

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

Open Tender for supply of fish items at IHM, KOLKATA

Sealed tenders are invited from experienced, reputed, financially sound and licensed Suppliers for the above mentioned work.

All related documents of the tender are available at Institute's website 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	24.06.2019 at 09.00 AM
Closure of downloading of tender document	04.07.2019 at 05.00 PM
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	05.07.2019 at 05.00 PM
Tender Opening Technical	Tentatively on 08.07.2019 at 11.00 AM
Tender Opening Financial	Tentatively on 09.07.2019 at 11.00 AM

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

Principal/Secretary

TERMS AND CONDITIONS

1. The cost of tender documents is Rs. 1000.00 (Rupees One Thousand only) which is required to be paid through online.
2. Each tender shall be accompanied by a bank draft covering the amount of Rs.10,000.00 (Rupees Ten Thousand) only as Earnest Money in favour of "IHMCT&AN, KOLKATA" payable at Kolkata. Cheque will not be accepted in any circumstance. The earnest money shall be refunded within 30 days from the date of opening of the financial bid. In case of successful tenderer, the same will be refunded after they deposit the security money of Rs.25,000.00 (Rupees Twenty Five Thousand). In case the tenderer refuses to accept the award or refuses to comply with any of the terms and conditions for the award of contract, the EMD shall be forfeited. Exemption of Earnest Money will not be considered under any circumstance. However, for SSI/NSI/NGO the earnest money would be refunded in due course.
3. The supplier shall provide, furnish and deliver the supplies at the premises of the Institute during the period of this contract by 8.00 a.m. or any other specified time. Supply of material after specified time is liable to be rejected. The material of the nature and description specified in the tender form hereto shall be taken as part of this contract, in such number and quantity as may from time to time be required for and on behalf of the Institute at rates and prices agreed to.
4.
 - a. The material shall be of the best quality and of the exact kind; quality and description demanded and if 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.
 - b. In case the material has been rejected, the Institute 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 supplied as aforesaid, the Institute shall be at liberty to purchase the same at the cost and expenses of the supplier and the supplier shall on demand, pay to the Institute all such extra costs, charges and expenses as shall or may be incurred or sustained in procuring the same and/or the extra amount spent by the Institute on account of such purchases, shall be deducted from the security/running bills.

In case of repeated defaults, the Institute reserves the right to terminate the contract and the supplier shall have no right to any compensation or damages in this regard.

 - c. 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 Institute. In case of failure of the contractor to do so, the Institute shall have the right to proceed in the same manner as in the case of (b) above in respect of these rejected commodities as well.

d. The quantities shown in the 'Schedule' are only estimated requirements. The Institute reserves the right to increase/decrease the quantities. No adjustment of any kind shall be entertained. The Institute also reserves the right to place order on any item/items of the purchase order throughout the period of the contract and the supplier shall not be entitled to claim any compensation or damages.

e. The supplier shall maintain proper date wise record of all indents placed to them by the Institute for effecting supplies. If telephonic indents are placed at any time, the supplier shall ensure that such telephonic orders are followed with written indents.

f. 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.

5. In the event of failure on the part of the 'Supplier' to supply the material, in accordance with the conditions entered herein the Institute shall have the right to make alternative arrangement at the cost and risk of the supplier. The supplier shall reimburse the extra cost to the Institute and in case of his failure to do so the Institute shall have the right to recover the amount from the security deposit of the supplier any dues owed to the Institute by the supplier. It should be clearly understood that the Institute's right and the supplier's obligation for compensation is not limited to the extent of security deposit and/or the dues owed and the Institute shall have the right to proceed against the supplier for the recovery of its claim in excess of the security deposit and/or the dues available with the Institute. The Institute has a right to withhold the Security Deposit and appropriate the same if need be until the dues of the supplier are fully settled.
6. It is the responsibility of Supplier to receive the Purchase order by 4.00 p.m. on every working day. Failure to collect the Purchase order and supply of the items, the Institute shall have the right to procure the same on the risk and cost of the Supplier in the same manner as specified in point 6 as above.
7. In case of breach of any of the conditions stipulated herein the Institute shall be at liberty to terminate contract without any prejudice to the right of the Institute to claim damages on account of breaches thereof in the same manner as at (6) above.
8. 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 Institute in making the supplies hereby contracted for, nor shall be 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 Institute, money or gratuity, fee or reward for any matter or thing or anyway relating to the performance of the contract.

9. It is desirable that Suppliers should submit the bills for payment on 7th day of every month. The bills should be made on proper printed bill from serially numbered and in no case on the letterheads.
10. The latest Income tax assessment order and the Income Tax Clearance Certificate will accompany each tender. In case the Income of the tenderer is not taxable, an affidavit to this effect may be attached to the tender.
11. Tenders from suppliers with sound financial standing and capacity will only be considered. No interest will be payable on Earnest Money/Security Deposit. Tenderer withdrawing before the announcement of successful tenderer shall be liable to have his earnest money forfeited.
12. An agreement is to be signed with the Institute containing all terms and conditions of the tender within one month of the receipt of acceptance letter from the Institute. The cost of the stamp papers of appropriate value shall be borne by the supplier.
13. Every tenderer should give separate rate for the items as specified in the Annexure. The rates would be inclusive of all Statutory Taxes as applicable.
14. The Institute reserves the right to accept whole or part of the tender. Institute also reserves the right to split the tender and award the contract Department wise. However, in such cases work of a department would be awarded to one supplier only.
15. The Institute reserves the right to negotiate reduction in the rates or to reject any or all tenders without assigning any reasons.
16. The earnest money, photocopies of all licenses, taxes and all experience certificates, should be sealed in an envelope to form Technical Bid. The Annexure, which is financial bid, may be submitted online for e-tenderers. Manual submission of Financial Bid may be done for the open tenderers.

The Financial bid of only those tenderers would be opened who qualify in Technical Bid and after inspection of the factory/premises by the committee at a later date.

18. All matters and disputes under this contract shall be subject to the jurisdiction of Hon'ble High Court, Kolkata only.
19. Force Mejeure: Neither IHM, Kolkata nor the agency shall be considered in breach of this contract to the extent that performance of their respective obligations is prevented by an act/event beyond their control [Natural Calamities, Earthquake, Act of God etc.] that arises after the effective date.
20. The Agreement may be terminated by IHM, Kolkata without assigning any reason and without liability by giving thirty [30] calendar days' [one month] written notice of such termination to the supplier under the following circumstances.

- i. If the Contractor fails to provide the supply within the stipulated time, quality items or as per specifications.
- ii. If the Contractor fails to perform any of the obligation(s) under the contract.
- iii. 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 amount 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.
- iv. The contractor is not eligible for any compensation or claim in the event of such cancellation.

21. The following Annexures should be enclosed with the Tender as furnished hereunder:

- TECHNICAL BID - ANNEXURE "A"
- FINANCIAL BID - ANNEXURE "B"
- DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER - ANNEXURE "C"
- MAJOR CLIENTS - ANNEXURE "D"

TECHNICAL BID

Tenders should be submitted with following requisite documents. All documents will be scrutinized to qualify

1. Please state the following particulars:-
 - (a) Whether you own any stall in local market within Kolkata Corporation Jurisdiction?
 - (b) How long you are in the business of supplies as per your choice of Section?
 - (c) Whether you are, at present, supplying in any Hotels, Hospitals, Hostels, and Clubs etc. and give name & address of it.
 - (d) Whether you have previously supplied to this Institute and if so, state the year.
 - (e) If supplies were discontinued, state the reason:-
 - (f) NAME OF THE FIRM:
 - (g) NAME OF ALL THE PARTNERS: If any
 - (h) Address
 - (i) Phone No.
2. Past Experience in the Trade (A brief and certified copy of the credentials is to be enclosed)
3. Particulars of Income Tax, last Assessment with Permanent Account Number (photocopy of IT Return to be enclosed)
4. Balance Sheet of 2017-18 & 2018-19. The Company/firm is required to be annex the financial turn over).
5. Details of licenses: Tender should be submitted along with photocopies of the following documents:
 - a. Valid Trade license.
 - b. Valid Professional Tax Registration certificate with No.
 - c. Valid GST Registration No.
6. The Earnest money of Rs.10,000.00 (Rupees Ten Thousand) only is to be deposited by the tenderer by Demand Draft only in favour of IHMCTAN, KOLKATA payable at Kolkata, in case of acceptance the tender the same will be refunded after completing the contract, otherwise the same will be refunded within one month. Cheque will not be accepted under any circumstances.
7. Particulars of cost of tender documents, if applied through open tender (DD No: & Date)

ANNEXURE "B"

SPECIFICATIONS AND FINANCIAL BIDS

Rates should be inclusive of all Statutory Taxes and amount will be mentioned in INR.

Sl. No.	Name of The Items	Specification	Unit of Purchase	Amount with GST
1	BABY LOBSTER WITH HEAD (25 to 30 nos per kg)	Fresh bright shiny with greenish grey shells and without any foul smell. Average count is 25 To 30 nos per kg.	Kg	
2	BOMBAY BHETKI FILLET	Shiny and grey scale without any foul smell and average weight is 1.5 kg to 2 kg per fillet.	Kg	
3	BOMBAY BHETKI WHOLE	Round, shiny and grey scale with red eyes, without soft belly and foul smell and average weight is 2.5 kg to 3.5 kg per piece.	Kg	
4	GURJALI / RIVER SALMON	Round, Shiny & Silver Scales, no soft belly and foul smell, average weight is 900 gms to 1 kg per piece.	Kg	
5	HADDOCK FILLET	Fillet of shiny silvery scale with orange belly, no soft belly and foul smell, average weight is 750 gms to 1 kg per fillet.	Kg	
6	HADDOCK WHOLE	Round, Shiny & Silvery with orange belly, no soft belly and foul smell, average weight is 1 kg to 1.5 kg per piece.	Kg	
7	HILSA FISH WHOLE	Fresh bright shiny & smooth scales, silver in colour, with no foul smell, 1.5 kg to 2 kg per piece	Kg	
8	KATLA / ROHU FISH HEAD	Fresh bleed head, without any bad odour and average weight 500 gms to 600 gms per piece.	KG	
9	KATLA FISH CUT INTO PIECES	Fresh, no foul smell, light pink in colour, without head, scales and tail, cut from whole fish of minimum size 3 kg.	Kg	
10	KATLA FISH WHOLE	Fresh & slimy, bright shiny & smooth scale with no foul smell, dark grey in colour and 3 kg to 3.5 kg per piece.	Kg	
11	LOBSTER WITH HEAD (5 to 10 nos per kg)	Fresh bright shiny with greenish grey shells and without any foul smell. Average count is 5 To 10 nos per kg.	Kg	
12	LOBSTER WITH HEAD (11 to 15 nos per kg)	Fresh bright shiny with greenish grey shells and without any foul smell. Average count is 11 To 15 nos per kg.	Kg	
13	MACKREL WHOLE	Fresh bright shiny, smooth & grey skin with silver belly, no foul smell and average weight is 1 kg to 1.200 kg per piece.	Kg	
14	PABDA (10 to 12 nos per kg)	Fresh bright shiny, smooth & pinkish mouth, no foul smell, average count is 10 to 12 nos per kg.	Kg	

SL. NO.	Name of The Items	Specification	Unit of Purchase	
15	PARSEE (12 to 14 nos per kg)	Fresh bright shiny, smooth & silvery scales, no foul smell, average count is 12 to 14 nos per kg.	Kg	
16	CALCUTTA BHETKI FILLET	Shiny and silvery grey scale, white flesh, without foul smell and average weight is 750 gms to 1.25 kg per fillet.	Kg	
17	CALCUTTA BHETKI WHOLE	Round, shiny and silvery grey scale with white belly, without soft belly and foul smell and average weight is 1 kg to 1.8 kg per piece.	Kg	
18	ROHU FISH CUT INTO PIECES	Fresh, no foul smell, light pink in colour, without head, scales and tail, cut from whole fish of minimum size 3 kg.	Kg	
19	ROHU FISH WHOLE	Fresh & slimy, bright shiny & smooth scale with no foul smell, dark grey in colour and 3kg to 3.5 kg per piece.	Kg	
20	SALMON FILLET	Shiny & Silvery Scales, pink in colour, without foul smell and average weight is 1.5 kg to 2 kg per fillet.	Kg	
21	SALMON WHOLE	Round, Shiny & Silvery Scales, pink in colour, without any soft belly and foul smell and average weight is 1 kg to 1.25 kg per piece.	Kg	
22	SHAAL FISH FILLET	Blackish grey scales, Reddish pink flesh without any foul smell and average weight is 1 kg to 1.200 kg per fillet.	Kg	
23	SHRIMP WITH SHELL	Fresh bright shiny, smooth & white shells without any foul smell.	Kg	
24	SHRIMP WITHOUT SHELL	Fresh bright shiny, smooth & white flesh, without any foul smell.	Kg	
25	SEA SOLE FILLET	Blackish grey in colour with white flesh and without any foul smell and average weight is 1.5 kg to 2 kg per fillet.	Kg	
26	TIGER PRAWN (15 to 20 nos per kg)	Flat, Greenish black and yellow stripes, bright & shiny, no foul smell, average count is 15 to 20 per kg	Kg	
27	TIGER PRAWN (25 to 30 nos per kg)	Flat, Greenish black and yellow stripes, bright & shiny, no foul smell, average count is 25 to 30 per kg	Kg	
28	TOPSHE (25 to 30 nos per kg)	Round shiny orange scales with silver belly and without any soft belly and foul smell, average count is 25 to 30 nos per kg.	Kg	
29	WHITE POMFRET	Flat, Shiny & silvery skin, no soft belly & foul smell, average weight is 150 gms to 200 gms per piece.	Kg	
30	PRAWN	Fresh, bright & shiny and average count is 40 to 50 nos per kg	Kg	
31	FISH BONE	FRESH BONE,(CALCUTTA BHETKI BONE)	Kg	
32	Fish Bone		Kg	
33	Hilsa Fish	1 to 1.5 kg	per kg	
34	Chara Pona (well cleaned)	100 gram each	per kg	
Total Amount =				

NOTE :

- Parties quoting the rates must be prepared to supply items, if anyone fails to accept this condition after quoting the rates the earnest money and security deposit deposited by them will be forfeited to the institute funds.
- All rates should be made inclusive of GST.
- While quoting rates, the parties must quote for the units/wts. However, if there is any change in the units/wts, of any article this must be mentioned while quoting the rates.
- No rates column should be left blank otherwise the highest rate quoted by any other tenderer for those items 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.
- Totals calculated on the basis of estimated quantities and the rates quoted should also be indicated in 'Amount' column of the schedule.
- Overwriting is not allowed and cuttings on the tenders should be avoided as far as possible and wherever corrections exist, the signatory should attest the same.

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 from _____ 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 _____

Seal & Signature of the authorized signatory

ANNEXURE "D"

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

Sl. No	Name of Client with Contact Details	Supplied Item	
		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

