

INSTITUTE OF HOTEL MANAGEMENT  
CATERING TECHNOLOGY & APPLIED NUTRITION  
P-16, TARATALA ROAD, KOLKATA – 700 088

**Open Tender for Fire Fighting Equipment and System**

Sealed tenders are invited from experienced, reputed, financially sound and licensed private Agencies for the above mentioned works.

All related documents of the tender are available at Institute's website [www.ihmkolkata.org](http://www.ihmkolkata.org) which may be downloaded for submission, as per instructions/guidelines given.

The schedule of the Tender is furnished hereunder:

Start of downloading of tender document	<b>25.06.2019 at 09.00 AM</b>
Closure of downloading of tender document	<b>04.07.2019 at 05.00 PM</b>
Last date of submission of Bids in the Institute [Technical and Financial in two separate sealed envelopes along with DD for tender cost, EMD and other related Documents as prescribed] at Institute premises	<b>05.07.2019 at 05.00 PM</b>
Tender Opening Technical	<b>Tentatively on 08.07.2019 at 11.00 AM</b>
Tender Opening Financial	<b>Tentatively on 09.07.2019 at 11.00 AM</b>

The Management reserves the right to reject any or all applications without assigning any reasons thereof.

Principal/Secretary

## **Terms & Conditions**

1. The job is for repairing, refilling, overhauling and replacement of unused/broken Fire Extinguishers installed at Main Building, Annex Building, Ladies' and Gentlemen's Hostels, Staff Quarters, Pump House, Power House, Gas Bank, and other areas where the equipment are installed at **IHM, KOLKATA**.
2. Each and every page of the Tender must be signed by the Tenderer himself, if the tenderer is a proprietorship firm and in case of a partnership firm, by a partner. However, in such case, there must be an authorization from all the partners to the effect that the person signing the tender as a partner has been authorized to sign on behalf of all partners.
3. If the tenderer is a Company, there must be a valid authorization from the competent authority/ Board resolution, authorizing the person to sign and file the tender on behalf of the Company.
4. Any Tender not signed on each page and without authorization may be rejected.
5. Any overwriting or cutting in the Tender document must be avoided. However, if any over writing or cutting is caused due to some unavoidable reason, the same must be duly attested by the person signing the document.
6. The tenderer is not allowed to make additions/alterations in the tender paper. Such additions and alterations shall be at the tenderers own risk and shall render the tender to be summarily rejected. Conditional tenders shall not be accepted.
7. The tenderer shall give his/her full permanent as well as temporary address and shall also furnish/attach proof thereof.
8. The tenderer whose Tender is accepted, shall submit a contract agreement on stamp paper [Rs.100/-] at its own cost, to be signed by both the parties.
9. **Prices in Annexure-2 must be quoted in Indian rupees and must be inclusive of GST.**

### **Eligibility Criteria:**

10. The tenderer who has an experience of minimum five years of running such business in the relevant field may apply along-with required documents of its experience.
11. The tenderer must have all the requisite statutory registrations, documents, Tax registration including GST/GSTN and PAN.

## **Earnest Money Deposit (EMD)**

12. Tender must be attached with an Earnest Money Deposit of **Rs.10,000/- (Rupees Ten Thousand only)** in the form of DD of any scheduled bank, in favour of the “**Institute of Hotel Management Kolkata**”. The Demand Drafts for Earnest Money Deposit must be enclosed in the envelope containing the technical bid. The EMD of the successful tenderer shall be returned on receipt of Security Deposit Money. Tender received without Demand Draft of EMD will be rejected.
  - a. The EMD of unsuccessful tenderers shall be refundable to them after completion of the bidding process. However, the same shall be refunded within 30 days after the receipt of written request from the tenderer concerned on this behalf.
  - b. The EMD should be valid for a period of minimum three months.
13. The earnest money of the successful tenderer will be liable to be forfeited as liquidated damages in the event of any evasion, refusal or delay on his part in signing the agreement. The earnest money of the tenderer who withdraws its tender in breach of conditions of contract and who evades or refuses to sign the contract bond after acceptance of its tender within the period of its validity, will also be liable to forfeiture.
14. The Tender Fee [non-refundable] @ Rs.1,000/- [Rupees one thousand] should be paid through online for e-tender and by DD for open tender.
15. An amount of Rs.25,000.00 (Rupees Twenty Five Thousand) only has to be paid by the successful tenderer after receiving the appointment letter.

## **Documents to be attached with the Tender:**

16. The tenderer must attach self-attested copies of the following documents along with the Technical bid. Any technical bid not accompanied with such documents would be liable for rejection:
  - a. Income Tax Registration Certificate/PAN No.
  - b. Firm/Company Registration Certificate.
  - c. GST Registration Certificate/No.
  - d. Other Statutory Registrations/Licenses, if any.
  - e. Bank Solvency Certificate.
  - f. Details/particulars of the firm submitting the bid
  - g. Audited balance sheet and profit and loss accounts along with gross turnover.
  - h. Authority/Resolution in favour of the person signing the Tender on behalf of the firm submitting the tender.
  - i. Demand Draft of Rs.10,000/- (Rupees Twenty Five Thousand) only towards EMD.
  - j. Demand Draft of Rs.1,000/- (Rupees One Thousand) only towards Tender Cost [for open tenderer]

- k. Address proof.
- l. Copy of Aadhar Card of person signing the bid.
- m. Application/declaration.
- n. Other documents as may be deemed necessary and as is required under any other provision of the Tender document and not mentioned herein above.

#### **Submission of Bid:**

17. The Tender shall be submitted in two parts i.e. Technical and the Financial in the following manner:

**a. Technical Bid:** The Technical bid shall consist of entire Tender documents as details furnished above. The Technical bid shall be submitted by post/hand in the office of the Institute within the stipulated period.

**b. Financial Bid:** The Financial bid shall contain only the rates as per specifications including GST and only accepted through online for e-tender at [www.tenderwizard.com/CTANIHM](http://www.tenderwizard.com/CTANIHM) and by post/hand for open tender.

18. Any bid received after the aforesaid date and time shall be summarily rejected and will not be considered under any circumstances, whatsoever and no explanation to the effect that delay in submission has been caused due to postal lapse, shall be entertained.
19. The tender will remain valid for 30 days from the date of opening. After submission of the bid, it shall be deemed that the tenderer has undertaken to keep its tender open for acceptance for the entire period of 30 days and will have no right to withdraw the same before expiry of the said period. In case, intimation of its acceptance is issued to the contractor at a later date, the tenderer shall be competent to refuse.

#### **Opening of Bids:**

20. First of all, **the Technical bids will be opened as per mentioned schedule [for any change, the same will be notified in our Institute's website]**, in the presence of authorized representative(s), if any, of bidding parties and the Members of Tender Committee of the Institute. The tenderers will also be required to meet the Committee for presentation (to satisfy all material questions pertaining to their company/ firm and their modus-operandi etc.), interview and finalization of the offer. Thereafter, financial bids will be opened for only the tenderers who are qualified the technical bid.
21. The party, whose tender is accepted, will have to sign an agreement within 10 days of the award of contract, failing which the Earnest Money deposited will be forfeited and the acceptance of its tender may be annulled at the discretion of the Institute.

**Evaluation Criteria for Bid Evaluation:**

22. The contract will be awarded to the tenderer considering lowest sum of weighted cost and Technical criteria.

**Acceptance/Non-acceptance of bids:**

23. The tenders that do not fulfil any of the above conditions or are incomplete in any respect, shall liable to be rejected.

24. The Institute reserves the right to accept or reject any or all tenders without assigning any reasons thereof and the tenderer shall have no right, whatsoever, to challenge the same.

**Termination of Contract:**

25. The Institute reserves the absolute right to terminate contract forthwith, if found that the contract is not in public interest such as:-

If the Contractor fails to provide the services as envisaged herein within the period(s) specified in the contract or any extension thereof as may be granted by Institute.

If the Contractor fails to perform any of the obligation(s) under the contract.

If at any later date, it is found that the documents and certificates submitted by the contractor are forged or have been manipulated, the work order issued to the contractor shall be cancelled and security deposit issued to the Institute shall be forfeited without any claim whatsoever on Institute and the contractor shall be liable for action as appropriate under the extant laws.

The Tenderer is not eligible for any compensation or claim in the event of such cancellation.

**Jurisdiction**

26. All matters and disputes under this contract shall be subject to the jurisdiction of Honourable High Court, Kolkata only.

27. **Force Majeure:** Neither IHM, Kolkata nor the agency shall be considered in breach of this Contract to the extent that the performance of their respective obligations is prevented by an ACT / EVENT of Force Majeure (Natural calamities, Earth quake, Act of God etc.) that arises after the effective date.

28. TDS will be applicable as per Rules.

Signature of the Tenderer

Seal

## **Job Specification**

1. The Tenderer should visit and survey the site before submission of financial bid as per specification furnished hereunder and also submit the written statement on company letter head that tenderer or his representative has visited the Institute premises which is required to be duly signed by the Institute's Authority as per **Annexure III**
2. It is mandatory to furnish information as per **Annexure IV & Annexure V**
3. Warranty period will be valid for one year only from the date of installation of new Fire Extinguishers and refilling/repair of the old ones.
4. Payment will be made after completion of the job on submission of bills in duplicate with signed challans.
5. Time to time checking of Fire Extinguishers and repair maintenance on emergency.

## **Mandatory obligations**

6. Must provide firefighting training to all staff.
7. Must prepare a Fire Exit Plan for the Institute
8. Periodical checking in every two months.

## APPLICATION

Name of the Applicant -----  
(If an individual)/Firm

Father's Name -----  
Address of self and -----  
Firm -----

Phone No./Mobile No. -----

Aadhar No. -----

### Details of EMD

a. Amount : Rs.10,000.00  
b. DD No. & Date : \_\_\_\_\_  
c. Bank & Branch : \_\_\_\_\_

### Details of Tender Cost [Open Tenderer]

a. Amount : Rs.1,000/-  
b. DD No. & Date : \_\_\_\_\_  
c. Bank & Branch : \_\_\_\_\_

GST NO -----

PAN No. -----

Experience (in years) -----

Name and address of two responsible persons as guarantors:

Name ----- Aadhar No. -----

Address -----

All required documents should be attached.

Signature of the applicant

Date:

Seal

## Annexure II

Financial Bid:

SI	Job Description	Quantity	Rate to be quoted Inclusive of GST
<b>Refilling of Fire Extinguishers</b>			
01	Water CO2 (9 Litre Capacity), ISI Make for refilling		
02	Dry Chemical Powder (5 Kg. Capacity), ISI Make for refilling		
03	Dry Chemical Powder (10 Kg capacity), ISI Make for refilling		
04	ABC (SP) for refilling		
05	Dry Chemical Powder (6 Kg. capacity), ISI Make for refilling		
06	Replacement of Hose 5 Kg. Dry Chemical Powder		
07	Replacement of Carbon Dioxide (CO2) Horn & Bend for 2 Kg.		
08	Replacement of Fire Bucket (18 SWG) with M.S. Angle		
<b>Service of Fire Extinguishers</b>			
01	6.5 Kg. Capacity		
02	4.5 Kg. Capacity		
03	2.0 Kg. Capacity		
<b>New Purchase</b>			
01	6 Kg. Dry Powder type Fire Extinguishers with 5 Kg. Dry Powder		
02	Filling Charge		
03	Delivery Charge		
<b>Annual Maintenance Service Charges inclusive of GST and including Fire Fighting Training</b>			
<b>Total Amount</b>			

Signature of the Tenderer

Name of the Firm \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Mobile No. \_\_\_\_\_

Seal



**Annexure III**

On the letter head of the tenderer

Certified that I/We Sh. .... on behalf of M/s. ....has visited the Institute of Hotel Management, at P-16, Taratala Road, Kolkata – 700088, on dated.....to understand the job responsibility and the work place.

I/We fully understand the entire responsibility and have no doubt in it.

Signature of the Tenderer with seal

Signature of the Institute's authority with seal.

## Annexure "IV"

### List of Major Clients, including Govt. Organizations / Academic Institutions

Sl. No	Name of Client with Contact Details	Executed Job	
		From	Till
1			
2			
3			
4			
5			

Note:- Please furnish at least two references of senior executives as under:-

Sl No	Name with Designation	Name of Company/ Firm & Address	Landline No.	Mobile No.	E-Mail ID
1.					
2					

Copies of relevant documents are to be enclosed in support of above information. Also provide list of ongoing projects along with copies of work orders /completion certificates.

Turnover during the last three years

Sl No.	Year	Turnover in Rupees (in words and Figures)	Copy Enclosed/Not Enclosed
1	2018-2019		
2	2017-2018		
3	2016-2017		

Please enclose documentary evidence for above facts, duly verified by the Chartered Accountant (CA). Copies of relevant documents are to be enclosed in support of above information.

### Undertaking

(a) I hereby certify that all the information furnished above are true to the best of my knowledge. I have no objection to Institute verifying any or all the information furnished in this document with the concerned authorities, if necessary.

(b) I also certify that, I have understood the complete scope of work; all terms and conditions indicated in the tender document and completely accept all of them.

Seal & Signature of the authorized signatory of the agency

**Annexure V**

**DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER**

(To be executed & attested by Public Notary / Executive Magistrate on Rs10/- non judicial Stamp paper by the Tenderer)

I / We \_\_\_\_\_ (Tenderer) hereby declare that the Tenderer \_\_\_\_\_ namely M/s \_\_\_\_\_ has not been blacklisted or debarred in the past by Union / State Government or any Organization from taking part in Government tenders in India and has no litigation in any of the Court(s).

(Or)

I / We \_\_\_\_\_ (Tenderer) hereby declare that the Tenderer namely M/s \_\_\_\_\_ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of \_\_\_\_\_ years w.e.f. \_\_\_\_\_ to \_\_\_\_\_. The period is over on \_\_\_\_\_ and now the firm / company is entitled to take part in Government tenders.

In case the above information found false, I / we are fully aware that the tender / contract will be rejected/cancelled by Principal, IHM, Kolkata and EMD / Security Deposit shall be forfeited.

In addition to the above, Principal, IHM, Kolkata will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

Attested:

(Public Notary / Executive Magistrate)

Name \_\_\_\_\_

Address \_\_\_\_\_