



**INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY AND APPLIED
NUTRITION
MINISTRY OF TOURISM, GOVERNMENT OF INDIA**

**MAWKASIANG, MAWDIANGDIANG, SHILLONG – 793018
EAST KHASI HILLS DISTRICT
e-mail: ihmctan.shillong@gmail.com
Website : www.ihmshillong.nic.in**

E-TENDER NOTICE

IHMCTAN.ACCT/F&B/2023-24/52(A)

Date: 05th April, 2024

Online tender, (Two Bid System- Technical and Financial) are invited from reputed manufactures/suppliers for supply of **Vegetables & Fruits, Milk and Milk Products, Meat Items (Chicken, Fish, etc.), Grocery Items etc., Spices & House Keeping Items/ Misc. Items etc.** at Institute of Hotel Management, Catering Technology and Applied Nutrition **MAWKASIANG, MAWDIANGDIANG, SHILLONG – 793018**

Sr. No	Name of work	P.A.C. OR BANK GARUANTEEE	EMD	Time allowed for completion of supply	Cost of tender Document	
					Tender Cost	Online Processing fee
1	Supply of Perishable /Non-perishable/Raw Materials/ etc. at Institute of Hotel Management, Catering Technology and Applied Nutrition at IHM Shillong.	Rs.8.00 Lakhs <i>(new firms participating are exempted)</i>	Rs.15,000/- payable through DD/Bankers cheque as per the tender document.	2 days	Rs. 500/- per group (A-B-C-D-E-F) payable through DD/Bankers cheque as per the tender document.	As per tender wizard

1. The Tenderers intending to participate in this Tender are required to get enrolled on the portal www.tenderwizard.com/IHM Enrolment on the 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. The Bidders may contact **Mr. Abhijit Sinha (9864779970)** for obtaining Class - III Digital Signature Certificates and get registration.
3. Tender documents are also available in our website www.ihmshillong.nic.in but for participation purpose you have to go through www.tenderwizard.com/IHM website.
4. The tenders are required to submit in **Envelope 'A'** physically and must be upload on e- tendering portal: www.tenderwizard.com/IHM as per dates Indicated in Key Dates. SPEED POST only to the **Institute of Hotel Management, Catering Technology and Applied Nutrition MAWKASIANG, MAWDIANGDIANG, SHILLONG – 793018 EAST KHASI HILLS DISTRICT**
5. Tender cost and processing fee are non-refundable.
6. Submit EMD, of **Rs. 15,000/-** in the form of Demand Draft/Bankers Cheque drawn from any Nationalized Bank in favor of **IHM SHILLONG” payable at Bank of Baroda, Mawdiangdiang Branch-Shillong-18.**
7. 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** reserves the right to reject any or all the Tenders received without assigning any reason(s) thereof.

Sd/-

**PRINCIPAL I/c
Institute of Hotel Management
Catering Technology and Applied
Nutrition, Shillong.**

Technical Document

Kindly upload scan copies of the below mentioned documents under Technical Qualification (Envelope A) & Submit Physical copy of the documents in department/office in due date **17th May, 2024 by 4 PM**

Online Tender Schedule:

S. No	Stages Name		Start Date and Time
1	Start of downloading of tender document		16th Apr, 2024 - 01:00 p.m.
2	Closure of downloading of tender document		16th May, 2024 - 06:00 p.m.
3	Last date and time of online submission of Bid.		17th May, 2024 - 03:00 p.m.
4	Last Date of BID SUBMISSION (HARD COPY OF TENDER COST, EMD AND OTHER ELIGIBLE DOCUMENT)		17th May, 2024 - 04:00 p.m.
5	TENDER OPENING Technical		21st May, 2024 - 03:00 p.m.
6	TENDER OPENING Financial		Will be intimated later
7	Maximum Validity of Tender		One Year or unless extended

Note: - Both online and offline submission of tenders are mandatory.

Procedure for submission of E-tender by bidder:

Interested bidders who wish to participate should visit website www.tenderwizard.com/IHM which is the ONLY website for bidding their offer. Further, the procedure is as follows:

1. Register your company in website www.tenderwizard.com/IHM for obtaining a Login ID and Password.
2. Using the login ID, password and digital signature, enter the tender portal to download the tender document.
3. Pay EMD through DD and upload the scan copy in website.
4. Attach supporting documents first in “Document Library”. Then attach them by selecting in particular tender.
5. Submit the tender. You will receive a system generated “Acknowledgement Copy” of tender submission.
6. Bidder can change quoted rates any time before of closing date & time.

Bidder must submit the offer before the online closing date & time. The website will automatically stop accepting the offer after online closing date and time.

e-Tendering Helpline no: 080-45811365 **For Support: For e-tendering queries kindly contact Mr. Abhijit Sinha (abhijit.s@etenderwizard.com) Mob-9864779970/8800115946.**

sd/-

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Nutrition, Shillong-793018**

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NUTRITION**

**MINISTRY OF TOURISM, GOVERNMENT OF INDIA
MAWKASIANG, MAWDIANGDIANG, SHILLONG – 793018**

e-mail: ihmctan.shillong@gmail.com

Website : www.ihmshillong.nic.in

E-TENDER NOTICE

SEALED tenders are invited from **16th Apr, 2024**, for the supply of the following items on a rate contract basis of items like:

- (1). **(GROUP-A)** VEGETABLES & FRUITS,
- (2). **(GROUP-B)** MILK & MILK PRODUCTS,
- (3). **(GROUP-C)** MEAT & MEAT PRODUCTS, CHICKEN, FISH ETC.,
- (4). **(GROUP-D)** GROCERY ITEMS ETC.
- (5). **(GROUP-E)** SPICES
- (6). **(GROUP-F)** HOUSE-KEEPING/ MISC ITEMS ETC.

The tender is subject to the following terms and conditions:

1. Each tenderer will have to pay Earnest Money Deposit in Demand Draft/Bankers Cheque. **DEMAND DRAFT/BANKERS CHEQUE SHOULD BE SUBMITTED AND 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. Well known Branded products will be given preference. Past experience in supplying to reputed organizations is necessary (new firms are exempted).
3. The Institute reserves the right to reject any or all the tenders without assigning any reasons whatsoever and no representation shall be entertained on this account.
4. All rates will be inclusive of taxes and delivery charges. All items will be supplied at the Institute's premises.
5. Each tender will be accepted subject to the existing tax laws prevalent in the State of Meghalaya and must state his registration number of taxes.
6. The tenders will be opened (technical) at **21st May, 2024 - 03:00 p.m.**
7. Detailed tender form will be available in our website www.ihmshillong.nic.in. **Tender forms can be downloaded from the website.**
8. **The Financial bids** needs to be submitted online on www.tenderwizard.com/IHM, **hard copy also needs to be submitted at the Institute.**

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TERMS & CONDITIONS

1. The item-wise rate shall be quoted F.O.R. destination i.e. at Mawdiangdiang with validity period up to **12 (Twelve) months or unless extended.**
2. The rate quoted shall be inclusive of all taxes etc.
3. The quotation committee reserves the right to reject anyone or all Quotations without assigning any reason thereof and also does not bind itself to accept or recommend acceptance of lowest rates of bidder.
4. Quotationer should furnish latest attested copy of **Trading License (for non-tribal suppliers/traders only)** issued by the competent authority of East Khasi Hills Autonomous District Council or any other competent authority.
5. Quotationer should furnish latest attested copy of **Exemption Certificate for availing Trading License (for tribal suppliers/traders only) (new firms participating are exempted)** issued by the competent authority of East Khasi Hills Autonomous District Council or any other competent authority.
6. Quotationers belonging to SC/ST Community should furnished copy of **SC/ST certificate** issued by the competent authority.
7. Copy of **Income Tax Clearance Certificate** obtained from the Income Tax Department should be furnished along with the quotation (tribal traders/firms are exempted) (however newly registered firms/traders are exempted).
8. Copy of **GST returns** to be furnished (however newly registered firms/traders are exempted).
9. **GST registration certificate** to be enclosed.
10. Authorised dealer Certificate of 3M material to be enclosed (pertaining to Group-F).
11. The bidders should carefully go through the schedule of items at GROUPS to this NIQ for quoting the rates.
12. The successful bidders will need to sign a Work/Supply/Agreement order with the IHM Shillong detailing the terms and conditions of supply of items enlisted in GROUPS to this NIQ.
13. Terms and Condition of this NIQ shall form part of the Agreement.
14. The quotationers/bidders will have to supply the materials/items based on indents from the competent authority as under:

15. To Hostel at Mawdiangdiang on receipt of indent from the Mess manager/Mess warden duly countersigned by the Hostel Warden or in his absence by any other Faculty duly in this behalf.

16. Materials supplied will be received by the store-in-charge up to 04.00 p.m. on all working days (Monday-Friday).

17. Materials supplied in each occasion should be supported by delivery challans wherein the names of items and quantity supplied with date should be clearly recorded and signature of the recipient should invariably be obtained by the supplier.

18. Supplier should submit bill before 30 days after supply at regular interval in triplicate to Institute's office for payment along with receipted copies of challans charging the rate as accepted by the Quotation Committee.

19. In the event of failure to furnish the details as indicated above the claim may not be entertained.

20. No alterations/ modifications of the rate will be allowed after submission of the Quotations. The rate once accepted will remain valid for the period of **12 (Twelve) months or unless extended**. No representation whatsoever for enhancement of rate(s) on the ground of increase in market price(s) will be entertained. If approved suppliers failed to supply any item(s) at the accepted rate(s) the same will be purchased by the Institute from open market at different cost(s). If any, will be recover from subsequent bills of such approved supplier(s).

21. Items Indented for supply if not reached before time the Institute will purchase directly from open market and deduction will be made from the subsequent bills of such approved supplier(s).

22. After successful selection process the selected firm/supplier will be given supply order maximum validity for 1 (one) year.

23. **IMPORTANT NOTE:** *All the materials to be supplied should be of GRADE- A i.e. best quality available in the market.*

24. All future **Corrigendum's, addendums, amendments, extensions of bid submission date with regard to this Bid, if any, shall be published only at** website www.ihmshillong.nic.in , www.tenderwizard.com/IHM and not through press advertisement. All the bidders are requested to look at the said websites for this purpose regularly.

25. The rates quoted should be “**NET RATES**” inclusive of all taxes and F.O.R. IHM, SHILLONG. Rates should be quoted strictly according to the unit of the measurement specified against each item. The rates tendered shall be on the basis of bulk quantity and no increase in rates during the contract period will be entertained. The rates need to be filled online.

26. No rates column should be left blank otherwise the highest rate quoted by any other tenderer for that item shall be taken for evaluation of the tender. In case the tenderer is still successful in getting the contract on the basis of his being the lowest, he would be paid lowest rates quoted by other tenderers for those items not quoted. Tenderers are requested to fill / write all the columns and no column should be left blank.

27. Please note that “Terms & Conditions” accompanying the tender documents are for general guidance and successful tenderer will have to sign an agreement, with amendments, if any, considered necessary by the Corporation. **Conditional tender will be summarily rejected and no correspondence in this regard shall be entertained.**

28.(A) The material shall be of the best quality and as per the specifications demanded. At any stage these are found unsuitable/sub-standard shall be liable to be rejected by the institute. The decision shall be final and binding on the Supplier.

- a. In case the material or any part thereof has been rejected the Unit shall not be required to assign or give any reason for such rejection and their decision shall be final. In case of any of the said material being rejected or not being rejected supplied as aforesaid, the unit shall be at liberty to purchase the same from outside
- b. As 100% inspection of the commodities is not possible or practicable at the time of supply, the supplier shall be responsible to accept back and replace all such material which are on inspection/opening/checking/actual use found unsuitable or below the standard required by the unit. In case of failure of the supplier to do so, the unit shall have the right to proceed in same manner as in the case of (a) above in respect of these rejected commodities as well.
- c. The quantities shown in the ‘Schedule’ are only estimated requirements. The unit reserves the right to increase/decrease the quantities. No arrangement of any kind shall be entertained. The unit also reserves the right to place order on any item/items of the purchase order throughout the currency of the contract and the supplier shall not be entitled to claim any compensation or damages.
- d. The supplier shall maintain proper date wise record of all indents placed on them by the unit for effecting supplies. If telephonic indents are placed at any time, the supplier shall ensure that such telephonic orders are followed with written indents through Whatsapp or E-mail.
- e. The supplies must be accompanied by a proper dated challans/advice mentioning therein separately the quantity ordered and quantity supplied in respect of each item.

29. In the event of failure on the part of the ‘Supplier’ to supply the material, in accordance with the conditions entered herein the unit shall have the right to make alternative arrangement at the cost and risk of the supplier.

30. In case of breach of any of the conditions stipulated herein the unit shall be at liberty to terminate contract without prejudice to the right of the Corporation to claim damages on account of breaches

31. The supplier shall not be directly concerned or in any way deal with the officers or other persons employed by or under the authority of the unit in making the supplies hereby contracted for, nor shall the suppliers either directly or indirectly give or promise to pay or give, or permit to be given to any person or persons or in any department under the unit, money or gratuity, fee or reward for any matter or thing or any way relating to the performance of the contract.

32. The supplier shall not assign the present contract or in any manner allow any other person or persons to interfere in the Management or performance thereof, without the written permission of the unit management.

33. The bills for the supplies as aforesaid may be preferred by supplier on the unit within a month from the last date of the billing period. The bills should be made on proper printed bill form serially numbered and in no case on the letterheads.

34. Any over payment of the Suppliers bills for the supplies made under these terms and conditions shall be recovered from the suppliers from his/her bills subsequently submitted for payment and if such over payments or any portion thereof or thereafter remitted by the supplier. The amount so recovered will be refunded to the supplier. The unit shall have the right to recover the overcharges, from the security deposit as well.

35. The unit shall pay for such approved material as shall be supplied by the supplier and accepted by the said officer for and on behalf of the unit under or by virtue of these

‘Terms and conditions’ at the rates and prices which will be specified and contained in the Schedule after the tender has been approved.

36. The supplier shall be personally responsible for the quality and quantity of the materials supplied and in case of any adulterated or substandard materials found being supplies, the supplier shall be personally liable for actions under the relevant acts.

37. The management reserves the right to **accept or reject all/any offers without assigning any reason. The management does not bind itself to accept the lowest rate or any tender or to give any reasons for rejection of tender without assigning any reasons thereof.**

38. All the tenderers have to enter into a pre contract integrity pact and signed copy has to be submitted along with technical bid.

39. The successful AGENCY shall execute the Agreement with IHM SHILLONG, positively within **15 days (fifteen days)** of award of the Contract, failing which his/her tender/contract shall be liable for cancellation. It is made clear that the General Terms & Conditions, Technical Bid, Financial Bid etc. attached with the Tender Documents are deemed to form an integral part of the contract.

40. In the event of contract being extended, the management reserves the right to call upon the suppliers to continue the supplies for **Three month** in excess of the contract period at the rates of the immediately preceding month.

41. Supporting Documents- All the required supporting documents must be uploaded as per the prescribed method along with Techno Commercial Bid of the tender.

42. Delivery of material shall be FOR IHM SHILLONG Payment will be released by the unit directly after satisfactory delivery. In event of the delayed payment due to administration reason the supplier will have no legitimate claim for any kind of compensation.

43. The Financial Bids of only those parties, who qualify in technical bid and in samples, will be opened on a later date which will be informed to the technically qualified parties.

44. The Financial bids needs to be submitted online on www.tenderwizard.com/IHM, **hard copy also needs to be submitted at the Institute.**

45. All disputes will be having jurisdiction Shillong only.

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) (*new firms participating are exempted*).**
- 2. Self-attested copy of last year Income Tax Return and GST returns (*new firms participating are exempted*)**
- 3. Self-attested copy of PAN card.**
- 4. EMD fee of Rs. 15,000/-**
- 5. GST registration No.**
- 6. FSSAI Licence (Optional)**
- 7. Technical Specification and Tender terms and conditions –All pages duly signed and stamped at Annexure-A and Annexure-B**
- 8. KHADC certificate for non-tribal is must.**

IHM, Shillong 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)	
6.	Status of the Firm -please state whether Registered, Co-operative society, Public Ltd company,	
7.	Previous Experience in the same trade with names of Hotels/Institutions served (Copy of work order/Purchase order to be uploaded) <i>(new firms participating are exempted)</i>	
8.	Last year Income Tax Return (Copy to be uploaded) <i>(new firms participating are exempted)</i>	
9.	Income Tax Permanent Account No.(PAN) Copy to be uploaded.	
10.	EMD Fee of Rs. 15,000/-	
11.	RTGS/NEFT Details Account Name (For refund of EMD)-	Account Name- Bank Name- Account Number- IFSC Code-
12.	GST registration No.(if applicable Copy to be uploaded)	
13.	KHADC certificate for non-tribal is must.	

(Signature of the tenderer & designation of the signatory status and office seal.)

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Annexure – B: TECHNICAL BID

Name of the Firm of the Tenderer

Names of all the partners of the Firm, if any.....

.....

Address of the tenderer: Shop/Office

.....

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? Years

State if the tenderer is at present supplying to any of the Hotels, Hostels, Hospitals, Clubs, etc.
and give particulars and attach copies where necessary (*new firms participating are exempted*)

1.

2.....

3.....

4.....

5.....

State details of Registration No. of Goods and Service Tax and enclose latest Income Tax Clearance Certificate.

.....
Signature of the Tenderer

.....
Seal of the tenderer

