

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

Tender Form for the supply of **Stationery 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. 5,000/- (Rupees Five 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 faithful execution/completion of the contract.

2. Tenders without earnest money shall not be entertained.
3. The technical detail include Address and Telephone no. of Shop from where the suppliers are proposed to be made, details of EMD (DD/ Pay Order no., date, amount etc.) clients list, Transportation and any other relevant information.
4. The tenderer must have experience of supplying stationery items. The financial bid of only those parties will be considered, who fulfills the eligibility criteria. The decision on eligibility taken by Principal/ Secretary will be final and binding on all.
5. Tender(s) will be received in the office upto the date a 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.

6. 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.
7. 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.**
8. (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 GST under the column of GST in the specifications.**

GST will be paid to the tenderer provided the GST 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 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.

9. 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.
10. 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.

11. The rates quoted should be F.O.R Institute irrespective of quantity ordered.
12. **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.**
13. The tenderer will supply the Stationery 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.
14. 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.
15. 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.
16. 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.
17. (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.

18. The Institute shall be at liberty to purchase the items from Government approved agencies and the tenderer shall have no objection to it.
19. The tenderer shall be duty bound to effect the supply of items contracted for to the extent indented during the contract period.
20. 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.
21. 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.
22. 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.
23. 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.
24. The aforementioned terms & conditions shall be binding and operative between the tenderer (supplier) and the Institute.
25. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
26. Any dispute is subject to the jurisdiction of Faridabad only.
27. 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.

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
TECHNICAL BID (PART 'A')

A. Earnest Money Deposit

- B. 1. Details of Tenderer – Name, Father's Name, Name of Firm, Complete Address, Date of Incorporation and Contact Number.
2. Sales Tax/ Vat No.
3. Copy of Pan Card Number
4. Manufacturing/ Storage Arrangement
5. Transportation Arrangements
6. Experience
7. List of Clients
8. Any other information, term and conditions that tenderer may like to add either in this sheet or as Annexure.
9. 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).

Note: - Please attach the scanned copy/copies of above said information with Technical Bid.

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TECHNICAL DETAILS OF THE TENDERER FOR STATIONERY
FINANCIAL BID (PART 'B')

S. No	Items	Unit	Estimated monthly consumption	Rates	GST (% & Amount)
1	Photostat Paper Century A4	Pkt	10 Rim		
2	Royal Executive Bond A4	Pkt	1 Rim		
3	Typing paper Normal	Pkt	2 Rim		
4	Computer Paper Century 15"x12"	Pkt	1 Rim		
5	Attendance Register Students, 1Q Saraswati	Each	2 nos		
6	Attendance Register Staff, 1Q Saraswati	Each	6 nos		
7	White Board Marker Reynold	Each	10 nos		
8	OHP Marker Luxor	Each	4 nos		
9	Jem Clip Plastic Coated Zen 30 mm	Pkt	4 nos		
10	Centre Tag file, Brown	Each	15 nos		
11	Gum Bottle 150ML Weldon	Each	5 nos		
12	Writing Pad 1/8 Hans/Surya	Each	5 pads		
13	Stapler Pin, No 10-IM, Max (small)	Pkt	5 pkt		
14	Stapler Pin, No 24/6,, Kangro (Big)	Pkt	5 pkt		
15	Green Tag, Long	Pkt	2 nos		
16	White Tag, Small Good Quality	Pkt	2 nos		
17	Ruled Register 3Q/4Q Delta	Pkt	4 nos		
18	All Pin, Rust Proof 100gm Bell	Pkt	1 pkt		

19	Drawing Pin, Big size Superior	Pkt	2 Pkt		
20	L-Folder Plastic, Solo/without Solo	Each	20 nos		
21	Chowk Non-Dust Big size	Each	2 nos		
22	Pencil without gift natraz	Each	6 nos		
23	Non dust Rubber natraz	Each	6 nos		
24	Sketch Pen,Luxor Black/Color	Each	2 nos		
25	Brown Paper Good Quality	Each	4 nos		
26	Chart Paper Brown, Good Quality	Each	10 nos		
27	White slip pad(Gutkha)	Each	5 nos		
28	Brown Tape 2”34 mtr Yash (50 mtr/65mtr)	Each	4 nos		
29	Fevi Stick15gm	Each	1 no		
30	Computer Printer Ribbon Dotmatrix	Each	1 no		
31	Computer Sticker Desmat Century 89352	Pkt	2 nos		
32	Stamp Pad Fobes Casstle	Each	3 nos		
33	Correction Pen Camlin	Each	2 nos		
34	Cello Tape Mayur 1/2” , 3/4”	Each	2 nos		
35	White Envelope 10”x4” /11”X5”(PKT Qty 250)	Pkt	20 nos		
36	Yellow Envelope (full size) Laminated 16”x12”)	Each	10 nos		
37	Yellow Envelope (A4 size)10”x12”)	Each	10 nos		
38	Fevicol 100gm	Each	2 nos		
39	Stock Register (150/250/500)Saraswati Leather Binding	Each	8 nos (for session)		
40	Cash Book (150/250/500) Saraswati Leather Binding	Each	5 nos (for session)		

41	Printing of Journals(As per sample)	Each	1500 nos (for session)		
42	Printing of Answer Books (As per sample)	Each	1000 nos (for session)		
43	Uni-ball eye fine pen	Each	2 nos		
44	Rubber band (big) 1kg / 500 gm	Pkt	1 pkt		
45	Duster wooden	Pkt	20 nos		
46	Index file	Pkt	10 nos		
47	Double Tap	Pkt	5 nos		
48	Pad Confrence	Pkt	1 no		
49	Rangoli Colour	Pkt	1 no		
50	Poster Colour	Pkt	1 no		
51	Billing Machine Paper roll	Pkt	50 nos (for session)		
52	Binder Clips small/big	Pkt	1 no		
53	Damper sponge	Pkt	1 no		
54	High Lighter	Pkt	1 no		
55	Sticker file tag	Pkt	1 no		
56	Steper small/big	Pkt	1 no		
57	Permanent marker	Pkt	1 no		