

**INSTITUTE OF HOTEL MANAGEMENT**  
**TILYAR LAKE, ROHTAK-124001**  
**PH.NO.8222880280, 01262-272055**

Tender Form for the supply of **Grocery Items**

- (i) **Prescribed Date & Time for Receiving Bids : 22/10/2021 upto 12:00 noon**
- (ii) **To be opened on 22/10/2021 at 02.30 P.M.**

**Wherever the term “prescribed date & time” for submission of original EMD in the office is referred to, it implies 22/10/2021 upto 12:00 noon only.**

**TERM & CONDITIONS**

1. The tender must be accompanied by earnest money of Rs.50,000/- (Rupees Fifty thousand only) in the shape of Bank Draft / Pay Order of any Scheduled Bank drawn in favor of PRINCIPAL, INSTITUTE OF HOTEL MANAGEMENT, ROHTAK payable at Rohtak:-

The amount of earnest money shall not be accepted through cheque. The amount of earnest money, if any, lying with the Institute or any other pending amount will not be adjusted against the present tender. The earnest money of the successful tenderer(s) shall be converted into performance security and shall be refunded without interest after the faithfully execution/completion of the contract.

2. Tenders without earnest money shall not be entertained.
3. In case of financial bid tie, the decision of committee will be final and binding.
4. Tender(s) will be received in the office upto the date as indicated in the notice.

**The tender will be in two parts i.e. Technical Bid (Part ‘A’) and Financial Bid (Part ‘B’). The Technical Bid should contain the technical details like address and Telephone No. of shop from where the supplies are proposed to be made, details of EMD (DD/Pay Order No., date, amount etc.), storage and hygienic arrangements, clients list and any other relevant information. The Financial Bid will contain only the Financial Bid in the enclosed proforma.**

**The Technical Bid will be opened on 22/10/2021 at 02.30 PM. After assessing the technical details, Institute will short list the parties fulfilling the technical criteria laid down for the purpose. The Financial Bid of only these technically short listed parties will be opened. The decision of short listing of technical bid by Principal/Secretary will be final and binding on all.**

5. Tenderer is free to quote rates for any or all the items. However, the Institute

reserves the right to place the order in parts or as a whole to the one or more tenderers.

6. The validity of tender shall be for 90 days from the date of receipt. The finally approved and determined rates will remain in force from 01.11.2021 to 31.10.2022 with a provision to extend further for a period of three months at the same rates approved by the Institute. **The Institute will not entertain any request for the increase of rates on account of increase of tax, excise duty, natural calamity, strike, other levies or any other reasons, whatsoever, during the period of contract. Any new tax imposed during the currency of contract will, however, be considered.**
7. (a) **The Central Sales Tax/GST/Service Tax, if applicable, should be indicated clearly in the tender form as “Central Sales Tax/GST/Service Tax Extra” along with the percentage of Central Sales Tax/GST/Service Tax as applicable against each and every item failing which it will be treated that the rates quoted by the tenderer are inclusive of sales tax/ Central Sales Tax/GST/Service Tax. After this, no representation/ request regarding payment of Central Sales Tax/GST/Service Tax shall be entertained. The rates may be quoted by showing the percentage and amount of GST under the column of GST in the specifications.**

**Service Tax/GST/will be paid to the tenderer provided the Central Sales Tax/GST/Service Tax registration No. Service Tax Code & 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.**

(b) In Case of Goods and Services Tax (GST) invoice, Institute name, address and GST/TIN No. must be indicated/ printed by you. For items on which GST is applicable, it may also be mentioned/printed **“Input Tax Credit is available against this invoice”**. Each such invoice will be submitted by the tenderer in duplicate (two copies). While the first copy will be used for claiming Input Tax Credit by the Institute and will be submitted to the Assessing Authority of Excise & Taxation Department, Rohtak, along with the return for claiming Input Tax Credit (ITC), the 2<sup>nd</sup> copy will be used for processing the payment to the suppliers. Therefore, it may be ensured that such invoices are submitted in duplicate (two copies).

**“Retail invoice”** will, however, be accepted for goods purchased by the Institute for own consumption and not for sale and for Inter State Purchase.

8. Under no circumstances any tenderer shall quote rates for any item more than MRP rates printed on the packing, wherever applicable. Otherwise penal action shall be initiated under the relevant act or as deemed fit by the Institute.
9. In case of any reduction in the excise duty, taxes, etc. in respect of any item(s) under this tender in pursuance of General Budget for the year 2021-22 or 2022-23, the reduced excise duty, taxes shall be applicable for that particular item(s) irrespective of the approved rates contained in the contract letter.

10. The rates quoted should be F.O.R Institute irrespective of quantity ordered.
11. **The tenderers will quote the rates in respect of non-branded items and will submit the samples of allotted items to the Principal/Secretary for approval and in case of supply of inferior quality, if any; matter will be referred to the Purchase Committee.**
12. The tenderer will supply the Grocery Items to the Institute on next day at 8.30 A.M. sharp or time given by the Institute. In case of late supply of the items, a penalty of Rs.500/- or 2% of value of supply whichever is higher will be imposed to the tenderer. The Institute shall also 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.
13. The Management 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 quantity 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 Department reserves the right to dispose-off the same at the cost of the tenderer and no claim whatsoever shall be entertained.
14. The number of items and quantity thereof mentioned in the BOQ are tentative/ indicative and can be increased/decreased as per requirement of the Institute. The Institute also reserves the right to withdraw any item mentioned in the BOQ and no compensation shall be payable for the same.
15. The Institute shall not be in any manner concerned with internal affairs of the tenderers i.e. dispute and dissolution, etc. or affairs concerning any other (third) party that supplier may be having.
16. (a) In case of non-supply/short supply/inferior quality supply, the items shall be purchased at the risk and cost of the tenderer and the amount spent in excess of the approved rates shall be recovered from the pending bills and security deposit. In this eventuality, the security deposit will be forfeited. If at any time, the penalty levied/recoverable during the contract period exceeds the security amount, then the Institute reserves the right to withdraw the item(s) and re-allot the same to any other supplier and further blacklist the tenderer upto three years from participating in Institute tenders.  
  
(b) In case penalty is imposed for more than 5 times on the tenderer on account of non-supply/short supply/poor quality supply/late supply to the Institute the contract is liable to be considered for cancellation, forfeiture of security and blacklisting of the tenderer's /firm upto the period of 3 years.
17. The Institute shall be at liberty to purchase the items from Government approved agencies and the tenderer shall have no objection to it.

18. The tenderer shall be duty bound to affect the supply of items contracted for to the extent indented during the contract period.
19. The free scheme, if any, introduced by the Manufacturer/Authorized Distributors with the sale of product from time to time is applicable to the Institute. In such case the tenderer shall indicate the details of free supply in the bill, while supplying the indented material.
20. 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.
21. Payments will be processed on fortnightly basis i.e. in batches of 1<sup>st</sup> to 15<sup>th</sup> and 16<sup>th</sup> 30<sup>th</sup>/31<sup>st</sup> of each month. Payment of each batch will be released within 15 days of close of each batch. Thus, while payment of bill from 1<sup>st</sup> to 15<sup>th</sup> of a month will be made upto 30<sup>th</sup> of the same month, payment for bills in the batch of 16<sup>th</sup> to 30<sup>th</sup> / 31<sup>st</sup> will be released before 15<sup>th</sup> day of next month.
22. The contract, if awarded, for specific period, can be terminated at any time without assigning any reason, whatsoever, even before the expiry of the contract period.
23. The aforementioned terms & conditions shall be binding and operative between the tenderer (supplier) and the Institute.
24. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
25. Any dispute is subject to the jurisdiction of Rohtak only.
26. The tenderer must have License so issued under the **FOOD SAFETY AND STANDARDS ACT 2006** or enclose a copy of Receipt of applying for the above License to the Govt. as token of proof for supplying of Grocery Item along with an undertaking that in case the contract is allotted to the tenderer, the said License will be produced within 90 Days of allotment failing which the Institute would reserve the right to cancel the contract.
27. In the event of any dispute or difference arising out of or in any way touching or concerning this tender whatsoever (except as to matters the decision of which is specifically provided under this contract). The same shall be referred to the sole arbitration of the Director General Tourism, Haryana, Chandigarh or any person appointed by him / her. The award of such arbitrator shall be final and binding on both the parties hereto. The Arbitration and Conciliation Act, 1996, shall apply to the arbitration proceedings.

28. Bidder shall not be allowed to be represented by a lawyer.
29. The aforementioned terms & conditions shall be binding and operative between the bidder (contractor) and the Institute.
30. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.
31. Any dispute is subject to the jurisdiction of Rohtak only.

Principal/Secretary

## **PROCEDURE FOR TENDERING**

1. The Bids shall be received only in the office of Institute of Hotel Management, Rohtak.
2. Tender Documents can be purchased from the Institute of Hotel Management, Tilyar Lake, Rohtak up to 21/10/2021 till 5.00 pm or can be downloaded from [www.ihmrohtak.com](http://www.ihmrohtak.com) and to be submitted as per given deadline with requisite tender form fee.
3. The Agency has to produce the original documents as and when asked for by the Institute. The failure of the Agency to furnish the said original documents will entail summarily rejection of its tender.
4. Instructions to Bidders:
  - (a) Tenders without required documents will be rejected. Incomplete tenders or tenders without earnest money will be rejected.
  - (b) Bids will be opened as per time schedule mentioned above.
  - (c) Before submission of Bids, Bidders must ensure that copies of all the necessary documents have been attached with the Bid.
  - (d) It will be mandatory for all the Bidders to attach all the documents mentioned under '**TECHNICAL BID**'.
  - (e) Institute will not be responsible for any delay in submission of the Bids due to any reason whatsoever.
  - (f) The details of Tender Fee & EMD specified in the Tender documents should be the same as submitted otherwise tender will be rejected.

For any issue related to Tendering, Bidders may contact the Administration Office at Institute of Hotel Management, Tilyar Lake, Rohtak, phone no: 8222880280, 01262-272055.

**INSTITUTE OF HOTEL MANAGEMENT**  
**TILYAR LAKE, ROHTAK**  
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**TECHNICAL DETAILS OF THE TENDERER**  
**TECHNICAL BID(PART 'A')**

- A. Earnest Money Deposit
- B. 1. Details of Tenderer – Name, Father’s Name, Name of Firm, Complete Address and Contact Number.
2. Transportation Arrangements
3. The tenderer must have License so issued under the **FOOD SAFETY AND STANDARDS ACT 2006** or enclose a copy of Receipt of applying for the above License to the Govt. as token of proof for supplying of Grocery Items along with an undertaking that in case the contract is allotted to the tenderer, the said License will be produced within 90 Days of allotment failing which the Institute would reserve the right to cancel the contract prematurely.
4. No Agency having been blacklisted by the any State or Central Government Department or PSU in the past shall be eligible to participate in the tendering process (enclose a signed and stamped statement on the letter head of the company with regard to the blacklisting history of the company).
5. Any other information, terms and conditions that tenderer may like to add.

**Note:-** Please attach the scanned copy/copies of above said information with Technical Bid.

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**TECHNICAL DETAILS OF THE TENDERER**  
**FINANCIAL BID(PART 'B')**

The rates quoted by the tenderers where brand of item is mentioned shall be treated as the rate of that brand only. Rate of other brand will not be considered.

<b><u>Sr. No.</u></b>	<b><u>Name of Items</u></b>	<b><u>Packing(Economical/ Institutional )</u></b>	<b><u>Rate in Kg.</u></b>	<b><u>GST % &amp; Amount</u></b>
1	Tata Salt (Tata)	Kg.		
2	I Shakti (Tata)	Kg.		
3	Ajwain	100 gms.		
4	Ajwain	Kg.		
5	Cinnamon Whole	Kg.		
6	Cinnamon Powder	Kg.		
7	Jeera	Kg.		
8	Dhania Whole	Kg.		
9	Methi Dana	Kg.		
10	Mustard Seeds	Kg.		
11	Mustard Powder	200 Gms. Weikfield		
12	Bay leaves	Kg.		
13	Cloves	Kg.		
14	Pepper (Black)	Kg.		
15	Saunf Motti	Kg.		
16	Big Cardamom	Kg.		
17	Small Cardamom	Kg.		
18	Red Chilli Whole	Kg.		
19	Kalaunji	Kg.		
20	Jawatri	Kg.		
21	Araroot	Kg.		
22	Ajinomoto (Golden Crown)	500 gms.		



23	Saffron {Tiger}	one gm. Box		
24	Corn Flour	500 gms. Weikfield		
		Sailor		
		Brown Palson		
25	Corn Flour	5 Kg. Weikfield		
		Sailor		
		Brown Palson		
		1 Kg. Dabur		
26	Custard Powder	500 gms. Weikfield tin		
		Brown Palson		
27	Cocoa Powder	200 gms. Cadbury tin		
		Weikfield		
28	Drinking Chocolate	200 gms. Tin Cadbury		
29	Gelatin	50 gms. Sailor		
		Solar		
30	Scented Saunf	100 gms.		
31	Misri Crystal	100 gms.		
32	Baked Beans	440 gms. Tin Frutin's		
33	Butter	500 gms. Verka		
		Amul		
		Nutralite		
34	Boondi {Haldiram}	200 gms. Per Pkt.		
35	Cheese	400 gms. Tin Britannia		
		Amul		
36	Cheese Mozrella	Kg. Amul		
37	Yeast Fresh	500 gms. Per pkt.		
38	Baby corn	Tin (Frutin's)		
39	Baking Powder (Weikfield)	400 gms. Tin		

40	Sweet Corn	450 gms. Tin Frutin's		
41	Fruit Cocktail Tin	840 gms. Frutin's		
		Golden Crown		
42	Pineapple Slices	840 gms. Tin Frutin's		
		Golden Crown		
43	Cherry Tin Big	840 gms. Frutin's		
		Golden Crown		
44	Orange Peel	Kg.		
45	Petha	Kg.		
46	Glaze Cherry	Kg.		
47	Corn Flake	500 gm. Kelloggs		
		Mohan		
48	Condensed Milk	400 gm. Tin Nestle		
49	Dark Chocolate	500 gm. Morde		
50	White Chocolate	500 gms. Morde		
51	Jam Apple	500 gms. Kissan		
		Vita		
52	Jam Pineapple	500 gms. Kissan		
		Vita		
53	Jam Mango	500 gms. Kissan		
		Vita		
54	Jam Orange	500 gms. Kissan		
		Vita		
55	Mixed Fruit Jam	500 gms. Kissan		
		Vita		
56	Honey	500 gms. Bottle {Dabur}		
57	Honey	100 gms. Bottle {Dabur}		

58	Desi Ghee	Verka Ltr.		
		Amul Ltr.		
		Vita Ltr.		
59	Pickle	1 Kg. Tin Mother Recipe		
		Nilons		
60	Pickle	5 Kg. Tin -Mother Recipe		
		Nilons		
61	Suji (Shakti Bhog)	500 gms. Packing		
62	Suji (Local)	500 gms.		
63	Dalia (Porridge)	Kg.		
64	Oat Meals	Kg.		
65	Bournvita	Kg.		
66	Milk Masala (20 gm)	pc		
67	Sprouted-Moong	Kg.		
68	Sprouted-Chana	Kg.		
69	Atta	10 Kg. -Shakti Bhog		
		Rajdhani		
70	Besan	Kg. - Shakti Bhog		
		Rajdhani		
71	Besan	35 kg. Bag Shakti Bhog		
		Rajdhani		
72	Maida	50 Kg. Laxman Brand Blue		

		Murli		
		Arti		
73	Parmal Rice { Whole }	Shaktibhog		
		Dawat		
		Hafad		
74	Rice { Superior Basmati }	Kg. Dawat Super		
		Hafed Superior		
75	Rice Shella (Basmati)	Kg.		
76	Mustard Oil	15 Ltr. Tin P-Mark		
		Markfed		
		Fortune		
77	Mustard Oil	1 Ltr. Bottle P-Mark		
		Markfed		
		Fortune		
78	Refined Oil { Cottonseed }	13-1/2 Kg. Tin Ginni		
		Fortune		
79	Refined Oil { Soya }	13-1/2 kg. tin Ginni		
		Fortune		
80	Refined Oil (Rice Bran)	13-1/2 kg. tin -Ricella		
		Ginni		
81	Bakery Shortening	15 Kg. Tin ABC Ltd.		
		Fortune-Super Puff		
82	Vanaspati Ghee	1 Kg. ABC Ltd		
		Gagan		
		Fortune		

83	Nutri	Kg.		
84	Black Chana	Kg.		
85	Kabuli Chana Dollar I	Kg.		
86	Kabuli Chana Dollar II	Kg.		
87	Kabuli Chana Dollar III	Kg.		
88	Moong Dal Chhilka	Kg.		
89	Moong Whole	Kg.		
90	Moong Wash	Kg.		
91	Masoor Whole	Kg.		
92	Malka Masoor Wash	Kg.		
93	Urad Whole	Kg.		
94	Urad Wash	Kg.		
95	Urad Chhilka	Kg.		
96	Chana Dal	Kg.		
97	Dal Arhar	Kg.		
98	Rajmah Chitra	Kg.		
99	Rajmah Jammu	Kg.		
100	Rongi	Kg.		
101	Almond Giri	Kg.		
102	Kaju Whole	Kg.		
103	Kaju two piece	Kg.		
104	Kaju four pieces	Kg.		
105	Kismis	Kg.		
106	Khaskhas	Kg.		
107	Melon Seeds	Kg.		
108	Pista	Kg.		
109	Peanut Giri	Kg.		
110	Walnut Giri	Kg.		
111	Coconut Powder	Kg.		
112	Gur	Kg.		
113	Sugar {M-30}	100 Kg. Bag		

114	Sugar Cube	Pkt. Doralá		
115	Breakfast Sugar	500 gms. Solar		
116	Icing Sugar	Kg. Sailor		
		Trust		
117	Salad Oil { Sailor }	400 gms. Solar		
		Mama		
118	Vinegar White { Sailor }	700 ml bottle Vinegar (Malt)		
119	Vinegar White { Sailor }	500 ml bottle Vinegar (Malt)		
120	Soya Sauce { Sailor }	700 gms. Bottle Mama		
121	Chilli Sauce { Sailor }	700 gms. Bottle Mama		
122	Worcestershire Sauce { Sailor }	700 gms. Bottle Mama		
123	Tomato Ketchup	1200 gms. Bottle Kissan		
		Nescafe		
124	Tomato Ketchup	1000 gms. Bottle Kissan		
		Nescafe		
		Dabur		
125	Tomato Puree	825 gms. Frutin's		
		Golden Crown		
		Kissan		
		1 Kg. 50 Gms. Dabur		
126	Capsico Sauce	50 ml. Bottle Solar		
		Dabur		
127	Tabasco Sauce	50 ml Bottle Solar		

		Dabur		
128	8 to 8 Sauce	200 ml. Bottle		
		Solar		
		Sailor		
129	Black Bean Sauce	227 gm. Bottle		
130	Til White	Kg.		
131	Tea Taj	Kg.		
132	Tea Brooke Bond { Red Label }	Kg.		
133	Tea Masala	(100 gm.) Pkt.		
134	Tea ordinary	Kg.		
135	Tata Tea Bag	100 Dip Nos.		
136	Coffee	200 gms. Tin Nescafe tin		
136	Papad {Lizzat }	200 gms. Masala		
		Plain		
137	Sevian {Bambino }	500 gms. Pkt.		
138	Pasta Farfalle	500 gms. Pkt.		
139	Pasta Fusilli	500 gms. Pkt.		
140	Pasta Penne	500 gms. Pkt.		
141	Macaroni (Bambino)	180 gms. Pkt.		
142	Spaghetti { Licia }	500 gms.Pkt.		
143	Noodles { Mama }	400 gms. Appu		
144	Phool Makhana	Kg.		
145	Gulab Jal {Dabur }	60 ml. Bottle		
		120 ml. Bottle		
146	Olive Oil (Cooking)	250 ml.		
		Crismna extra virgin		
		Britolli		

		Friagelee		
147	Olive	450 gm. Bottle		
148	Pitted Olive	450 gm. Bottle		
149	Stuffed Olive	450 gm. Bottle		
150	French Fries	Kg.		
151	American Corn Frozen	500 gm.		
152	Roasted Channa	1 kg.		
153	Imli Paste (Dabur)	200 gms.		
154	Imli (seedless)	Kg.		
155	Basil	(10 gm) bottle		
156	Oregano	(10 gm) bottle		
157	Paprika Powder	(20 gm) bottle		
158	Thyme	(15 gm) bottle		
159	Lemon Yellow Essence	500 gms. Bottle { Bush / Sun/ Splash}		
160	Mango Essence	500 gms. Bottle { Bush / Sun/ Splash}		
161	Banana Essence	500 gms. Bottle { Bush / Sun/ Splash}		
162	Strawberry Essence	500 gms. Bottle { Bush / Sun/ Splash}		
163	Pineapple Essence	500 gms. Bottle { Bush / Sun/ Splash}		
164	Vanilla Essence	500 gms. Bottle { Bush / Sun/ Splash}		
165	Almond Essence	500 gms. Bottle { Bush / Sun/ Splash}		
166	Kewra Essence	500 gms. Bottle { Bush / Sun/ Splash}		
167	Orange Essence	500 gms. Bottle { Bush / Sun/ Splash}		
168	Match Box	6 pieces Homelites		
169	Tooth Pick {Sharp}	Packet		
170	Straw Pipes	Packet		



171	Cling Film	600 mt x 30 cm.		
172	Disposable Glasses {Std. Size}	Per 100		
173	Silver Foil	72 m x 30 cm Roll per Piece		
		S.R. Homefile		
		Hindalco		
174	Fuel Gel	Ltr.		
175	Fuel Cake	Kg		
176	Rich Cream (Topping)	Kg		
177	Cream Tropolite	Kg		
178	Fine Gel	Kg.		
179	Tower Gel	Kg.		
180	Caramel Colour	Ltr.		
181	Mayonnaise -Cremica	Kg.		
182	Mayonnaisa-Funfood	Kg.		
183	Cooking Cream (Rich)	Kg.		
184	Cheese Blend (Cremica)	Kg		
185	Cheese Slice Amul	400 gms.		
186	Cheese Slice Britannia	400 gms.		
187	Ginger Paste (Dabur)	Bottle		
188	Garlic Paste (Dabur)	Bottle		
189	Ginger Garlic Mixed Paste Dabur	Bottle		

Stamp/seal of Tenderer