

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

Open Tender for:-

- i) Supply of Networking Hardware**
- ii) Cable Laying for shifting of Server Room and CCTV Surveillance Setup.**

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 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	25.06.2019 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 & CONDITIONS

1. The contract is for shifting and re-setup of Server Room from ground floor of Main Institute's Building to 2nd Floor of Annex Building and laying of cable [for Server and CCTV Surveillance Setup] 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 the 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-III 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 Networking Companies may apply along-with relevant 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.

- a. The EMD shall be refundable to the vendors within 30 days after completion of the bidding process on receiving written request from the concerned tenderer. For successful tenderer EMD will be returned after submission of Security Deposit Amount.
 - 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.
 15. The successful tenderer should submit a Demand Draft for an amount of Rs.1,00,000 [Rupees one lakh only] as Security Deposit within 10 days after the financial bid is opened.

Documents to be attached with the Tender:

16. The tenderer must attach self-attested copies of the following documents along with the Application of 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 in Annexure-1.
Audited balance sheet and profit and loss accounts along with gross turnover.
 - g. Authority/Resolution in favour of the person signing the Tender on behalf of the firm submitting the tender.
 - h. Demand Draft of Rs.10,000 only towards EMD.
 - i. Address proof.
 - j. Copy of Aadhar Card of person signing the bid.
 - k. Application/declaration in Annexure-1.
 - l. Other documents as may be deemed necessary and as is required under any other provision of the Tender document and not mentioned herein above.
 - m. Duly filled in **Annexure I, Annexure II, Annexure III (for open tender), Annexure IV, Annexure V and Annexure VI.**

Submission of Bids:

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 may be submitted in sealed envelope at office of the Institute of Hotel Management, Catering Technology Applied Nutrition, P-16, Taratala Road, Kolkata – 700 088.

b. Financial Bid: The Financial bid shall contain only the rates as per specifications including GST shall be submitted through online [for e-tender] and manual [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 schedule in the presence of authorized representative(s) of bidding parties, if any, 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 of all the technically qualified tenderers will only be opened on the stipulated date and time.
21. The successful tenderer should deposit an amount of Rs.1,00,000/- (Rupees one lakh) through Demand Draft as an Security Deposit.
22. The Security Deposit is refundable without interest after successful completion of service of the assigned job.
23. 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 by it will be forfeited and the acceptance of its tender may be annulled at the discretion of the Institute.

Evaluation Criteria for Bid Evaluation:

24. The contract will be awarded to the tenderer who will have lowest sum of weighted cost as well as highest marks obtained on basis of experience and fulfilling other related criteria of Technical Bids.

Acceptance/Non-acceptance of bids:

25. The tenders that do not fulfil any of the above conditions or are incomplete in any respect, are liable to be rejected.
26. 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.

27. Termination of Contract:

The Institute reserves the absolute right to terminate contract forthwith, if found that contract continuation of 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 performance security 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

28. All matters and disputes under this contract shall be subject to the jurisdiction of Honourable High Court, Kolkata only.
29. 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.
30. As per GFR advance payment will not be paid to the Vendor for carrying out the job.
31. Final payment will be paid on submission of bills along with signed challans [if any] after successful completion of the job.
32. TDS will be applicable as per Rules.

Signature of the Tenderer _____

Full name of the Tenderer _____

APPLICATION FOR EXECUTION OF SUPPLY OF NETWORKING HARDWARE/ CABLE LAYING FOR SHIFTING OF SERVER ROOM AND CCTV SURVEILLANCE SETUP.

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. : _____
- c. Dated : _____
- d. Bank & Branch : _____

Details of Tender Fee [Open Tender]

- a. Amount : Rs. 1,000.00
- b. DD No.
- c. Dated
- d. Bank & Branch

GST NO -----

PAN No. -----

Experience (in years) -----

Name and address of two responsible persons as guarantors:

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

Address -----

Date:

Signature of the applicant

Seal

NAME OF WORK: SHIFTING AND RE-SETUP OF SERVER ROOM

PHASE 1

S/No.	JOB DESCRIPTION
1	Structured Network Cabling using CAT 6 Cable (Approx. 5500 Mtrs), PVC Conduit, Proper Layout, Marking, Patch Panel fixing for existing Distribution Switches with 172 Nos. I/O Port [75 in Annex Building and 90 in Main Building including M.sc Class Rooms] with cabling changes required for providing wired internet facility to M.Sc Class Rooms.
2	Shifting existing BSNL and SIFY Internet leased line including fibre from Main Building Existing Server Room to Annex Building 2nd floor New Server Room over the 4th floor roof top including cabling changes required for [ARUBA/AIRPRO] Wi-Fi Access Points.
3	Cleaning, Shifting of all the Existing Server Room Equipment after the completion of Structured Cabling and removing all the unnecessary existing cabling after careful segregation.

NAME OF WORK: CCTV SURVEILLANCE CAMERA INSTALLATION CABLING PART

PHASE 1

S/No.	JOB DESCRIPTION
1	Structured Network Cabling using CAT 6 Cable (Approx. 4500 mtr), FO Cable (Approx. 1000 mtr), PVC Conduit, Proper Layout, Marking, for 120 Nos. CCTV CAMERAS in entire IHMK Campus including whole Annex Building, Main Building, Labs and Class Rooms.
2	Cleaning, Shifting of all the Existing DVR based CCTV Equipment after the completion of Structured Cabling and removing all the unnecessary existing cabling after careful segregation.

FINANCIAL BID

NAME OF WORK: SHIFTING AND RE-SETUP OF SERVER ROOM & CCTV
SURVILLANCE SETUP CABLING PART
MATERIAL COST PHASE - 1

S/No.	ITEM	QTY	UNIT	Amount (inclusive of GST)
1	Cat 6 cable (305 M) MAKE : MAKE : DIGISOL/DLINK (5500 M for LAN & 4500 M for CCTV)	35	BOXES	
2	OFC for Outdoor Interlink (for CCTV)	1000	Mtrs	
2	PVC Conduit 3/4" Dia MAKE:PESTOPLUS/OEM & ACCESSORIES (3500 for LAN & 3500 for CCTV)	7000	Mtrs	
3	I/O Box (full set) MAKE : MAKE : DIGISOL/DLINK (for LAN)	172	Nos.	
4	Copper patch cord (1/3 mtr) MAKE : DIGISOL/DLINK (for LAN)	172	Nos.	
5	Patch Panel MAKE : DIGISOL/DLINK (for LAN)	10	Nos.	
6	SM OFC 6 Fiber cable MAKE : DLINK/DIGISOL (for LAN)	200	Mtrs	
7	HP 1420 24 Port Gigabit Ethernet Switch	03	Nos.	
Total Amount =				

NAME OF WORK: SHIFTING AND RE-SETUP OF SERVER ROOM & CCTV SURVILLANCE
SETUP CABLING PART
LABOUR COST PHASE – 1

S/No.	ITEM	QTY	UNIT	Amount (inclusive of GST)
1	Laying of CAT6 Cable (surface) (5500 M for LAN & 4500 M for CCTV)	10000	Mtrs	
2	Laying of FOC Cable (1000 M for CCTV)	1000	Mtrs	
3	FOC Splicing (15 for LAN & 72 for CCTV)	89	Nos.	
4	Fixing of I/O Box	172	Nos.	
5	Fixing of Racks and Patch Panel	10	Nos.	
6	Shifting/Rearrangement of Entire Setup from Old Server Room to New Server Room	1	LOT	
7	Shifting existing BSNL and SIFY Internet leased line including fibre from Main Building Existing Server Room to Annex Building 2nd floor New Server Room over the 4th floor roof top including cabling changes required for [ARUBA/AIRPRO] Wi-Fi Access Points.	1	LOT	
Total Amount =				

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 _____

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 not any doubt.

Signature of the Tenderer with seal

Signature of the Institute's authority with seal.

Annexure "VI"

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