

CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT,
SECTOR 42-D, CHANDIGARH
PH.NO.0172-2676024

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

- (i) **Prescribed Date & Time for Uploading by 10.03.2017 upto 11.00 A.M.**
- (ii) **To be downloaded/opened on 14.03.2017 at 11.30 A.M.**

Wherever the term “prescribed date & time” for submission of original EMD in the office referred to, it implies 10.03.2017 upto 11.00 A.M. only.

TERM & CONDITIONS

1. The tender must be accompanied by earnest money of Rs.1,50,000/- (Rupees One Lac fifty thousand only) in the shape of Bank Draft / Pay Order of any Scheduled Bank drawn in favour of CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT, CHANDIGARH :-
2. 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.
3. Tenders without earnest money shall not be entertained.
4. Tender(s) should be uploaded 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 14.03.2017 at 11.30 A.M. 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 on suitable date after intimating such short listed parties. The decision of short listing of technical bid by Director Tourism 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 upto 31.03.2018 from the date of award of contract 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.**

6. (a) **The Central Sales Tax/VAT/Service Tax, if applicable, should be indicated clearly in the tender form as “Central Sales Tax/VAT/Service Tax Extra” alongwith the percentage of Central Sales Tax/VAT/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/VAT/Service Tax. After this no representation/ request regarding payment of Central Sales Tax/VAT/Service Tax shall be entertained. The rates may be quoted by showing the percentage and amount of VAT under the column of VAT in the specifications.**

Service Tax/VAT/will be paid to the tenderer provided the Central Sales Tax/VAT/Service Tax registration No. Service Tax Code & Accounting Code is mentioned on the bill/invoice and all relevant formalities including furnishing of Forms/VAT invoice, if any, are fulfilled by the tenderer.

(b) In Case of Value Added Tax (VAT) invoice, Institute / Hotel name, address and VAT/TIN No. must be indicated/printed by you. For items on which VAT 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/Hotel and will be submitted to the Assessing Authority of Excise & Taxation Department, Chandigarh, alongwith the return for claiming Input Tax Credit (ITC), the 2nd 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.

7. 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.
8. 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 2017-18, the reduced excise duty, taxes shall be applicable for that particular item(s) irrespective of the approved rates contained in the contract letter.
9. The rates quoted should be F.O.R Institute / Hotel irrespective of quantity ordered.
10. **The tenderers will quote the rates in respect of non branded items and will submit the samples of non branded items of allotted items to the Principal/Secretary for approval and in case of pulses the tenderer should submit the sealed sample not less than half kg. to the Principal/Secretary for approval in case of supply of inferior quality, if any, matter will be referred to the Purchase Committee.**
11. The tenderer will supply the Provision Items to the Institute / Hotel 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/Hotel 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.

12. 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 /Hotels 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.
13. 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/Hotel. The Institute also reserves the right to withdraw any item mentioned in the BOQ and no compensation shall be payable for the same.
14. The Institute / Hotel 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.
15. (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 / Hotel 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.
16. The Institute / Hotel shall be at liberty to purchase the items from Government approved agencies and the tenderer shall have no objection to it.
17. The tenderer shall be duty bound to affect the supply of items contracted for to the extent indented during the contract period.
18. 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/Hotel. In such case the tenderer shall indicate the details of free supply in the bill, while supplying the indented material.
19. 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.
20. Payments will be processed on fortnightly basis i.e. in batches of 1st to 15th and 16th 30th/31st of each month. Payment of each batch will be released within 15 days of close of each batch. Thus, while payment of bill from 1st to 15th of a month will be made upto 30th of the same month, payment for bills in the batch of 16th to 30th / 31st will be released before 15th day of next month.
21. 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.

22. The aforementioned terms & conditions shall be binding and operative between the tenderer (supplier) and the Institute.
23. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
24. Any dispute is subject to the jurisdiction of Chandigarh only. In the event of dispute, the same shall be referred for arbitration to the Director Tourism, Chandigarh or any person appointed by him/her. The award of the Arbitrator shall be final binding on both the parties.
25. The tenderer must have License so issued under the **FOOD SAFETY AND STANDARDS ACT 2006**.
26. The tenderer must have his Shop or Office in Chandigarh for supply of items, issue of Vat ITC Bills and for participating in the tender.

Principal/Secretary

PROCEDURE FOR e-tendering

1. The Bids shall be received electronically only through the website **etenders.chd.nic.in**.
2. Bid Document can be downloaded from the website of Chandigarh Administration **http://etenders.chd.nic.in/nicgep**.
3. The Bidders shall have to submit their Bids (Technical Bid & Financial Bid) online in Electronic Format with Digital Signatures. For participation in the e-tendering process, the Bidders need to register themselves on **http://etenders.chd.nic.in/nicgep**. On registration they will be provided with a user ID and a system generated password enabling them to submit their Bids online using Digital System Certificate (DSC).
4. The Bids shall be uploaded in Electronic Format on the website **http://etenders.chd.nic.in/nicgep**. Scanned copies of Tender Fee, Earnest Money Deposit, Document and Eligibility Documents shall also be uploaded alongwith Technical Bid within prescribed time limit.
5. Tender Fee and EMD in original as uploaded by the Bidder shall be placed in the manner as described in the Bid Documents and shall be submitted in person by **the prescribed date and time in Chandigarh Institute of Hotel Management, Sector-42-D, Chandigarh**. The Agency who fails to submit the EMD as mentioned above, in physical form on or before the **prescribed date and time** will be declared as ineligible and the Bid submitted by them shall be declared as invalid.
6. 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.
7. Instructions to Bidders regarding e-tendering process:
 - (a) Tenders without digital signatures will not be accepted by the Electronic Tendering system. **No Tender will be accepted in physical form and in case it has been submitted in the physical form it shall be rejected summarily.**
 - (b) Bids will be opened on lines as per time schedule mentioned above.
 - (c) Before submission of online Bids, Bidders must ensure that scanned copies of all the necessary documents have been uploaded with the Bid.
 - (d) It will be mandatory for all the Bidders to upload all the documents **mentioned under 'Tender Details' template.**
 - (e) Institute will not be responsible for any delay in online 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 online (scanned copies) otherwise tender will be rejected summarily.
8. For any technical issue related to Electronic Tendering Portal, Bidders may contact IT Cell, The Department of Information Technology (DIT), Additional Deluxe Building, 5th Floor, Sector-9, Chandigarh, or email at **etender@chd.nic.in**, Phone No.0172-2740641, 0172-2740005.

List of Provision Items

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.

<u>Sr. No.</u>	<u>Name of Items</u>	<u>Packing(Economical/ Institutional)</u>	<u>Rate in Kg.</u>	<u>VAT % & Amount</u>
1	Tata Salt (Tata)	Kg.		
2	I Shakti Salt (Tata)	Kg.		
3	Ajwain	Kg.		
4	Cinnamon Whole	Kg.		
5	Cinnamon Powder	Kg.		
6	Jeera Whole	Kg.		
7	Dhania Whole	Kg.		
8	Methi Dana	Kg.		
9	Mustard Seeds	Kg.		
10	Mustard Powder	200 Gms. Weikfield		
11	Bay leaves	Kg.		
12	Cloves	Kg.		
13	Pepper (Black)	Kg.		
14	Saunf Motti	Kg.		
15	Big Cardamom	Kg.		
16	Small Cardamom	Kg.		
17	Red Chilli Whole Dry	Kg.		
18	Kalaunji	Kg.		
19	Jawatri	Kg.		
20	Araroot	Kg.		
21	Ajinomoto	500 gms. (Golden Crown)		
22	Saffron	one gm. Box{Tiger}		
23	Corn Flour	500 gms. Weikfield		
		Brown & Polson		
24	Corn Flour	5 Kg. Weikfield		
		Brown & Polson		
25	Custard Powder	500 gms. Weikfield tin		
		Brown & Polson		

Sr. No.	Name of Items	Packing(Economical/ Institutional)	Rate in Kg.	<u>VAT % & Amount</u>
26	Cocoa Powder	150 gms. Cadbury tin		
		Weikfield		
27	Drinking Chocolate	200 gms. Tin Cadbury		
28	Gelatin	50 gms. Solar		
		400 gms. Solar		
29	Scented Saunf	100 gms. Bombay		
30	Misri Crystal	100 gms.		
31	Butter	500 gms. Verka		
		Amul		
		Nutralite		
32	Boondi	200 gms. Per Pkt. {Haldiram}		
33	Cheese	400 gms. Tin Britannia		
		Amul		
34	Cheese Mozrella	Kg. Amul		
35	Yeast Fresh	500 gms. Per pkt.		
36	Baby corn	Tin (Frutin's)		
37	Baking Powder	400 gms. Tin(Weikfield)		
38	Sweet Corn	450 gms. Tin Frutin's		
39	Fruit Cocktail Tin	840 gms. Frutin's		
		Golden Crown		
40	Pineapple Slices	840 gms. Tin Frutin's		
		Golden Crown		
41	Cherry Tin Big	840 gms. Frutin's		
		Golden Crown		
42	Orange Peel	Kg.		
43	Petha	Kg.		
44	Glaze Cherry	Kg.		
45	Corn Flake	500 gm. Kellogs		
		Mohan		
46	Condensed Milk	400 gm. Tin Nestle		
47	Dark Chocolate	500 gm. Morde		
		500 gm. (2m cocoa)		

<u>Sr. No.</u>	<u>Name of Items</u>	<u>Packing(Economical/ Institutional)</u>	<u>Rate in Kg.</u>	<u>VAT % & Amount</u>
48	White Chocolate	500 gms. Morde 500 gm. (2m cocoa)		
49	Mixed Fruit Jam	500 gms. Kissan		
		Vita		
50	Honey	500 gms. Bottle {Dabur}		
51	Honey	100 gms. Bottle {Dabur}		
52	Desi Ghee	Verka Ltr.		
		Amul Ltr.		
		Vita Ltr.		
53	Pickle Mix	1 Kg. Tin Mother Recipe		
		Nilons		
54	Pickle Mix	5 Kg. Tin -Mother Recipe		
		Nilons		
55	Suji	500 gms. Pkt (Shakti Bhog)		
56	Suji (Local)	500 gms.		
57	Dalia (Porridge)	Kg.		
58	Oat Meals	Kg.		
59	Bournvita	Kg.		
60	Atta	10 Kg. -Shakti Bhog		
		Hafed		
61	Besan	Kg. - Shakti Bhog		
		Rajdhani		
62	Besan	35 kg. Bag Shakti Bhog		
		Rajdhani		
63	Maida	50 Kg. Laxman Brand Blue		
		Murli		
		Arti		

<u>Sr. No.</u>	<u>Name of Items</u>	<u>Packing(Economical/ Institutional)</u>	<u>Rate in Kg.</u>	<u>VAT % & Amount</u>
64	Parmal Rice {Whole}	Dawat		
		Special Wand (2 year)		
65	Rice Basmati	Kg. Dawat Super		
		Kg. India Gate Super		
		Kg. Rozana Fortune		
66	Rice Sella (Basmati)	Kg.		
67	Mustard Oil	15 Ltr. Tin P-Mark		
		Markfed		
		Fortune		
68	Mustard Oil	1 Ltr. Bottle P-Mark		
		Markfed		
		Fortune		
69	Refined Oil {Cottonseed}	13-1/2 Kg. Tin Ginni		
		Fortune		
70	Refined Oil {Soya}	13-1/2 kg. tin Ginni		
		Fortune		
71	Refined Oil (Rice Bran)	13-1/2 kg. tin -Ricella		
		Ginni		
72	Bakery Shortening	15 Kg. Tin ABC Ltd.		
		Fortune-Super Puff		
73	Vanaspati Ghee	1 Kg. ABC Ltd		
		Gagan		
		Fortune		
74	Nutri (Chunks)	20 Kg. Taj Mahal		
		20 Kg. Royal		
		20 kg. Suraj		
75	Black Chana	Kg.		

<u>Sr. No.</u>	<u>Name of Items</u>	<u>Packing(Economical/ Institutional)</u>	<u>Rate in Kg.</u>	<u>VAT % & Amount</u>
76	Kabuli Chana Dollar I	Kg.		
77	Kabuli Chana Dollar II	Kg.		
78	Kabuli Chana Dollar III	Kg.		
79	Moong Dal Chhilka	Kg.		
80	Moong Whole	Kg.		
81	Moong Wash	Kg.		
82	Masoor Whole	Kg.		
83	Malka Masoor Wash	Kg.		
84	Urad Whole	Kg.		
85	Urad Wash	Kg.		
86	Urad Chhilka	Kg.		
87	Chana Dal	Kg.		
88	Dal Arhar	Kg.		
89	Rajmah Chitra	Kg.		
90	Rajmah Jammu	Kg.		
91	Rongi	Kg.		
92	White Soya Bean Dal	Kg.		
93	Almond Giri	Kg.		
94	Kaju Whole	Kg.		
95	Kaju two piece	Kg.		
96	Kaju four pieces	Kg.		
97	Kismis	Kg.		
98	Khaskhas	Kg.		
99	Melon Seeds	Kg.		
100	Pista	Kg.		
101	Peanut Giri	Kg.		
102	Walnut Giri	Kg.		
103	Coconut Powder	Kg.		
104	Gur	Kg.		
105	Sugar {M-30}	100 Kg. Bag		
106	Sugar Cube	Pkt. Doral		
107	Breakfast Sugar	500 gms. Solar		

Sr.No.	Name of Items	Packing(Economical/Institutional)	Rate in Kg.	VAT % &Amount
108	Icing Sugar	Kg. Sailor		
		Trust		
109	Salad Oil	400 gms. Solar		
		Mama Sailor		
110	Vinegar White	700 ml bottle {Sailor}		
111	Soya Sauce	700 gms. Bottle {Sailor} Mama		
112	Chilli Sauce	700 gms. Bottle {Sailor} Mama		
113	Worcestershire Sauce	700 gms. Bottle {Sailor} Mama		
114	Tomato Ketchup	1000 gms. Bottle Kissan		
		Nestle Maggi		
115	Tomato Puree	825 gms. Frutin's		
		Golden Crown		
116	Capsico Sauce	50 ml. Bottle Solar		
		Dabur		
117	Tabasco Sauce	50 ml Bottle Solar		
		Dabur		
118	8 to 8 Sauce	200 ml. Bottle Solar		
		Sailor		
119	Black Bean Sauce	227 gm. Bottle		
120	Til White	Kg.		
121	Tea Taj	Kg.(Brooke bond)		
122	Tea Red Label	Kg. Brooke Bond		
123	Tea Masala	(100 gm.) Pkt.		
124	Tea ordinary	Kg.		
125	Tea Bag	100 Dip Nos. Tata		
126	Coffee	200 gms. Tin Nescafe tin		
127	Papad {Lijjat}	200 gms. Masala Plain		

<u>Sr. No.</u>	<u>Name of Items</u>	<u>Packing(Economical/ Institutional)</u>	<u>Rate in Kg.</u>	<u>VAT % & Amount</u>
128	Sevian	500 gms. Pkt. {Bambino}		
129	Pasta Farfalle	500 gms. Pkt.		
130	Pasta Fusilli	500 gms. Pkt.		
131	Pasta Penne	500 gms. Pkt.		
132	Macaroni	180 gms. Pkt. (Bambino)		
133	Spaghetti	500 gms.Pkt. { Licia}		
134	Gulab Jal	60 ml. Bottle {Dabur}		
		120 ml. Bottle		
135	Olive Oil (Cooking)	500 ml.		
		Crismna extra virgin		
		Britolli		
		Friagelee		
136	Black Olive	450 gm. Bottle		
137	Green Olive	450 gm. Bottle		
138	Pitted Olive	450 gm. Bottle		
139	Stuffed Olive	450 gm. Bottle		
140	French Fries	Kg.		
141	Roasted Channa	1 kg.		
142	Imli Paste	200 gms. (Dabur)		
143	Imli with Seeds	Kg.		
144	Match Box	6 pieces Homelites		
145	Tooth Pick	Packet		
146	Cling Film	600 mt x 30 cm.		
147	Disposable Glasses {Std. Size}	Per 100		
148	Silver Foil 1 Kg	S.R. Homefile		
		Hindalco		
149	Fuel Gel	Tin		

<u>Sr. No.</u>	<u>Name of Items</u>	<u>Packing(Economical/ Institutional)</u>	<u>Rate in Kg.</u>	<u>VAT % & Amount</u>
150	Fuel Cake	Kg		
151	Whipping Cream (Topping)	Kg Rich		
		Shine road		
152	Whiping Cream	Kg Tropolite		
153	Cooking Cream	Kg Rich		
		Shine road		
154	Nutri Granules(Keema)	Kg Pkt.(Ruchi) Nutrela		
155	Milk 3 gms	Box of 120 Sachet (Every Day Nestle)		
156	Sugar 5 gms.	Box of 200 Sachet(Trust)		
157	Coffee 7 gms	Box of 48 Sachet. Bru		
158	Coffee 7 gms	Box of 48 Sachet Nescafe		
159	Tomato Ketchup 8 gms	Box of 100 Sachet (Del Monte)		
160	Sugar Free Gold	Box of 100 Sachet		
161	Dry Coconut	Kg.		
162	Imli seedless	Kg.		
163	Eggless mayonnaise	Kg. Cremica, Dalmanto		
164	Milk powder	Kg. (Nestle)		
165	Vanilla essence flavor 1	Ltr. (Bush)		
166	Vanilla essence flavor 90	Ltr. (Bush)		
167	Pineapple essence	Ltr. (Bush)		
168	Kewra essence	Ltr. (Bush)		
169	Fresh Cream	Ltr. (Amul)		
170	Rice Basmati Rozana	1 Kg. India Gate		
171	Tea Taaza	500 gm. Pack		
172.	Tea Premium Tata	1 kg. Pkt.		
173.	Tea Agni Tata	1 Kg. Pkt.		

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SECTOR 42-D, CHANDIGARH
PH.NO.0172-2676024

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**
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 upload the scanned copy/copies of above said information online as a Technical Bid.