



INSTITUTE OF HOTEL MANAGEMENT
AIR PORT ROAD, MAHARAJPURA . GWALIOR-474005 PHONE
NO. 0751-2471477

CONTENTS

- 1 List of important Dates**
- 2 Instructions, Terms and Conditions to Bidder**
- 3 Technical specifications and schedule of quantities**



INSTITUTE OF HOTEL MANAGEMENT
MAHARAJPURA, GWALIOR.

Name of Work :**Supply of Utensils at IHM, Gwalior (MP)**
ESTIMATED COST :-18,00,000-00

IMPORTANT DATES

1.	Date of Issue of Tender Form	From 31 st May 2017 10:00 AM
2.	Last Date of issue of Tender Form	15 th June 2017 up to 10:00 AM
3.	Last Date of Receiving Bids	15 th June 2017 up to 11:00 AM
4.	Period of downloading the Bid	31 st May 2017 10.00 am to 15 th June 2017, 10:00 AM From website: www.ihmgwalior.net & central public procurement portal http://eprocure.gov.in
5.	Date, Time and Place for Opening Technical Bid	15 th June 2017 up to 12:00 NOON at IHM,GWALIOR, Gwalior
6.	Time, Date and Place for Opening Financial Bid	15 th June 2017 up to 3:00 PM at IHM,GWALIOR, Gwalior
7.	Validity Date of Bid	6 months from the date of Opening of the bid
8.	Completion Period for the work	30 Days From the date of award the supply order



**INSTITUTE OF HOTEL MANAGEMENT
AIR PORT ROAD, MAHARAJPURA,
GWALIOR M.P
INVITATION OF TENDER**

Name of the work :-**Supply of Utensils at IHM, Gwalior (MP)**

IMPORTANT DATES

1. LAST DATE OF RECEIPT OF BID	15.06.2017 AT 11.00AM
2. DATE AND TIME OF OPEINGTECHNICAL BID	15.06.2017 AT 12.00NOON
3. DATE AND TIME OF OPEING FINANCIAL BID	15.06.2017 AT 3.00PM

Instructions, Terms and Conditions to Bidders

1. Sealed bids in Two Bid system(both Technical Bid & Financial Bid) are invited from any reputed companies / firms/ agencies for Supply of Utensils at IHM, Gwalior (MP)
2. Complete bid (single sealed envelope containing two separate sealed envelopes of technical and financial bid) must be submitted on or before 15th June 2017 up to 11.00 am. The Bid submitted by the bidder shall be in two separate parts:-
3. Tender documents available from The Office of The Principal, Institute of Hotel Management, Maharajpura, Gwalior at 10.00am to 5.00pm on working days on payment of Rs-2,000-00(Non refundable).
4. Complete set of tender document can also be downloaded by the interested parties from central public procurement portal <http://eprocure.gov.in> / IHM, Gwalior's, website **www.ihmgwalior.net** in such case a DD/Pay Order, payable in favour of Secretary, IHM,GWALIOR, payable at Gwalior, for Rs.2,000/- (Two Thousand only) must



be attached along with the completed tender document as the cost of the tender (Non refundable) along with the technical bid.

5. Audited balance sheet with Profit & Loss account of the bidder should be provided for last three financial years and turnover of the company should be minimum 1 crore, in case of dealer / supplier turnover should be not less than 20 Lakh in each of the last three financial year.
6. Bidder should enclose the copy of their valid certificate of PAN No., TIN No/ VAT No. with the technical bid.
7. Conditional tender will not be accepted
8. Bidder should quote all the items as per the list of tender, if any item is left unquoted the tender of that bidder will be summarily rejected.
9. Bidder should submit one Sample of each items with the technical bid. The sample will be paid if the contract is awarded to the party or it will be returned if it is not approved by designated committee, if the sample is not submitted with the tender of that bidder will be summarily rejected.
10. Earnest Money of Rs-40,000-00(Forty Thousand only) must be submitted in the form of **BANK GUARANTEE** or in the form of DD in favour of The Secretary, IHM, Gwalior along with the technical Bid.
11. The bidder should have a prior experience of Supply of Utensils in any State Govt./ central Govt. Organization / Universities / Colleges Please attach supporting documents like the copy of orders as an evidence of the works carried out with technical bid. The IHM Gwalior may visit the premises on the bidders facilitation and cost to make assessment of quality of the work in the above premises.
12. The bid shall contain no overwriting, alterations or additions, except those to comply. with instructions issued by the IHM,GWALIOR, or as necessary to correct errors made by the Bidder. In that case such corrections shall be made by scoring out the cancelled portion, writing the correction and initialing and dating it by the person or persons signing the bid.

Documents Comprising the Bid

The bid submitted by the bidder shall be in two separate parts :-



Part I

This shall be named Technical bid and shall comprise of:-

- i. Earnest Money in a separate cover marked 'Earnest Money.
- ii. Qualification information, supporting documents, affidavit and undertaking as specified.
- iii. Undertaking that the bid shall remain valid for the period specified.
- iv. Any other information/documents required to be completed and submitted by bidders, as specified and a letter on the letterhead affirming that information he has furnished in the bidding document is correct to the best of his knowledge and belief.
- v. Letter of declaration that the bidder should not have been black listed by any State Government / central Government or any PSU.

Part II

This shall be named financial bid and shall comprise of:-

- i. The financial bid to be quoted by the bidder as per specifications mentioned in list. The rates quoted by the bidder shall be deemed to be inclusive of the sale tax / value added tax or supply tax and other levies duties, royalties, toll, taxes of Central and State Government, local bodies and authorities that the contractor will have to pay for the performance of this contract.
- ii. The complete bidding documents duly signed on each page shall be submitted.

Amendment in Bidding Documents

1. Before the deadline for submission of bids, the IHM,GWALIOR may modify the bidding documents by issuing addenda.
2. Any addendum thus issued shall be part of the bidding document and shall become communicated in writing by E-mail or telephonically to all purchasers of the bidding documents. Prospective bidders shall acknowledge receipt of each addendum by fax/e-mail of the IHM,GWALIOR.



3. To give prospective bidders a reasonable time in which to take an addendum in to account in preparing their bids, the IHM, GWALIOR shall extend, as necessary, the deadline for submission of bids.

Bid Validity

1. Prices quoted shall remain valid for a period of **6 months** from the date of award of the work.
2. In exceptional circumstances, prior to expiry of the original time limit, the Secretary may request that the bidders may extend the period of validity for a specified additional period. The request and the bidders' responses shall be made in writing or by fax. A bidder agreeing to the request will not be required or permitted to modify his bid. but will be required to extend the validity of his earnest money for a period of the extension.

Earnest Money

1. The bidder shall furnish, as part of the bid, earnest money, in the amount specified.
2. Any bid not accompanied by requisite earnest money shall be rejected by the IHM, GWALIOR as non-responsive.
3. The earnest money of unsuccessful bidders will be returned after award of the work.
4. The earnest money of the successful bidder will be released after successful submission of performance security ie. 10% of the total bill amount and it will be refund after successful completion of the guarantee/ warrantee period.
5. The performance security shall be either in the form of a Bank Guarantee or fixed deposit receipts, in the name of the Secretary, IHM, GWALIOR, Gwalior from a scheduled commercial bank.
6. The earnest money may be forfeited:
 - a) If the bidder withdraws the bid after opening of technical bid during the period of bid validity:
 - b) In the case of a successful bidder, if the bidder fails within the specified time limit to sign the agreement and or furnish the required performance security.



Sealing and Marking of Bids

1. The bidder shall place the two separate envelopes (called inner envelopes) marked "Technical bid" and "Financial Bid" in one outer envelope. The contents of the Technical and Financial bids shall be as specified.
2. The inner and outer envelopes containing the Technical and Financial bids shall be addressed to the Secretary, IHM, GWALIOR.
3. In addition, each of the envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late.

Submission of Bids

Deadline for Submission of Bids

1. Complete bids (including Technical and Financial) must be received by the IHM, GWALIOR not later than the date and time indicated. In the event of the specified date for submission of bids being declared as a holiday for the IHM, GWALIOR, the bids will be received up to the specified time on the next working day.
2. The Secretary, IHM, GWALIOR may extend the deadline for submission of bids by issuing an amendment. In that case all the rights and obligations of the IHM, GWALIOR and the bidders previously subject to the original deadline will then be subject to the new deadline.

Bid Opening

1. The IHM, GWALIOR will open the bids received (except those received late) in the presence of the bidders/bidders' representatives who choose to attend at the time, date and place specified. In the event of the specified date for submission of bids being declared a holiday for the IHM, GWALIOR, the bids will be opened at the appointed time and location on the next working day.
2. The envelope containing the technical bid shall be opened first. If the documents are incomplete the remaining bid documents will not be opened and bid will be rejected.



3. In all other cases, the amount of earnest money, forms and validity shall be announced. Thereafter, the bidders' names and such other details as the IHM,GWALIOR may consider appropriate, will be announced by the IHM,GWALIOR at the time of opening.
4. Evaluation of the technical bids with respect to bid security, qualification information and the information furnished in part-I of the bid shall be taken up and completed as soon as practicable. A list will be drawn up of the responsive bids and bidders whose financial bids are eligible for consideration.
5. At the time of the opening of the 'Financial Bid', the names of the bidders whose technical bids were found responsive will be announced. The financial bids of only these bidders will be opened. The remaining bids will be returned unopened to the bidders. The responsive bidders' names, the bid prices, the total amount of each bid, and such other details as the IHM,GWALIOR may consider appropriate will be announced by the IHM,GWALIOR at the time of bid opening. Any bid price which is not read out and recorded, will not be taken into account in bid evaluation
6. The IHM,GWALIOR shall record the presence of bidders on the opening of the Technical and Financial bids.

Process to be Confidential

1. Information relating to the examination, clarification, evaluation, and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced. Any attempt by a bidder to influence the IHM,GWALIOR processing of bids or award decisions may result in the rejection of his bid.

Contacting the IHM,GWALIOR

1. No Bidder shall contact the Secretary or any staff of IHM,GWALIOR on any matter relating to its bid from the time of the bid opening to the time the contract is awarded.
2. Any attempt by the bidder to influence the Secretary or any office staff of IHM,GWALIOR during bid evaluation, bid comparison or contract award decision may result in the rejection of his bid.



Examination of Bids and Determination of Responsiveness

1. During the detailed evaluation of "Technical Bids", the IHM, GWALIOR will determine whether each bid (a) meets the eligibility criteria (b) has been properly signed; (c) is accompanied by the required securities; and (d) is substantially responsive to the requirements of the bidding documents. During the detailed evaluation of the "Financial Bids", the responsiveness of the bids will be further determined with respect to the remaining bid conditions. i.e., priced bill of quantities and technical specification.
2. A substantially responsive "Financial Bid" is one which conforms to all the terms and conditions, and specifications mentioned in the bidding documents without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the supply; (b) which limits in any substantial way, inconsistent with the bidding documents, the Secretary, IHM, GWALIOR's rights or the bidder's obligations under the contract; or (c) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.
3. If a "Financial Bid" is not substantially responsive, it will be rejected by the IHM, GWALIOR and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

Correction of Errors

1. Bids determined to be substantially responsive will be checked by the IHM, GWALIOR for any arithmetic errors. Errors will be corrected by the IHM, GWALIOR as follows:
 - a) where there is a discrepancy between the rates in figures and in words, the rate in words will govern.
 - b) where there is a discrepancy between the unit rate and the item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
2. The amount stated in the bid will be adjusted by the IHM, GWALIOR in accordance with the above procedure for the correction of errors and shall be considered as binding upon the Bidder. If the bidder does not accept the corrected amount, the bid will be rejected.



Evaluation and Comparison of Bids

1. The IIM,GWALIOR will evaluate and compare only the bids determined to be substantially responsive.
2. In evaluating the bids, the IIM,GWALIOR will determine for each bid the evaluated bid price by adjusting the bid price by making correction. if any, for errors.

Award of Contract

The IIM, GWALIOR will award the contract to the bidder whose bid has been determined:

1. To be substantially responsive to the bidding documents and who has offered the lowest evaluated bid price, provided that such bidder has been determined to be qualified.

Right to accept and to reject any Bid or all Bids

1. The Secretary, IIM,GWALIOR reserves all the right increase or decrease the quantity and to accept or reject any bid, and to cancel the bidding process and reject all bids, at any time prior to the award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the IIM,GWALIOR action.

Notification of Award and Signing of Agreement

1. The bidder whose bid has been accepted will be notified of the award by the IIM, GWALIOR before the expiry of the Bid validity period by cable or fax confirmed by registered letter. This letter (hereinafter and in the '*General Conditions of Contract*' called the ("Letter of Acceptance")) will state the sum that the IIM,GWALIOR will pay to the contractor in consideration of the execution, completion and maintenance of the supply by the contractor as prescribed by the contract hereinafter and in the contract called the "Contract Price".



2. The notification of award will constitute the formation of the contract, subject only to the furnishing of a performance security as prescribed.
3. The agreement will incorporate all agreements between the IIM, GWALIOR and the successful bidder. It will be signed by the Secretary, IIM, GWALIOR and the successful bidder after the performance security is furnished
4. Upon the furnishing by the successful bidder of the performance security, the IIM, GWALIOR will promptly notify the other bidders that their bids have been unsuccessful

Payment schedule

1. Payment shall be released only successful supply of all material at site and verification of quality and the specification by NEFT / RTGS.

Secretary

