

INSTITUTE OF HOTEL MANAGEMENT
BADKHAL LAKE CROSSING, FARIDABAD- 121001
PH. No. - 0129-2985668

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

- (i) **Prescribed Date & Time for Receiving Bids: 30.06.2026 up to 11:00 A.M.**
- (ii) **To be opened on 30.06.2026 at 11:30 A.M.**

Wherever the term “prescribed date & time” for submission of original EMD in the office is referred to, it implies 30.06.2026 up to 11:00 A.M. only.

TERM & CONDITIONS

1. The tender must be accompanied by earnest money of Rs. 20,000/- (Rupees Twenty thousand only) in the shape of Bank Draft / Pay Order of any Scheduled Bank drawn in favor of INSTITUTE OF HOTEL MANAGEMENT, payable at FARIDABAD.

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.

2. Tenders without earnest money shall not be entertained.
3. Tender(s) will be received in the office up to 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 Performa.

The Technical Bid will be opened on 30.06.2026 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. The decision of short listing of technical bid by Principal/ Secretary will be final and binding on all.

4. Tender 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.
5. The validity of tender shall be for 90 days from the date of receipt. The finally approved and determined rates will remain in force **for the period of one year i.e. 06.07.2026 to 05.07.2027** 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, however, will be considered. However, Principal reserves the right to increase or decrease the rate of any item keeping into view the circumstances.**

6. (a) **The Goods & Service Tax, if applicable, should be indicated clearly in the tender form as “Goods & Service Tax Extra” along with the percentage of GST as applicable against each and every item failing which it will be treated that the rates quoted by the tenderer are inclusive of Goods & Service Tax. After this, no representation/ request regarding payment of Goods & 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.**
 - (b) In case of GST invoice, Institute name, address and GST, 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 and will be submitted to the Assessing Authority of Excise & Taxation Department, Faridabad, along with 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 2026-27 or 2027-28, 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 irrespective of quantity ordered.
 10. **The tenderers will quote the rates in respect of non-branded items and will submit the samples of allotted items to the Principal/Secretary for approval and in case of supply of inferior quality, if any; matter will be referred to the Purchase Committee.**
 11. The tenderer will supply the Provisional Items to the Institute 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 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 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. 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 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 the contract is liable to be considered for cancellation, forfeiture of security and blacklisting of the tenderer's /firm up to the period of 3 years.
16. The Institute 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. 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 to 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 Faridabad only.
25. The tenderer must have License so issued under the **FOOD SAFETY AND STANDARDS ACT 2006** or enclose a copy of Receipt of applying for the above License to the Govt. as token of proof for supplying of Provisional Item along with an undertaking that in case the contract is allotted to the tenderer, the said License will be produced within 90 Days of allotment failing which the Institute would reserve the right to cancel the contract.
26. In the event of any dispute or difference arising out of or in any way touching or concerning this tender whatsoever (except as to matters the decision of which is specifically provided under this contract). The same shall be referred to the sole arbitration of the Director Tourism, Haryana, Chandigarh or any person appointed by him/ her. The award of such arbitrator shall be final and binding on both the parties hereto. The Arbitration and Conciliation Act, 1996, shall apply to the arbitration proceedings.
27. Bidder shall not be allowed to be represented by a lawyer.
28. The aforementioned terms & conditions shall be binding and operative between the bidder (contractor) and the Institute.
29. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.
30. Any dispute is subject to the jurisdiction of Faridabad only.

Principal

PROCEDURE FOR TENDERING

1. The Bids shall be received only in the office of Institute of Hotel Management, Faridabad.
2. Tender Documents can be download from the website of the Institute.
3. 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.
4. Instructions to Bidders:
 - (a) Tenders without required documents will be rejected. Incomplete tenders or tenders without earnest money will be rejected.
 - (b) Bids will be opened as per time schedule mentioned above.
 - (c) Before submission of Bids, Bidders must ensure that copies of all the necessary documents have been attached with the Bid.
 - (d) It will be mandatory for all the Bidders to attach all the documents mentioned under '**TECHNICAL BID**'.
 - (e) Institute will not be responsible for any delay in 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 otherwise tender will be rejected.
5. For any technical issue related to Tendering, Bidders may contact the Office of the Institute.

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TECHNICAL DETAILS OF THE TENDERER FOR PROVISIONAL ITEMS

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** or enclose a copy of receipt of applying for the above License to the Govt. as token of proof for supplying of Provisional Item along with an undertaking that in case the contract is allotted to the tenderer, the said License will be produced within 90 Days of allotment failing which the Institute would reserve the right to cancel the contract prematurely.

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 attach the scanned copy/copies of above said information with Technical Bid.

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TECHNICAL DETAILS OF THE TENDERER FOR PROVISIONAL ITEMS

FINANCIAL BID (PART 'B')

S.No.	Name of Item	Packing (Economical/ Institutional)	estimated consumption monthly		
1	Ajinomoto	Kg.	2		
2	Ajwain	Kg.	2		
3	Almond Giri	Kg.	5		
4	Araroot	Kg.	5		
5	Atta	Kg.	300		
6	Baking Powder	Kg.	3		
7	Bay leaves	Kg.	1		
8	Besan	Kg.	30		
9	Big Cardamom	Kg.	1		
10	Black Chana	Kg.	10		
11	Black pepper pwd	Kg.	2		
12	Black pepper whole	Kg.	1		
13	Boondi	Kg.	3		
14	Briyani masala	Kg.	1		
15	Chaat masala	Kg.	1		
16	Chana Dal	Kg.	60		
17	Chhole masala	Kg.	3		
18	Cinnamon Powder	Kg.	500 gm		
19	Cinnamon Whole	Kg.	1		
20	Cling Film	Kg.	5		
21	Cloves	Kg.	1		
22	Cocoa Powder	Kg.	2		
23	Coconut Powder	Kg.	1		
24	Coffee	Kg.	2		
25	Coriander pwd	Kg.	10		
26	Corn Flake	Kg.	2		

27	Corn Flour	Kg.	10		
28	Custard Powder	Kg.	5		
29	Dal Arhar	Kg.	60		
30	Dalia (Porridge)	Kg.	10		
31	Degi mirch	Kg.	3		
32	Desi Ghee	Kg.	5		
33	Dhania Whole	Kg.	2		
34	Green Cardamom	Kg.	1		
35	Gur	Kg.	5		
36	Honey	Kg.	5		
37	Imli (seedless)	Kg.	5		
38	Jawitri	Kg.	250 gm		
39	Jeera	Kg.	10		
40	Kabuli Chana	Kg.	60		
41	Kaju tukda	Kg.	5		
42	Kaju Whole	Kg.	1		
43	Kalaunji	Kg.	500 gm		
44	Kewra Essence	btl.	5		
45	Khaskhas	Kg.	1		
46	Kishmis	Kg.	5		
47	Lemon Yellow Essence	btl.	2		
48	Macaroni	Kg.	5		
49	Maida	Kg.	100		
50	Malka Masoor Wash	Kg.	30		
51	Mango Essence	btl.	2		
52	Masoor Whole	Kg.	30		
53	Match Box	pkt.	10		
54	Mayonnaise	Kg.	15		
55	Melon Seeds	Kg.	2		
56	Methi Dana	Kg.	1		
57	Misri Crystal	Kg.	1		
58	Moong Dal Chhilka	Kg.	30		
59	Moong Wash	Kg.	20		
60	Moong Whole	Kg.	20		

61	Mustard Oil	ltr.	5		
62	Mustard Powder	Kg.	1		
63	Mustard Seeds	Kg.	2		
64	Nutri	Kg.	5		
65	Oat Meals	Kg.	2		
66	Orange Essence	btL.	2		
67	Papad	pkt.	5		
68	Paprika Powder	Kg.	1		
69	Parmal Rice	Kg.	400		
70	Pasta Farfalle	Kg.	2		
71	Pasta Fusilli	Kg.	2		
72	Pasta Penne	Kg.	2		
73	Pav bhaji masala	Kg.	1		
74	Peanut Giri	Kg.	5		
75	Phool Makhana	Kg.	500 gm		
76	Pickle	Kg.	5		
77	Pineapple Essence	btL.	2		
78	Pista	Kg.	1		
79	Rajma masala	Kg.	2		
80	Rajmah Chitra	Kg.	60		
81	Red chilli pwd	Kg.	5		
82	Red Chilli Whole	Kg.	2		
83	Refined Oil	tin 15 ltr.	10		
84	Rice Basmati	Kg.	10		
85	Rice Shella (Basmati)	Kg.	300		
86	Roasted Channa	Kg.	5		
87	Saffron	gms	10		
88	Salt (Tata)	Kg.	60		
89	Sambhar masala	Kg.	2		
90	Saunf Motti	Kg.	1		
91	Scented Saunf	Kg.	500 gm		
92	Sevian	Kg.	5		
93	Silver Foil	Kg.	5		

94	Spaghetti	Kg.	2		
95	Strawberry Essence	Kg.	2		
96	Sugar	Kg.	100		
97	Suji	Kg.	10		
98	Tata tea	Kg.	15		
99	Tata Tea Bag	pkt.	5		
100	Til White	Kg.	2		
101	Tooth Pick {Sharp}	pkt.	1		
102	turmeric pwd	Kg.	5		
103	Urad Chhilka	Kg.	15		
104	Urad Wash	Kg.	10		
105	Urad Whole	Kg.	30		
106	Vanaspati Ghee	Kg.	10		
107	Vanilla Essence	btL.	10		
108	Walnut Giri	Kg.	3		
109	Way leaf	Kg.	1		
110	White pepper pwd	Kg.	2		
111	Bajra ka Atta	Kg.	4		
112	Boora	Kg.	5		
113	Coconut oil	ltr.	1		
114	Coconut Milk	ltr.	1		
115	Cold Drink	ltr.	5		
116	Chirongi	gm.	500		
117	Choco Chips	Kg	1 Kg		
118	Dry Coconut whole	Kg	1 Kg		
119	Dry Yeast	Kg	1Kg		
120	Essence	Btl	5		
121	Jal jeera	pkt.	2		
122	Jeera pow	pkt.	2		
123	Real Juice	Ltr	5		
124	Kuttu ka Atta	Kg	2		
125	Poha	Kg.	10		
126	Rosted Kaju	Gm	500		
127	Rosted Badam	Gm	500		

128	Ratan Jote	Gm	100		
129	Rosted Peanut	Kg.	1		
130	Ragi Atta	Kg	5		
131	Sugar Free	pkt.	1		
132	Soya Bin	Kg.	2		
133	Sattu	Kg.	2		
134	Samaka Chawal	Kg	2		
135	Tutty fruity	Kg.	1		
136	Vada mixer	Kg.	1		
137	White mutter	Kg.	1		
138	pizza sause	bottel	2		
139	Namkeen sev	Kg.	2		
140	Cherry Tin	Tin	5		
141	Chilli Sauce	Btl.	5		
142	Condensed Milk	Tin	5		
143	Dark Chocolate	Kg	10		
144	French Fries	Kg	2		
145	Fruit Cocktail Tin	Tin	10		
146	Gelatin	Kg	500 gm		
147	Glaze Cherry	Kg	1		
148	Gulab Jal {Dabur}	Btl.	2		
149	Icing Sugar	Kg	5		
150	Jam Apple	Btl.	5		
151	Jam Mango	Btl.	5		
152	Jam Orange	Btl.	5		
153	Jam Pineapple	Btl.	5		
154	Mixed Fruit Jam	Btl.	5		
155	Olive	Btl.	5		
156	Olive Oil (Cooking)	Btl.	10		
157	Orange Peel	Tin	2		
158	Oregano	Btl.	10		
159	Pineapple Slices	Tin	10		
160	Pitted Olive	Btl.	5		
161	Salad Oil	Btl.	5		

162	Soya Sauce	Btl.	5		
163	Stuffed Olive	Btl.	5		
164	Sugar Cube	Kg	5		
165	Sweet Corn	Tin	10		
166	Tabasco Sauce	Btl.	2		
167	Thyme	Btl.	10		
168	Tomato Ketchup kissan	Btl.	15		
169	Tomato Ketchup maggi	Btl.	15		
170	Tomato Puree	Tin	20		
171	Vinegar White {Sailor}	Btl.	20		
172	White Chocolate	Kg	5		
173	Worcestershire Sauce	Btl.	2		

RATES OF CLEANING MATERIAL

Sr. No	NAMES OF ITEMS	Estimated monthly consumption	Packing (Economical/ Institutional)	Rate in Kg/ Bottle/ Pkt/ Ltr	GST % & Amount
1	Ala Fabric Whitener	6 Btl.			
2	Comfort	4 Btl.			
3	Duster	60 Pcs.			
4	Dove Shop	6 Pcs.			
5	Savelon/ Dettol Liquide Shop	10 Lit.			
6	Dish Wash Gel	10 Lit.			
7	Floor Duster	36 Pcs.			
8	Garbage Bag Large Size	25 Kg			
9	Garbage Bag Small Size	10 Pkt.			
10	Hit Black	4 Btl.			
11	Hand Sanitizer	10 Litr.			
12	Lizol	10 Ltr.			
13	Liquids Detergent	10 Ltr.			
14	Metropol Sanitary Cubes	12 Pkt			
15	Nepthelene Balls	20 Pkt			
16	Odonil	12 Pcs.			
17	Odonil Stick	12 Pcs.			
18	Phenyle Black	40 Ltr.			

19	Phenyle White (Cleanzo)	60 Ltr.			
20	Room Freshner (Rose)	6 Btl.			
21	Seni Fresh/ Harpic	10 Btl			
22	Surf Excle	10 Kg			
23	Vim Powder	15 Kg			
24	Vanis	6 Btl.			
25	Soft Broom	20 Pcs			
26	Hard Broom	24 Pcs			
27	Vinegar	12 Pcs.			
28	Wipper/ Squeger/ Larger Size/ Small Size	10 Pcs			
29	Dust Pan (Plastic)	12 Pcs.			
30	Dustbin Small (Plastic)	10 Pcs			
31	Dustin Large (Plastic)	6 Pcs.			
32	Feather Brush	6 Pcs.			
33	Glass Wipper (2 fit)	12 Pcs.			
34	Steel Wool	10 Pcs			
35	Nirma Powder	50 Pcs			
36	Vim Bar Box	20 Pcs			
37	Plastic Scrubber	5 Doz.			
38	Sponge	5 Doz.			
39	Plastic Bucket	2 Pcs			
40	Plastic Mug	2 Pcs			
41	Colin	6 Pcs.			
42	Cob Web Brush	4 Pcs			
43	Mansion Polish	2 Tin			
44	Net Scrubber	2 Doz.			