

Institute of Hotel Management, Catering Technology and Applied Nutrition
P-16, Taratala Road, Kolkata - 700 088

Ref. No: CT/AD-15(6)/2078

Dated December 10, 2022

E-NOTIFICATION

E-tenders are invited from reputed companies for supply of Computer Peripherals and Hard Ware items to upgrade the existing IT infrastructure of our Institute.

Sr. No	Name of work	EMD	Cost of tender Document	
			Tender Cost	Online Processing Fees
01	Supply of Computer Peripherals and Hard Ware items (as per list attached)	Rs. 10,000/-	Rs.1,000/-	

Schedule of E-Tender	
Opening date of downloading e-tender Documents	10.12.2022
Last date of downloading e-ender Documents	31.12.2022 till 5.00 PM
Last date of submission of Tender Documents	10.01.2023 till 5.00 PM
Opening of Technical Bids	Notified later
Opening of Financial Bids	Notified to the successful tenderer

Procedure for submission of E-tender for supply of Computer Peripherals & Hard Ware items:

Interested tenderers who wish to participate should visit website www.tenderwizard.com/CTANIHM which is the ONLY website for bidding their offer. Further, the procedure is as follows:

1. Register your company in website www.tenderwizard.com/CTANIHM for obtaining a Login ID and Password.
2. Using the login ID, password and digital signature, enter the tender portal to download the tender document.
3. Pay Tender Cost & EMD through bank transfer and attach the screen shot along with Technical Bid.
4. Attach supporting documents first in "Document Library". Then attach them by selecting in particular tender.
5. Submit the tender. You will receive a system generated "Acknowledgement Copy" of tender submission.
6. Tenderer can change quoted rates any time before of closing date & time.

Tenderer must submit the offer before the online closing date & time. The website will automatically stop accepting the offer after online closing date and time.

E-Tender Helpline no: 9073677150/151/152 for Support:

For queries kindly contact –

Mr. Bishal Roy (helpline19tenderwizard@gmail.com), Mobile- 09674758719,
Mr. Rishi S. C (helpline8tenderwizard@gmail.com), Mobile - 09674758726,
Mr Siddhartha S.Mondal (helpline1tenderwizard@gmail.com), Mobile - 09674758723,
Mr. Binod Shaw (helpline17tenderwizard@gmail.com), Mobile - 09674758506

GENERAL GUIDELINES / TERMS & CONDITIONS

01. Technical Bid Documents:

Upload scanned copies of following documents through online on www.tenderwizard.com/CTANIHM with self-attestation and company seal. Any technical bid not accompanied with such documents would be liable for rejection:

- i) Particulars of the Company / Vendor
- ii) Permanent Address along with Address Proof Document
- iii) Address of Registered Office (if different from above)
- iv) Contact Phone / Mobile Numbers
- v) Copy of Aadhar Card
- vi) Company Registration Certificate
- vii) Valid Trade license
- viii) GST Registration Certificate
- ix) Copy of PAN Card
- x) Bank Solvency Certificate
- xi) Income Tax Return of last three years
- xii) Audited Balance Sheets of last three years
- xiii) Profit and Loss Accounts along with gross turnover of last three years.
- xiv) Declaration that you / your company is not black-listed / Debarred [to be executed and attested by Public Notary / Executive Magistrate on Rs.10/- non judicial stamp paper
- xv) Each page of the documents to be self-attested.
- xvi) Duly filled in Annexure I , II & III

02. Financial Obligations:

- i) Online payment of Tender Cost to Tender Wizard
- ii) Payment of Tender Cost of Rs.1,000 (Rupees One Thousand) only to the Institute through Bank Transfer as per bank details furnished below.
- iii) Payment of Earnest Money of Rs.10,000/- through bank transfer as per bank details furnished hereunder:

Name of Beneficiary - "INSTITUTE OF HOTEL MANAGEMENT, KOLKATA", payable at Kolkata
Bank Name - HDFC Bank, Branch – New Alipore,
Account No. 50100189547716,
IFSC Code – HDFC0000040,
- iv) A screenshot of successful transfer of amount towards Tender Cost and EMD as mentioned above, should be enclosed with the Technical Bids.
- v) The Technical bid will not be accepted if the above payments are not done and copy of UTR not submitted.
- vi) Exemption of Tender Cost and Earnest Money will be considered for MSME/SSI/NSI/NGO, as per Rules.

- vii) The successful tenderer must take return of the Earnest Money Deposit after submission of the required Security Deposit amount to the Institute on receipt of work order.
- viii) The unsuccessful tenderers must take back their Earnest Money within 30 days from the date of announcement of the successful tender. It is the responsibility of the unsuccessful tenderer to collect the amount of Earnest Money deposited to the Institute within the stipulated time frame. The Institute shall not be responsible if Earnest Money is not taken back by the tenderers within the mentioned time period.
- ix) 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.

03. Submission of Bids:

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 scanned copies of entire documents as details furnished above with self-attestation and company seal.
- (b) Financial Bid: The Financial bid shall contain only rates of items as per specification along with GST.
- (c) 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.

04. Opening of Bids:

- (a) Technical bids will be opened as per schedule and notification to be published in our Institute's website www.ihmkol.org in the presence of authorized representative(s) of bidding parties, if any, and the Members of Tender Committee of the Institute.
- (b) The tenderer should mention the brand of BOQ materials in the financial bids, no inferior quality will be entertained other than the specified technical BOQ.
- (c) Financial bids will be opened for the qualified tenderers who submit all required documents and fulfil the criteria given by us.

05. Criteria for Bid Evaluation:

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

06. Security Deposit:

- (a) The successful tenderer should deposit an amount of **Rs.50,000/- (Rupees Fifty Thousand)** through Demand Draft in favour of "Institute of Hotel Management, Kolkata", payable at Kolkata, as Security Deposit.
- (b) There will be no exemption of payment of Security Deposit to any MSME/SSI/NSI/NGO etc.
- (c) The Security Deposit is refundable without interest after successful completion of the job.
- (d) The Security Deposit Amount will be forfeited if there is unnecessary delay in supply of the items and completion of the job.

07. Acceptance/Non-acceptance of bids:

- (a) The tenders that do not fulfil any of the above conditions or are incomplete in any respect, are liable to be rejected.
- (b) 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.

08. Penalty:

If the vendor fails to deliver the specified items within the stipulated period of time mentioned in the work order, a penalty of Rs.50.00 (Rupees Fifty) only will be charged per day till 30 days. After which the order will be treated as CANCELLED and in that case the Security Deposit amount will be forfeited. The Institute shall have no liability to pay any claim.

09. Cancellation of Tender:

The Institute reserves the absolute right to Cancel the Tender under the following circumstances:

- (a) If at any later date, it is found that the documents and certificates submitted by the supplier are forged or have been manipulated, the purchase order issued to the supplier shall be cancelled and the Security Money shall be forfeited without any claim whatsoever on Institute and the supplier shall be liable for action as appropriate under the extant laws.

- (b) As per the purchase order if the items are not supplied within the stipulated time frame, the Tenderer is not eligible for any compensation or claim in the event of such cancellation.

10. Jurisdiction:

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

11. 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.

12. Payment:

- (a) As per GFR advance payment will not be made to the Vendor for carrying out the job.
- (b) Final payment will be paid on submission of bills along with signed challans duly certified by our Competent Authority after successful completion of the job.
- (c) TDS, if any, will be applicable as per Rules.

ANNEXURE I

TENDER NO. CT/AD-15(6)/22-23/		DATED:-10.12.2022		
NAME OF WORK: SUPPLY OF COMPUTER PERIPHERALS AND HARDWARE ITEMS				
NAME OF THE BIDDER:				
SL. NO.	ITEM DESCRIPTION	QTY.	RATE	AMOUNT
1	CRUCIAL 8 GB DDR3(1333 MHz) RAM	83		
	CRUCIAL 480 GB SSD	83		
	2.5" HDD MOUNTING ENCLOSURE / CADDY & SATA CABLE	83		
2	SEAGATE CHEETAH 1 TB SATA HARD DISK DRIVE	1		
3	EXIDE 12V 7AH UPS BATTERY	20		
	FRONTECH 600 VA OFFLINE UPS	20		
4	HP LASERJET MFP 126NW PRINTER	2		
5	TP-LINK 5GHz AC 1200 SERIES ROUTER	2		
6	HP / D-LINK / TP-LINK 24 PORT 100/1000 Mbps POE SWITCH WITH 2 Nos. SFP SLOTS	4		
7	DELL INSPIRON 24 ALL-IN-ONE DESKTOP WITH 12th GEN CORE i5 PROCESSOR / 8 GB DDR4 (3200) RAM / 250 GB M.2 PCIe NVME SSD (BOOT)/ 1 TB SATA HARD DISK / DVD-RW DRIVE / 24" DISPLAY/ Wi-Fi / BLUETOOTH / RJ45 ETHERNET PORT / WIRELESS KEYBOARD / WIRELESS MOUSE / WINDOWS 11 PRO / MICROSOFT OFFICE HOME & STUDENT 2021	1		

NOTE:-

Rate shall be quoted against each item on this form or on the letterhead of the firm by typing only; no over-writing and correction fluid will be allowed.

Annexure "II"

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	2021-2022		
2	2020-2021		
3	2019-2020		

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 III

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
Labour 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 _____