EACH)	GOOD QUALITY	KG	12.000	
27	POMFRET WHITE (250 - 300 GM EACH)	GOOD QUALITY	KG	9.000	

*The rates quoted should be inclusive of all taxes, levies, packing etc. i.e. F.O.R. Institute of Hotel Management basis.

* The Bidder must quote all the rates as per the list and not leave any item unquoted.

* The rates should be quoted at par with the market rates.

* **The bid will be evaluated on the basis of yearly consumption X rate.**

Date:-

Signature of the tenderer:

Place:-

Full Name:-

Designation:-