



होटल प्रबन्धन खान-पान एवं पोषाहार संस्थान,
INSTITUTE OF HOTEL MANAGEMENT, CATERING & NUTRITION
कुफरी, शिमला- 171 012, KUFRI, SHIMLA-171 012
दूरभाष Tel: 0177-2735901, 2735902 टेलीफैक्स Telefax: 0177-2735903
ई-मेल E-mail: ihmkufri@yahoo.com वेबसाइट: www. ihmshimla.org

File No:- 70300/2019 – Vol – II – 548

Dated: Monday, the 27th of June, 2022

E- PROCUREMENT TENDER NOTICE

The Principal; for and on behalf of Institute of Hotel Management, Catering and Nutrition, Kufri, Shimla, Himachal Pradesh; invites **ITEM RATE BID** through electronic tendering (e-tendering) system for the supply of **Grocery & Housekeeping Items** to this Institute from the eligible suppliers for **One Year, which can further be extended for next One Year based on previous year performance.**

TERMS & CONDITIONS

- 1. Availability OF BID Document and mode of submission:** The bid documents are available online and bid should be submitted through online mode on Central Public Procurement Portal i.e. <https://etenders.gov.in>. The Bid shall be received electronically only through the website www.etenders.gov.in.
- 2. Bidder would be required to register on the <https://etenders.gov.in> which is free of cost.** While registration, they will be provided with a User ID and a System Generated Password enabling them to submit their Bid online using **Digital Signature Certificate (DSC)**. For submission of bid, the bidder is required to have Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities (CA). Digital Signature Certificate (DSC) is mandatory to participate in the e-tendering. Bidder already possessing the Digital Signature Certificate (DSC) issued from authorized CAs can use the same in this tender:
- 3. Key Dates: —**

1	Date & Time of online publication	04 th of July, 2022/ 02:00 PM
2	Document download start date/time	07 th of July, 2022/ 09:00 AM
3	Bid submission start date/time	08 th of July, 2022/09:00 AM
4	Document download last date/time	05 th August, 2022/01:00 PM
5	Bid submission last date/time	05 th August, 2022/05:00 PM
6	Date of Bid opening, Evaluation of Technical Bid followed by opening of Financial Bid.	07 th August, 2022/02:00 PM

4. **TENDER DETAILS:** The tender documents shall be uploaded online in two covers i.e. **Cover 1 (Technical Bid) & Cover 2 (Financial Bid)**.
Cover 1 shall contain scanned copies of all “**Technical Documents/ Eligibility Documents/Tender Fee deposited/ EMD deposited etc.**” and
Cover 2 shall contain “**BOQ (Financial Bid)**”, where supplier will quote his rate for each and every item.
5. **SUBMISSION OF TECHNICAL BID:** The bidders are required to upload following documents for Technical Bid :
- a) RTGS/NEFT UTR No. of the cost of Earnest Money Deposit (EMD) of Rs. 1,000,00/- (rupees one lac only).
 - b) RTGS/NEFT UTR No. of the cost of Tender Documents Fee of Rs. 500/- (rupees five hundred only).
 - c) Copy of Permanent Account Number (PAN) Number.
 - d) Copy of Goods & Services Taxpayer Identification Number (GSTIN), if applicable.
 - e) Address proof with telephone number of Shop/Agency/Establishment from where the supplies are proposed to be made.
 - f) Certificate of Registration of Shop/Agency/Establishment etc.
 - g) A valid license issued under Food Safety & Standards Act/ Prevention of Food Adulteration (PFA) Act.
 - h) A duly attested affidavit on Non – Judicial Stamp Paper of Rs. 100/- (rupees one hundred only) as per the prescribed format attached as **Annexure – ‘A’**.
 - i) Storage and hygienic arrangements and any other relevant information.
 - j) Copy of a cancelled cheque for bank details.
6. **The supplier has to produce the original documents as and when asked for by the Institute, failing which the tender will be rejected.**
7. **No Tender will be accepted in any physical form i.e. by hand, through post etc. Tender will only be accepted through e-portal i.e. www.etenders.gov.in**
8. **Bids received after the due date will not be considered and would be rejected straightaway.**
9. **The Principal, IHM, Kufri, Shimla, Himachal Pradesh will not be responsible for any delay in online submission of the Bids due to any reason whatsoever.**
10. **The earnest money amounting to Rs. 1,000,00/- (rupees one lac only) and cost of Tender Documents amounting to Rs. 500/- (rupees five hundred only) must be paid in the Saving Bank Account as mentioned below through RTGS, NEFT or IMPS before the date and time of opening of Technical Bid. The Financial Bids of only those bidders will be opened for which EMD and Tender**

Document Fee has been received. The amount of Earnest Money/ Tender Document Fee shall not be accepted through cheque.

Bank Details	
Name of A/c Holder	The Principal, IHM, Kufri, Shimla (Himachal Pradesh)
Name of bank	UCO Bank, Kufri Branch, Shimla (Himachal Pradesh)
Saving Account Number	15420100000393
IFSC Code	UCBA0001542

11. The EMD (Earnest Money Deposit) of the successful bidder/supplier will be converted into security till the expiry of the tender period and will be refunded without interest after the expiry of the same provided no complaint at the supplier's end is pending. The successful bidder/supplier can also submit pledged FDR with Principal, IHM, Kufri, Shimla (Himachal Pradesh) for security.
12. The approved tender and determined rates will remain in force for **One Year**. **The Principal, IHM, Kufri, Shimla, Himachal Pradesh will not entertain any request for the increase of rates on account of increase of GST, Natural Calamity, Strike, other levies or any other reasons, whatsoever, during the period of contract or during the period of extension.**
13. **Tenderer is compulsorily required to quote rates of all Grocery & Housekeeping Items failing which the tender will be rejected straightaway.**

The Principal, IHM, Kufri, Shimla reserves the right to conduct negotiations with successful tenderer, if necessary, before finalizing the tender. No tenderer shall have the right to insist on negotiation by the Institute at any time. The Principal, IHM, Kufri, Shimla reserves the right to give Award of Contract (AoC) to the supplier who has quoted the genuine lowest rates of overall/ maximum items.
14. The rates quoted should be F.O.R. Store of the Institute irrespective of quantity ordered.
15. In case of non – supply/ short supply/ supply of inferior quality of any item, the same shall be purchased at the risk and cost of the tenderer and the amount spent in excess of approved rates shall be recovered from the pending bills and security deposit.
16. The rates quoted by the bidders should be **inclusive of all taxes, GST, transportation, packaging etc.** GST will be paid to the tenderer provided that the GST Registration No., Accounting Code is mentioned on the Bill/ Invoice and

all relevant formalities including furnishing of Forms/GST Invoice, if any, are fulfilled by the tenderer.

17. The tenderer must have a License issued under Food Safety & Standards Act and Prevention of Food Adulteration (PFA) Act and Grocery & Housekeeping items supplied by the tenderer will conform to the provisions of these Acts.
18. The tenderer will supply the Grocery & Housekeeping items to the Institute **strictly at 8.00 A.M. on Friday or/and time/day as given by the Department.** Thereafter, the Principal, IHM, Kufri, Shimla, Himachal Pradesh shall be at liberty to make purchase of the items as per the requirement from the open market at the risk and cost of the tenderer without further intimation.
19. **The EMD of the unsuccessful bidders would be returned within thirty days after the issuance of Award of Contract (AoC) to the successful bidder.**
20. The free scheme, if any, introduced by the Manufacturer/Authorized Distributors with the sale of product from time to time shall also be applicable to the Institute. In such cases, the supplier shall indicate the details of free supply in the bill, while supplying the required material.
21. **The Award of Contract (AoC) can be terminated at any time without assigning any reason whatsoever, even before the expiry of the same by the Principal, IHM, Kufri, Shimla, Himachal Pradesh.**
22. The aforementioned terms & conditions shall be binding and operative between the tenderer (supplier) and the Principal, IHM, Kufri, Shimla, Himachal Pradesh.
23. **The Principal, IHM, Kufri, Shimla, Himachal Pradesh reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.**
24. The Principal, IHM, Kufri, Shimla, Himachal Pradesh reserves the right to reject the supply of items for which the contract is awarded, if it is not found as per prescribed standard, wholly or partly, and the rejected items shall be lifted/ removed by the supplier immediately from the Institute premises at their own expenses on being informed of the same. In case the tenderer fails to remove the rejected material or items, the Principal, IHM, Kufri, Shimla, Himachal Pradesh

reserves the right to dispose of the same at the cost of the tenderer from the EMD deposited and no claim whatsoever shall be entertained.

25. **The Principal, IHM, Kufri, Shimla, Himachal Pradesh shall be at liberty to purchase the items from Government approved agencies and the tenderer shall have no objection to it.**
26. Failure to discharge the contractual obligations by the tenderer, will lead to blacklisting of the firm for future supplies/tendering in the Institute upto three years and the security deposited shall be forfeited.
27. Any dispute is subject to the jurisdiction of Shimla (Himachal Pradesh) only. In the event of dispute, the same shall be referred to the sole Arbitrator to be appointed by the Principal, IHM, Kufri, Shimla, Himachal Pradesh. The decision of the Arbitrator shall be final and binding on both the parties.
28. **The successful bidder/supplier has to confirm his acceptance in writing or through email to ihmkufri@yahoo.com subjected as (“Acceptance of Award of Contract for the supply of Grocery & Housekeeping items for One Year”) within 05 days of Award of Contract (AoC) failing which it will be assumed that the tenderer is not interested in the offer and the AoC will be issued to next eligible bidder immediately.**
29. Any modification/corrigendum for this tender will be published on website www.ihmshimla.org and <https://etenders.gov.in>. All bidders are requested to follow the websites regularly for latest updates, if any.
30. **The Principal IHM, Kufri, Shimla, Himachal Pradesh reserves the right to award the tender to a single vendor or in part to one or more vendors on the basis of the rates quoted.**
31. **The Principal IHM, Kufri, Shimla, Himachal Pradesh reserves the right to cancel the tender process without assigning any reasons thereof at any time.**
32. **Approximate quantity as mentioned in BoQ is for whole period i.e. for One Year. The Institute is not bound to purchase the whole approximate quantity as mentioned in the BoQ. Approximate quantity of BoQ may**

increase/ decrease or may not be required at all as per the requirement of the Institute and the bidder/supplier shall have no objection in this regard.

33. Any other item as and when required by the Institute which is not mentioned in the BoQ would be supplied by the supplier possibly below the MRP Rate/Market Rate.

34. For any technical issue related to Electronic Tendering Portal, Bidders may contact NIC Wing, Himachal Secretariat, Circular Road, Chotta Shimla, Shimla – 171 002 (Himachal Pradesh) @ 0177– 2880304 or 24 x 7 Help Desk Nos. 0120 – 4001002, 4001005, 6277787.

35. For any tender related query, Bidders may contact Institute of Hotel Management, Catering & Nutrition, Kufri, Shimla – 171 012 (Himachal Pradesh) @ 0177 – 2735901, 2735902 or through e-mail to [ihmkufri@yahoo.com](mailto:ihmkufr@yahoo.com)



PRINCIPAL
(for and on behalf of
Institute of Hotel Management,
Catering and Nutrition,
Kufri, Shimla,
Himachal Pradesh)

AFFIDAVIT

(to be submitted on Rs. 100/- Non – Judicial Stamp Paper)

I, _____ (name of bidder) aged _____ years son of _____ R/o _____ in capacity of _____ (owner/ designation in Shop/Agency/Establishment etc.) do hereby solemnly affirm and declare on _____ as under:-

1. That I am/ we are a supplier of Grocery & Housekeeping Items under the name _____ (Name of the Shop/Agency/Establishment etc.).
2. That no members of my family or my near relatives relates to officers/ officials posted in IHM, Kufri, Shimla – 171 012 (Himachal Pradesh).
3. That I have gone through and understood the tender documents issued/uploaded by IHM, Kufri, Shimla – 171 012 (Himachal Pradesh) on Central Procurement Portal i.e. www.entenders.gov.in for the supply of Grocery & Housekeeping Items for One Year.
4. That all the documents submitted by me are true and correct to the best of my knowledge and belief and in case, these are proved false, then I shall be liable for prosecution under law and my tender will be treated as cancelled/ rejected and my EMD may be forfeited.

DEPONENT

VERIFICATION

I, _____, the above named deponent do hereby verify that the contents of my above affidavit are true and correct to the best of my personal knowledge and belief. No part of it is false and nothing material has been concealed there from. Verified at _____ on this _____ day of _____, 2022.

DEPONENT