

INSTITUTE OF HOTEL MANAGEMENT  
CATERING TECHNOLOGY & APPLIED NUTRITION  
P-16, TARATALA ROAD, KOLKATA – 700 088  
(An Autonomous Body under Ministry of Tourism, Government of India)

Ref. No: CT/EDN-9(1)/23-24

Dated : 12.01.2024

**E-TENDER NOTIFICATION**

E-Tender is invited from experienced, reputed, financially sound and licensed Event Management Company / Decorator for organizing an event “Gourmet Nite 2024” which will exhibit a theme of “CARNIVAL” primarily the culture and cuisine of Goa to be held on 2<sup>nd</sup> February, 2024 from 6.00 PM onwards in the Institute’s premises over an area of approx. 21,500 sq. ft.

Interested companies may register their company in website <https://www.gerpegov.com/CTANIHM> for obtaining Login ID and Password.

The schedule of the e-tender is furnished hereunder:

Start of downloading of e-tender document	13.01.2024
Closure of downloading of e- tender document	18.01.2024 at 5 PM
Last date of online submission of Technical and Financial bids	24.01.2024 at 5 PM
Tender Opening [Technical Bid]	25.01.2024 at 10.00 AM
Tender Opening [Financial Bid]	25.01.2024 at 11.30 AM
Tender Cost	Rs. 2,000/- to be paid through bank transfer, as per furnished details: Name of Beneficiary - “INSTITUTE OF HOTEL MANAGEMENT, KOLKATA” Bank Name - HDFC Bank, Branch – New Alipore, Account No. 50100189547716, IFSC Code – HDFC0000040, (Copy of Acknowledgement or UTR No to be uploaded in E Tender Portal.)
EMD	EMD equivalent to 5% of the price bid value to be paid through DD, in favour of “Institute of Hotel Management, Kolkata”.
E-tender Processing Fee [for online tender submission]	As Applicable Online

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

(Raja Sadhukhan)  
Principal

## **Procedure for submission of E-tender:**

Interested tenderers who wish to participate should visit website <https://www.gerpegov.com/CTANIHM> for submission of bids.

Further, the procedure is as follows:

1. Register your company in website <https://www.gerpegov.com/CTANIHM> for obtaining Login ID and Password.
2. Using the login ID, password and digital signature, enter the tender portal to download and also submit the tender document.
3. Pay Tender Cost through Bank Transfer and upload the scanned copies of UTR along with Technical Bid.
4. Attach supporting documents first in "Document Library". Then attach them by selecting in particular tender.
5. After Submission of the tender you will receive a system generated "Acknowledgement Copy".
6. Tenderer can change quoted rates any time before the closing date & time of the tender.

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 Helpdesk No: 9073677150/151/152 and Email id- [helpdeskgerpegov@gmail.com](mailto:helpdeskgerpegov@gmail.com). For Support and e-tender queries kindly contact Mr. Rishi Shankar Chatterjee ([helpdesk844@etenderwizard.com](mailto:helpdesk844@etenderwizard.com)), Mobile No - 09674758726

## General Guidelines

1. Each and every page of the bid 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 bid as a partner has been authorized to sign the bid document on behalf of all partners.
2. 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 bid on behalf of the Company.
3. Any tender if found not signed on each page and without authorization may be rejected.
4. The tenderer shall give his/her full permanent as well as temporary address (if it is different) shall also furnish/attach proof thereof.
5. The bids shall be submitted in two parts i.e Technical Bid and the Financial Bid in the following manner:
  - a) The scanned copies of all supportive documents should be uploaded under Technical Bid of e-tender along with copy of UTR for bank transfer of Tender Cost and Copy of DD for submission of EMD.
  - b) Financial Bid must be quoted in INR inclusive of GST in Annexure II
6. Any bid received after the furnished date and time shall be summarily rejected.
7. The Technical Bids should be supported by following enclosures:
  - a. Copy of PAN
  - b. Copy of IT Return of last three years.
  - c. Firm/Company Registration/ Incorporation Documents.
  - d. GST Registration Certificate
  - e. Other Statutory Registrations/Licenses, if any.
  - f. Bank Solvency Certificate.
  - g. Details/particulars of the firm submitting the bid and relevant documents as per Annexure-I.
  - h. Audited balance sheet and profit and loss accounts along with gross turnover and profit for the last three financial years.
  - i. Authority/Resolution in favour of the person signing the bid on behalf of the firm submitting the tender.
  - j. Copy of Aadhaar Card of Proprietor/ Partners/ Directors.
  - k. Declaration in Annexure III, IV and V
  - l. Other documents as may be deemed necessary and asked for under any other provision of the bid document and not mentioned herein above.

8. First of all, the Technical bids will be opened as per notification for date of opening of tenders. The bids will be opened in front of bidding parties or their representatives and the Members of Tender Committee of the Institute. Thereafter, financial bids will be opened only those tenderers who qualified in Technical bids.
9. The contract will be awarded to the lowest bidder and who fulfils all criteria.
10. The tenders that do not fulfil any of the above conditions or are incomplete in any respect, not duly signed etc. are liable to be rejected.
11. 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.

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Signature & Seal of authorized signatory of the agency

## Terms & Conditions

1. The cost of the tender documents for the Institute is Rs. 2000/= [Rupees two thousand] only to be submitted through bank transfer as per bank details furnished hereunder and the copy of UTR should be attached along with Technical Bid.  
Name of Beneficiary - "INSTITUTE OF HOTEL MANAGEMENT, KOLKATA"  
Bank Name - HDFC Bank, Branch – New Alipore,  
Account No. 50100189547716  
IFSC Code – HDFC0000040
2. Each tender shall be accompanied by Earnest Money Deposit (5% of the price bid value) to be paid through Demand Draft in favour of "Institute of Hotel Management, Kolkata". The EMD of successful tenderer will be retained as Security Deposit. In case the tenderer refuses to accept the work order or refuses to comply with any of the terms and conditions for the job contract, the EMD shall be forfeited. For unsuccessful tenderer the EMD will be returned within 07 (seven) days after the financial bid is opened.
3. Exemption from payment of Tender Cost will be considered for MSMEs as per Rules.
4. Tenders from Contractors with sound financial standing and capacity will be considered.
5. Tenderer withdrawing before the announcement of successful tenderer shall be liable to have his earnest money forfeited.
6. The Institute reserves the right to negotiate reduction in the rates or to reject any or all tenders without assigning any reasons.
7. Payment will be made within 07 (Seven) days of submission of bills after successful completion of the job [except under unavoidable circumstances] .  
Bill to be submitted in duplicate.
8. TDS (Income Tax) would be applicable from the gross value of the bills as per IT Act.
9. The Institute reserves absolute right to terminate the contract if –
  - i) The Contractor fails to provide the services as envisaged herein within the period specified in the contract.
  - ii) If fails to perform any of the obligations 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 the Security Deposit issued to the Institute by the Contractor shall be forfeited without any claim whatsoever on Institute and the Contractor shall be liable for action as appropriate under the extant laws.

iv) If there is any deviation of the specification.

10. In case of breach of any of the conditions stipulated herein the institute shall be at liberty to terminate the contract without prejudice to the right of the institute to claim damages on account of breaches thereof. the refund of earnest money deposit would be subject to deduction of any penalties, other recoveries etc.
11. Before submission of Financial Bids it is mandatory for the agency to pay a visit to the Institute to have clear ideas and submit the duly filled in form furnished in Annexure III.
12. Annexure I, III, IV and V along with the Earnest Money, Tender Cost and photocopies of all related documents should be submitted online under the Technical Bid.
13. The Financial bid (in INR inclusive of GST) is to be submitted online in the Annexure II.
14. The tender is liable to be rejected if submitted without any of the above mentioned documents or non-compliance of as per guidelines.

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Signature & Seal of authorized signatory of the agency

# ANNEXURE I

( Upload online only as per given Excel format )

## TECHNICAL BID

(PLEASE STRIKE OFF WHICHEVER IS NOT APPLICABLE)

1. Name of the Tenderer  
Son/Wife/Daughter of Shri  
Age /D.O.B
2. Name of the Firm/ Company  
Permanent Address  
Registered Office (if any)  
Telephone No. (Office) (Mobile)
3. Address of Co/Establishment/Unit
4. Yearly turn-over of Business  
(Average turnover should not be less than Rs.75 lakhs)
5. Status of Tenderer (Whether Sole  
Proprietor/HUF Business/ Partnership/Limited Company)
6. Status of the Signatory of this Tender in case of HUF Business/  
Partnership/Limited Company)
7. Names and Address of the Bankers with  
Account No.
8. Details of licenses: Tender should be submitted along with photocopies of the  
following documents:
  - a. Valid Trade license. (Scan copy to be attached)
  - b. Valid GST Registration Copy. (Scan copy to be attached)
  - c. Copy of UTR for transferring Tender Cost of Rs. 2,000/- and DD of EMD (5%  
of the total bid value)
9. Past Experience in the Trade (minimum 5 years)  
(A brief and certified copy of the credentials to be enclosed)
10. Particulars of Income Tax, last assessment with Permanent Account Number  
(photocopy of IT Return to be enclosed).
11. Balance Sheet and Profit & Loss Account of last three years of the  
Company/firm is required to be annexed
12. Particulars of Earnest Money Deposit: (Scan Copy of DD to be attached)
13. Form of the site observation report duly signed jointly by the tenderer and  
Institute Authority

NOTE:

- a) In case of sole proprietary concern, the name of the proprietor, father's/husband's name, age, residential address and office & residence phone numbers are to be indicated.
- b) In case of Partnership Concern, the Attested Photostat copy of the Registered Partnership Deed is to be enclosed. The Partnership Deed should state specifically that a particular partner or partners are authorized to deal with any matter of Firm.
- c) In the case of HUF Business, Income Tax Return/ Certificate is to be enclosed
- d) In all other cases, the IT returns of last three years are to be submitted.

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Signature & Seal of authorized signatory of the agency



## ANNEXURE II

( Upload Online only as per given Excel format )

### FINANCIAL BID

Sl.No	PARTICULARS	DIMENSION (Size in Ft)	Amount In Rs.
1	MAIN GATE BOX TYPE - 3D	18 (H)X16(B)	
2	ENTRANCE WALKWAY WITH GOALPOST	200 X 20	
3	17500 SQ.FT PLATFORM WITH CARPET	17,500 Sq Ft	
4	MAIN STAGE 48*36 *3	48*36*3	
5	BACK SIDE OF STAGE FULL MASKING	10*16*2	
6	T - RAMP 16*8	16*8	
7	BACKDROP WITH 3D MODEL CUTOUT AS PER THEME	48*14	
8	SELFIE BOOTH AS PER THEME	12 X 8	
9	GAZIBO FOR REGISTRATION	2 nos.	
10	GAZIBO FOR POLICE	2 nos.	
11	2 (12 *8 ) LED SCREEN WITH RISERS ALONG WITH BRANDING	2 PCS	
12	CORDLESS MIC	7 nos.	
13	FOOD STALL 18PCS (14*12)	7 nos.	
14	FOOD COUNTER DESIGN AS PER THEME	18 Approx 100*30	
15	WATER COUNTER	2	
16	STALL LIGHT	50 Pcs	
17	FIELD CORNER KITCHEN	60*60*14	
18	GATE ENTRANCE TO FIELD	10 X 10	
19	CENTRE INSTALLATION	2PCS	
20	SHARPY	12 PCS	
21	2 STAGE WITH PLATFORM AND DETO	2 NOS	
22	LEATHER VIP SOFAS	20 PCS	
23	GREEN ROOM BEHIND THE STAGE	2	
24	CHANDELLIERS	35PCS	
25	PLUG POINT	36PCS	
26	GEN SET 125KV WITH DIESEL	2PCS	
27	ALL FOOD COUNTER TO BE DESIGNED AS PER THEME	1	
28	SPOT LIGHT	200 PCS	
29	BAR COUNTER	2 Nos.	
30	SMOKE MACHINE 2 PCS	2PCS	
31	PODIUM	1	
32	VIP CABANNA	1	
33	LED WALL	(16*10 + 8*8 +8*8 +4*4+ 4*4+ 4*4)	
34	HANGING BULB LIGHT IN COUNTER	As per requirement	
35	TABLES	100 Nos.	
36	20 ROUND TABLES WITH COVER	10 PCS	
37	VENUE LIGHT	60 PCS	

38	LED PAR LIGHTS	180PCS	
39	MONITOR	8PCS	
40	C TRUSS	As per stage dimension	
41	BANQUET CHAIRS OR CHIVALRY CHAIRS	350PCS	
42	WASH BASIN	4 Nos	
43	CABANNAS	6 PCS	
44	SETUP FOR BAND		
45	SATELITE KITCHEN	60 *50	
46	BIO TOILET	4PCS	
47	8 PAIR SOUND VFX HANGING	8 PAIR	
48	CENTER TABLE	20PCS	
49	Snacks Counter	25 ft 1 no.	
50	Kitchen Setup	20*18 1 no.	
51	Plate Counter	12 Sq ft 1 no.	
		<b>TOTAL:-</b>	
		<b>EVENT MANAGEMENT FEES IF ANY EXTRA( %)</b>	
		<b>G.S.T ( %)</b>	
		<b>GRAND TOTAL</b>	

**# ANY OTHER ITEM IF REQUIRES, AS PER THE THEME OF THE EVENT, SHALL HAVE TO BE PROVIDED WITH APPROVAL OF THE RATE FROM THE COMPETENT AUTHORITY. THE AMOUNT FOR ADDITIONAL REQUISITION SHALL BE PAID BY THE INSTITUTE.**

## **ANNEXURE III**

On the letter head of the tenderer

Certified that I/We Sh. ....on behalf of M/s. ....have visited the Institute of Hotel Management, at P-16, Taratala Road, Kolkata – 700088, on dated .....to understand the job and measurement of the areas before submission of financial bids.

I/We fully understand the entire responsibility regarding the entire event management including supply of items and I/we do not have any doubt in this matter.

Signature of the Contractor with seal

Signature & Seal of authorized signatory of the agency

## ANNEXURE IV

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

(On the letter head of the tenderer)

I/ We \_\_\_\_\_ (Tenderer) hereby declare that the Tenderer namely M/s \_\_\_\_\_ have 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 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.

## ANNEXURE V

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

Sl	Name of Client	Contact details
1.		
2.		
3.		
4.		
5.		

Copies of relevant documents/ Work orders are to be enclosed in support of above information.

Turnover during the last three years:

Sl	Years	Turnover in Rupees (in figure and words)	Copy Enclosed/Not Enclosed
1			
2			
3			

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.
- (c) I also certify that, all employees enrolled are police verified.

Signature & Seal of authorized signatory of the agency