

होटल प्रबंधन खान-पान एवं पोषाहार संस्थान

कुफरी शिमला-12

Phone No: - 0177-2735901, 2735951, 2735952

(Website: - ihmshimla.org, e-mail:- ihmkufri@yahoomail.com)

निविदा आमंत्रण सूचना

होटल प्रबंधन संस्थान कुफरी शिमला-12 के कार्यालय हेतु केंद्र सरकार द्वारा निर्धारित न्यूनतम मासिक वेतन पर आउटसोर्स आधार पर कुशल/अर्ध-कुशल/अकुशल श्रम शक्ति के तहत डाटा एंट्री ऑपरेटर, तकनीशियन, ड्राइवर, नर्स (महिला), बहुकार्य परिचर, माली तथा साफ़-सफाई, इत्यादि की सेवाएं उपलब्ध करवाने वाली प्रतिष्ठित एवं पंजीकृत संस्थाओं से दो बोली प्रणाली (भाग-1 तकनीकी बोली व् भाग-2 मूल्य बोली) के तहत मोहर बंद निविदाएँ आमंत्रित की जाती है। निविदाकर्ता के पास कर्मचारी भविष्य निधि संगठन में पंजीकरण व् वैध ई.पी.एफ. कोड तथा श्रम अनुबंध विनियमन एवं उन्मूलन अधिनियम (Contract Labour, Regulation & Abolition Act) के तहत वैध लाइसेंस का होना अनिवार्य है।

निविदा से संबंधित पूरी जानकारी एवं अन्य दस्तावेज संस्थान की वेबसाइट www.ihmshimla.org पर उपलब्ध हैं। निविदा पत्र अंतिम तिथि 01.09.2022 को 1 बजे तक जमा करवाए जा सकते हैं।

NOTICE INVITING TENDER

Sealed Tenders are invited under Two Bid System (part-I Technical Bid and part-II Price Bid) for outsourcing of Skilled/Semi-Skilled/Unskilled manpower i.e. Data Entry Operator, Technician, Driver, Wireman, Nurse, (Lady), Multitask worker, Sweeper, Mali etc. on minimum wages fixed by the Central Govt., to this Institute from registered and reputed firms. Tenderers must have registered with EPFO & should have valid EPF Code and holding valid licence under Contract Labour (Regulation & Abolition) act.

The detailed Tender information and documents can be had from our website www.ihmshimla.org. The last date for submitting the tender documents is 01.09.2022 till 1 p.m.

- | | |
|--|---|
| 1. Sale of tender documents | 05.08.2022 to 01.09.2022 (up to 1 p.m.) |
| 2. Cost of tender form/document | Rs. 1000/- (online mode only) |
| 3. Last date and time of submission of tender document | 01.09.2022 (up to 1 p.m.) |
| 4. Date & time of opening tender | 01.09.2022 (3 p.m.) |

Price bid will be opened only after opening the technical bid of those bidders, who qualify the technical bid after verification of documents.


प्रधानाचार्य

INSTITUTE OF HOTEL MANAGEMENT
CATERING AND NUTRITION
KUFRI, SHIMLA-171012

(Jointly sponsored by Govt. of India and Govt. of Himachal Pradesh)

Term & Conditions:-

1. The cost of Tender form Rs.1000/- and cost of EMI of Rs.1,00,000/- must be accompanied with UTR No. with tender documents. The successful tenderer will have to deposit an amount of Rs. Three lakhs (Rs. 3 Lakhs) as security money within 21 days after awarding of the work through online mode only. The amount of earnest money can be adjusted with security money, on request of successful tenderer. The cost of tender form & amount of EMD will be accepted through online mode only, for which link is provided in our website i.e. www.ihmshimla.org
The particulars of the earnest money deposited must also be superscripted on the top of the envelope by indicating the UTR number and date, failing which the tenders will not be opened. The tenders will not be considered without depositing the Earnest Money.
2. The tenderer should be duly registered under Companies Act 1956 and should possess all the statutory registration & certification etc. required for the business of manpower agency/firm. The certificate of incorporation is required to be attach with the tender.
3. The number of manpower will be purely need based. Approximately 30 Skilled/Semiskilled Unskilled workers will be required initially.
4. The firm/Company should have at least three years of continuous experience in the field of providing such services in Central Govt. establishments/autonomous bodies/State Govt. Corporations, public or private organizations. Performance Certificates of present and past client are required to be attached with the tender documents.
5. The tenderer is being permitted to give tender in consideration of the stipulations on his part, that after submitting his tender, he will not sub contract his offer or modify terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to the firm as per prescribed manner laid by the Institute.
6. The Schedules of the tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to additional pages must be made in tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tender documents. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tender may be rejected.

7. If tenderer does not accept the offer, after issue of letter of award by the Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money of concerned tenderer will be forfeited.
8. The rates quoted by each firm for manpower staff on job contract basis in tenders are to be given both in words and figures separately, failing which the same is liable to be rejected.
9. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders on behalf of tenderer. It should be clearly indicated in the tender documents. Name and address of permanent representative of the tenderer if any, also be indicated. The tenderers are also advised to survey the Institutes campus area to assess the job requirement before quoting their rates.
10. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
11. Decision of the Principal IHM, Kufri (H.P) shall be final for any aspect of the contract and binding on both parties. Disputes arising, if any on the contract will be settled at his level by mutual consolation and in case of failure of settlement dispute shall be referred to the sole Arbitrator to be appointed by the Principal IHM, Kufri (HP). The decision of the sole Arbitrator so appointed shall be final and binding on both the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
12. Acceptance of tender by the Institute will be communicated by e-mail, express letter or any other form of communication. Formal letter of acceptance and work order of the tenders will be forwarded as soon as possible, but the earlier instructions in the e-mail/ express letter etc., will be acted upon immediately.
13. The successful Tenderer is required to deposit the C.P.F of each manpowers within mandatory period to RPFC office. Also submit the copy of ECR along with bank deposit challan to this Institute on every month before submitting the next bill.
14. The successful tenderer has to provide neat and clean uniforms to the attendants & house-keeping staff, so deployed to this Institute. The uniform for attendants will comprise of 2 pants, 2 full sleeve shirts, 2 full sleeve sweaters, 02 pairs of shoes, 01 White apron and house-keeping uniform to the sweeping staff. The colour of the uniform will be communicated after award of the work.
15. The antecedents of the manpower so deployed by the tenderer, shall be got verified by the service provider at their own cost and a copy of the verified documents shall be submitted at the time of deputing the workers initially for duty.
16. During the audit or internal check, if any over payment is noticed, the same will be recovered from the service provider.

17. The following documents/vouchers duly signed by the tenderers are required to be enclosed with the tender form as a part of the tender's document:-

- a) Registration certificate of the Private Limited Company/firm etc. under the Companies Act, 1956.
- b) Minimum turnover of the firm may not be less than Rs.30 lakhs for last financial year. Copies of annual turnover for the last three financial years verified by the Chartered Accountant must be attached.
- c) Last three years continuous experience of the firm in the field of providing such services in Central Govt./Semi Govt. Establishments/Autonomous bodies/State Govt./Corporations/reputed public or private organizations etc. Provide the details of clients along with performance certificates.
- d) Copy of certified Balance Sheet of the firm for the last year of the service contract by the Chartered Accountant.
- e) Duly certified copies of the satisfactory services, where the tenderer provided the services for the last three years.
- f) Employees' EPF registration certificate issued by local Govt. etc. First preference shall be given to the Company being registered with EPFO, Shimla
- g) Employees ESI/Workman Compensation Policy certificate issued by local Govt. etc.
- h) Income Tax Registration Certificate (copy of PAN)
- i) EPF Challans paid for last one year along with acknowledgement
- j) ESIC/Workman Insurance Policy – Challans / Copy.
- k) GST challans for the last one year.
- l) Valid license under Contract Labour (Regulations & Abolition) Act, 1970

**INSTITUTE OF HOTEL MANAGEMENT
CATERING AND NUTRITION
KUFRI, SHIMLA-171012.**

(Jointly sponsored by the Govt. of India and Himachal Pradesh Govt.)

TENDER DOCUMENTS

Name of the Organization	
Name of organization & authorized officers with designation	
PAN No.	
Bank Account No.	
UTR No.	
Bank Branch IFSC Code	
Registration No. (Certificate to be attached)	
1. EPF	
2. Labour Deptts	
3. Others Deptts (If any)	
Total employees strength	
Turn Over	
EPF Deptt. (Form 6 A)	
GST No.	
Annual return copies – Income Tax	
No. of Years in the service	
Present contracts in hand	
Name of the Organization with contract person & designation	Govt. Private Contact No.
1.	
2.	
3.	

Authorized Signatory :

Name :

Rubber Stamp/Seal :

RATE SCHEDULE

(to be submitted in Part-II (Price-Bid))

S. No.	Item Description	Minimum wage (per worker) per day / per month			
		Highly - Skilled	Skilled	Semi-Skilled	Un- Skilled
1.	Minimum wage				
2.	EPF				
3.	ESI any other if applicable				
	Total				
4.	GST				
5.	Service Charge				
6.	Uniform charges				
7.	Any other duties/tax/ Charges etc.				
	Total (In figure)				
	Total (in words)				

The rates should be quoted in Indian rupees. Price to be quoted both in figures and in words. In case of discrepancy in the two, price quoted in words will be taken as valid.