



# E-TENDER DOCUMENT

FOR SUPPLY OF BAR EQUIPMENT FOR THE ACADEMIC SESSION 2021-22.

NIT. No. **IHM:BG/E-TENDER/2021-22-F&B-2068**

**Dt 15-01-2022**

## Institute of Hotel Management

Gaya-Dobhi Road Bodh-Gaya, Gaya- 824234 (Bihar)  
(A Joint Venture of Ministry of Tourism, Govt. of India &  
Department of Tourism, Govt. of Bihar)  
Contact No. 8987276070/9608271879

E-mail: [princi-ihmbodhgaya@gov.in](mailto:princi-ihmbodhgaya@gov.in), [ihmbodhgaya@gmail.com](mailto:ihmbodhgaya@gmail.com)

WEBSITE: [www.ihmbodhgaya.com](http://www.ihmbodhgaya.com)

**Cost of E-Tenders Document: -1500/-**

**Total number of Pages:-23**



**Institute of Hotel Management**  
Gaya-Dobhi Road Bodh-Gaya, Gaya- 824234 (Bihar)

### **E-TENDER NOTICE**

For and on behalf of the Principal, Institute of Hotel Management, Bodh-Gaya sealed Tenders in the prescribed format are invited from reputed Dealers/ Manufacturers/ Distributors for supply of BAR EQUIPMENT for the academic session 2021-2022.

The Tenders forms may be downloaded from our website [www.ihmbodhgaya.com](http://www.ihmbodhgaya.com) and [www.tenderswizard.com/SIHM](http://www.tenderswizard.com/SIHM). The Tenders paper completed in all respects should be uploaded in e-Tenders portal [www.Tenderswizard.com/SIHM](http://www.Tenderswizard.com/SIHM). Hard copy of EMD & Paper cost should be dispatched by Speed Post/Regd. Post/ Courier only. The last date for receiving of Tenders will be **Dt 31-01-2022, 5.00p.m. The Tenders paper shall be opened at 11.00 a.m. on dt. 01-02-2022** through online in presence of Tenderers or their authorized representatives who may wish to be present. The undersigned reserves the right to cancel any or all the Tenderer without assigning any reason whatsoever.

Sd/-  
**PRINCIPAL**

# News paper NIT



**Institute of Hotel Management**  
Gaya-Dobhi Road Bodh-Gaya, Gaya- 824234 (Bihar)  
website-[www.ihmbodhgaya.com](http://www.ihmbodhgaya.com)

NIT. No. **IHM:BG/E-TENDER/2021-22-F&B-2068**

**Dt 15-01-2022**

## NOTICE INVITING TENDER

E-Tender is invited by IHM, Bodh-Gaya on two bid system from Individuals/ Companies/ Firms registered in India fulfilling the eligibility conditions, as per Tender document for supply of BAR EQUIPMENT for the academic session 2021-2022.

Last date of submission of Tenders: - **Upto 17.00 hrs of Dt 31-01-2022.**

For details please visit our websites [www.Tenderswizard.com/SIHM](http://www.Tenderswizard.com/SIHM) or [www.ihmbodhgaya.com](http://www.ihmbodhgaya.com)

**Sd/-  
PRINCIPAL**

# TENDERS FORM

# **SECTION-I**

**Institute of Hotel Management**  
Gaya-Dobhi Road Bodh-Gaya, Gaya- 824234 (Bihar)  
website- [www.ihmbodhgaya.com](http://www.ihmbodhgaya.com)

## **NOTICE INVITING E-TENDER**

For and on behalf of the Principal, Institute of Hotel Management, Bodh-Gaya sealed Two Bid e-Tenders in the prescribed format are invited from reputed Dealers/ Manufacturers/ Distributors for supply of supply of BAR EQUIPMENT for the academic session 2021-2022.

<b>Sl. No</b>	<b>Item</b>	<b>Particulars</b>
1	Tenders Notice No & date	No. IHM:BG/E-TENDER/2021-22-F&B-2068 Dt 15-01-2022
2	Tenders item	For supply of BAR EQUIPMENT for the academic session 2021-2022.
3	Tenders Document can be downloaded from date	Dt. 16-01-2022
4	Last Date of Submission of Tenders	Up to 17.00 Hrs of Dt .31-01-2022
5	Date & Time of Opening of Tenders (Technical Bid only)	At 11.00 Hrs of Dt. 01-02-2022
6	Cost of Tenders paper	The cost of Bid security and cost of Tenders paper as in section-II to be paid through online Banking/ RTGS / NEFT / DD as per the Section-I, Para 2(b)
7	Cost of Tenders document	Rs 1500/- (MSME/NSIC EXEMPTED )
8	EMD	Rs 15000/- (MSME/NSIC EXEMPTED )
9	Tender Processing Fee	Rs 2360/- (Pay though online by using Credit Card /Debit Card / UPI/Net banking)

**Note:** In case the last date of submission /opening of bid is declared to be a holiday, last date of submission / opening of bid will get shifted automatically to next working day at the same scheduled time. Any change in bid submission/ opening date due to any other unavoidable reasons will be notified through the IHM Bodh-Gaya web site and/ or e-Tenders Portal and/or newspapers IHM Bodh-Gaya is the final authority to accept or reject the Tenders bids.

2a) The Tenders document can be downloaded from the website: [www.Tenderswizard.com/SIHM](http://www.Tenderswizard.com/SIHM) & [www.ihmbodhgaya.com](http://www.ihmbodhgaya.com) and to be submitted in e-format. Costs of Tenders Document and Earnest Money Deposit (EMD) have to be submitted as per following details given in Para 2(b).

(b) The cost of EMD and cost of Tenders paper can also be paid through online Banking/RTGS/NEFT/Demand Draft in favour of **Principal, Institute of Hotel Management” Payable at Bodh-Gaya**, as per the following details.

Name of the Bank & Branch	Canara Bank
Accounts Name	Institute of Hotel Management
Account No.	2894101009591
IFSC Code	CNRB0002894
Address of the Bank	Basement near chinese temple ,main road Bodhgaya-824231
E-Mail id	<a href="mailto:princi-ihmbodhgaya@gov.in">princi-ihmbodhgaya@gov.in</a>
Contact No.	9608271879

2(c) The scanned copies of the E-Payment receipt towards EMD/BID security, Cost of bid document have to be uploaded in the e-Tenders Portal of M/s ITI i.e [www.Tenderswizard.com/SIHM](http://www.Tenderswizard.com/SIHM)

2(d) Amendments, if any, to the Tenders document will be notified in the above website as and when such amendments are made. It is the sole responsibility of the bidders who have downloaded the Tenders document from the website to keep themselves abreast of such amendments before submitting the Tenders document.

3(a) Intending bidders are requested to register themselves with M/s. ITI Limited through the website **[www.Tenderswizard.com/SIHM](http://www.Tenderswizard.com/SIHM)** for obtaining user-id, Digital Signature etc., by paying Vendor registration fee and processing fee for participating in the above mentioned Tenders.

3(b) IHM Bodh-Gaya has decided to use the process of e-Tendering for inviting this Tenders and thus the physical copy of the Tenders would not be sold.

3(c) The bidders shall furnish a declaration that no addition / deletion / corrections have been made in the downloaded Tenders document being submitted and it is identical to the Tenders document appearing on Web-site (**[www.Tenderswizard.com/SIHM](http://www.Tenderswizard.com/SIHM)**)

3(d) In case of any correction/ addition/ alteration/omission is found in the Tenders document; the Tenders bid shall be treated as non-responsive and shall be rejected.

4(a) The bidder should have **experience** of supply to Educational Institutes.

4(b) The documents as listed out in Section IV must be uploaded in the E-Tenders Portal.

5(a) IHM Bodh-Gaya has adopted e-Tendering process which offers a unique facility for Public Online “Tenders Opening Event (TOE) “. IHM BODH-GAYA’s Tenders Opening Officers as well as authorized representatives of bidders can attend the Public Online Tenders Opening Event (TOE) from the comfort of their offices. However, if required, bidders or their authorized representatives can attend the Tenders Opening Event in IHM Bodh-Gaya where IHM Bodh-Gaya Tenders Opening Officers would be conducting Public Online Tenders Opening Event (TOE).

5(b) Eligibility criteria: The bidder must have the following eligibility to participate in Tenders:

1. **Separate DD/NEFT/RTGS** of Rs.1500/- and Rs.15000/- made in favour of **Principal, Institute of Hotel Management” Payable at Bodh-Gaya** should be attached with the form towards form charges(non-refundable) and earnest money(refundable) respectively.

2. The Tenders shall be opened by the committee in presence of the Tenderers or his/her representative.
3. This is a package deal. Any/ All bidders are required to quote for all the items.
4. The items quoted should be inclusive of transportation, packaging, handling, delivery charges, Commissioning & all taxes, Training or use of the machines.
5. The photocopies of Firms Registration/ Trade License, GST Number & PAN Card should be enclosed with the bid documents.
6. The supply of items by the beneficiary should be completed within 15 days from the date of issue of supply order.
7. Envelope containing the sealed EMD & Paper Cost should reach the office of the Principal, IHM, Bodh-Gaya by Govt. Speed Post/Courier. Super scribed on the top of the envelope "Tenders for Supply of "BAR EQUIPMENT " and should indicate the Tender No., date.
8. The Authority reserves the right to accept or reject any or all the Tenders without assigning any reason thereof or order for re Tenders of entire work at any time.
9. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it within a reasonable period.
10. The Tenders paper submitted without EMD, mentioned above will be summarily rejected.

#### **Final Authority**

If the Tenderer desires to appeal against any matter he shall appeal to Principal/Secretary, Institute of Hotel Management, Gaya-Dobhi Road, Bodh-Gaya, Gaya-824234 Bihar whose decision on such matters shall be final and conclusive.

#### **Arbitration**

Any dispute or difference between the parties with regard to this document and all connected and related matters whatsoever shall be discussed and settled amicably. In the event of any failure to resolve the disputes or difference whatsoever shall be referred to the sole Arbitrator appointed by the Institute. The decision of the Arbitrator will be final and binding on both sides.

6. Incomplete, ambiguous, Conditional Tenders bids are liable to be rejected.
- 7 IHM Bodh-Gaya reserves the right to accept or reject any or all Tenders bids without assigning any reason and is not bound to accept the lowest Tenders.
- 8 All documents submitted in the bid offer should be preferably in English. In case the certificate viz., experience, registration etc., is issued in any language other than English, the bidder shall attach an English translation of the same duly attested by the bidder & the translator in addition to the relevant certificate. All computer generated documents should be duly signed by the bidder.

**Sd/-**  
**Principal**

## **SECTION-II**

### **INSTRUCTIONS TO BIDDERS & GENERAL CONDITIONS OF TENDERS**

#### **1. TERMS:**

1(a) "IHM Bodh-Gaya" or "The Tendering Authority"

1(b) "The Bidder" means the individual or firm who participates in this Tenders & submits its bid.

1(c) "The Work Order" means the order placed by the IHM on the Bidder signed by the respective controlling officer of IHM including all attachments & appendices thereto and all document incorporated by reference therein. The work shall be deemed as "Contract" appearing in the document.

1(d) "The Contract Price" means the price payable to the bidder under the work order for full & proper performance of its contractual obligations.

1(e) "E-Tenders Portal" means the website "www.Tenderswizard.com/SIHM" of M/s ITI Limited who is providing e-Tendering solution to IHM Bodh-Gaya.

1(f) "ETS" means the Electronic Tendering System through the e-Tenders Portal.

#### **2. ELIGIBLE BIDDERS**

The bidder should have **experience** of supply to Educational Institutes.

**3. VALIDITY OF BID:** The validity of bid period is **180 Days** from the last date of submission of the bid.

#### **4. PERFORMANCE SECURITY DEPOSIT**

a. The successful Tenderer shall have to deposit a sum of **Rs.15, 000=00 (Rupees Fifteen Thousand) only as security deposit before the agreement** and it will be refunded immediately after the contract period is over. The security deposit will carry no interest.

**5.** The conditional and incomplete Tenders are liable for rejection.

**6.** The IHM, Bodh-Gaya reserves the right to reject one or all of the Tenders without assigning any reason thereof.

**7.** The near relative of employees of IHM Bodh-Gaya, if participating in this Tenders must declare the full particulars of their near relatives employed in IHM BODH-GAYA(either directly recruited or on deputation). The near relatives for this purpose are defined as, a) Members of Hindu undivided family.

b) Their husband & wife, c)The one related to other in the manner as father, mother, son(s)& son's wife (daughter-in-law), daughter(s) & daughter's husband (son in law),brother(s) & brother's wife, sister(s) & sister's husband (brother-in-law).

#### **8. Arbitration**

Any dispute or difference between the parties with regard to this document and all connected and related matters whatsoever shall be discussed and settled amicably. In the event of any failure to resolve the disputes



or difference whatsoever shall be referred to the sole Arbitrator appointed by the Institute. The decision of the Arbitrator will be final and binding on both sides.

8. In case of any dispute arising out of the contract between the two contracting parties, the decision of the Principal, IHM Bodh-Gaya shall be final and binding.

9. The IHM Bodh-Gaya reserves the rights to increase/decrease or delete the scope of work without assigning any reason.

#### **10. Final Authority**

If the Tenderer desires to appeal against any matter he shall appeal to Principal/Secretary, Institute of Hotel Management, Bodh-Gaya whose decision on such matters shall be final and conclusive.

#### **11. COST OF BIDDING**

The bidder shall bear all costs associated with the preparation and submission of the bid. IHM Bodh-Gaya in no case be responsible for these costs regardless of the conduct or outcome of the bidding process.

#### **12. DOCUMENTS TO BE SUBMITTED FOR BID**

a. The details of documents to be submitted through online in e-Tenders Portal are as detailed at **Section IV**. If any one of the above items required to be submitted along with the Technical bid is found wanting, the offer is liable to be rejected at that stage.

b. Documents in original should be submitted for verification if required by the Tendering Authority.

c. The bidder will verify the genuineness and correctness of all documents and certificates including experiences/performance certificates, submitted by the bidder or any other firm /associates before submitting them in the bid. The onus of proving genuineness of the submitted documents would rest with the bidder.

d. As per the requirement of the Tenders's condition, if any documents/paper/certificate submitted by the bidder is found to be false/fabricated/tampered /manipulated at any stage during bid evaluation or after award of contract, then the bid security (EMD) of the bidder would be forfeited and the bidder would be disqualified from the Tenders. Action would be taken for banning of business dealing with the defaulting firm. In case contract has already been awarded to the bidder, then PBG would be forfeited and the contract would be rescinded/ annulled and IHM Bodh-Gaya would be at liberty to procure the services from any other source at the risk and cost of the defaulting bidder. Action would also be taken for banning business dealing with the defaulting firm.

#### **13. AMENDMENT TO BID DOCUMENT**

(a) At any time, prior to the date of submission of bid, Tendering authority may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments.

(b) The amendments shall be notified in the E-Tenders Portal and these amendments will be binding on them.

(c) In order to afford prospective bidders reasonable time to take the amendments into account in preparing their bids, the Tendering authority may, at its discretion, extend the deadline suitably for the submission of bids.

(d) It is the sole responsibility of the bidder to confirm from the E-Tenders Portal and/or from the following contacts regarding amendments, if any, or any other clarifications before uploading of the Tenders document ITI Tenders Wizard Help Desk Contact Shri Sanjeeb Mahapatra, 08249821902, 011-49424365 email id: [twhelpdesk404@gmail.com](mailto:twhelpdesk404@gmail.com), IHM Bodh-Gaya Contact-1 Name: Mr Dhiman Banerjee Mob. No/ Ph No 9608271879 E-Mail Id—[princi-ihmbodhgaya@gov.in](mailto:princi-ihmbodhgaya@gov.in)

#### **14. PREPARATION OF BID DOCUMENTS – TECHNICAL BID & FINANCIAL BID**

It is a two bid system and the bid prepared by the bidder shall comprise Technical Bid and Financial Bid

#### **15. BID FORMS**

The bidder shall fill in the Tenders document in all respects, sign on all pages along with seal of the firm if any and upload required scanned documents as per **section-III** of the same in e-Tenders Portal.

#### **16. BID PRICE**

The bidder shall quote rates in FINANCIAL BID given in **Section III**.

#### **17. COMPLIANCE**

The bidder should ensure unconditional clause- by – clause compliance with all the terms and conditions

#### **18. A. BID SECURITY/EMD**

- (a) The bidder must deposit the amount for bid security/EMD as stated in Section I para 2b
- (b) The Bid security of unsuccessful bidder will be discharged / returned as early as possible.
- (c) A BID WITHOUT BID SECURITY/ BID SECURITY WITH OUT BID SHALL BE TREATED AS NON-RESPONSIVE AND SHALL BE REJECTED BY THE TENDERING AUTHORITY.

#### **B. FORFEITURE OF BID SECURITY/EMD. The Bid Security/EMD may be forfeited**

- (a) If the successful bidder backs out to accept the Tenders and/or does not deposit the performance security or
- (b) The successful bidder does not come for execution of agreement after deposit of performance security deposit within the scheduled time
- (c) Withdraws his bid during the period of bid validity specified by the bidder in the bid form;

#### **19. FORMAT AND SIGNING OF BID**

- (a) The bid shall contain no interlineations, erasures or overwriting, except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the persons signing the bid.
- (b) The over writing / erasures in the bid made by the bidder shall be signed by the person signing the bid.
- (c) The letter of authorization shall be indicated by written power-of-attorney, if any, accompanying the bid. All pages of the original bid, except for un-amended printed literatures, shall be signed by the person or persons signing the bid.

#### **20. PREPARATION & SUBMISSION OF BIDS:**

##### **I) Contents of the Bid:**

The bid contains three parts –

Part A: The scanned copies of the Payment of Cost of Tenders paper and EMD through online /NEFT / RTGS & Power of attorney (If applicable) have to be uploaded in the e-Tenders Portal of M/s ITI.

Part B: The Second part relates to uploading of scanned documents required for Technical Bid as per **Section III** in the appropriate place of the e-Tenders Portal.

Part C: The third part relates to uploading of Financial Bid containing the Price schedule in excel format filled carefully in the appropriate place of the e-Tenders Portal.

## **II. Submission of the Bid:**

- a. All the clauses of the bids must be complied with and price bids must be quoted online by the bidders before the locking/closing time of the bid as scheduled.
- b. Scanned documents wherever necessary are to be uploaded in the appropriate places of the e-Tenders portal.
- c. The bidder shall submit a set of entire document signed in all pages, downloaded from e-Tenders Portal against each individual bid before signing off agreement.
- d. The Bidder can bid through the user-id allotted to him by M/s ITI in e-Tenders Portal along with requisite Earnest Money Deposit (EMD) and cost of Tenders Paper.
- e. If any one of the document required to be submitted as referred to in **Section III** of this is found to be wanting, the concerned bid shall be rejected at the opening stage itself by the TEC of Technical Bid Evaluation.
- f. Wherever brand and quantity of any article sealed is not mentioned in the Tenders form, the details of such article are to be mentioned by the Tenderer in the remarks column.
- g. The IHM Bodh-Gaya may, at its discretion, extend the deadline for the submission of the bids by amending the bid document in accordance with NIT in which case all rights and obligations of the IHM BODH-GAYA and bidders previously referred to the deadline will thereafter be subject to the extended deadline.

## **21. LATE BIDS, MODIFICATIONS AND WITHDRAWAL OF BIDS**

- (a) After the Locking Time, no bidder can submit the bid.
- (b) The bidder may withdraw his bid after submission prior to the deadline prescribed for submission of bids. The bidder's withdrawal shall have to be online and digitally authenticated.
- (c) No bid shall be modified subsequent to the deadline for submission of bids as above

## **22. BID OPENING AND EVALUATION**

- a) Financial bids & Technical bids shall be submitted by the bidder at the same time. The bids will be opened in two stages. The Tendering Authority will open the technical bids in the presence of bidders or their authorized representatives on the due date. The bidder or one of his authorized representatives shall be permitted to attend the bid opening. Authorization letter shall be submitted by the bidders before they are allowed to participate in bid opening. The bidders can view the opening details after the Tendering Authority opened them.
- (b) The date fixed for opening of bids, if subsequently declared as holiday by IHM Bodh-Gaya, the revised date of schedule will be notified in the e-Tenders Portal. However, in absence of such notification, the bids will be opened on the next working day, time remaining unaltered.
- (c) Technical bids will be evaluated by the Tendering Authority and after completion of the technical Evaluation; the eligible bidders list for the financial bid opening will be made available in the e-Tenders Portal.
- (d) Opening date and time of Financial Bid will be notified in the e-Tenders Portal after opening of the Technical Bid.

## **23. PLACE OF OPENING OF TENDERS BIDS**

Authorized representatives of bidders (i.e. vendor organization) can attend the Tenders Opening Event (TOE) in the “IHM Bodh-Gaya Office”, where IHM Bodh-Gaya Tenders Opening Officers would be conducting through online e-Tenders in **Scheduled date & time.**

#### **24. PRELIMINARY EVALUATION**

- (a) Tendering authority shall evaluate the bids to determine whether they are complete in all respects, whether any computational errors have been made, whether required sureties have been furnished etc.
- (b) Prior to the detailed evaluation, the Tendering authority will determine the substantial responsiveness of each bid to the Bid documents.
- (c) For purposes of these clauses, a substantially responsive bid is one, which conforms, to all the terms and conditions of the Bid documents without any material deviation. The Tendering authority's determination of bid's responsiveness shall be based on the contents of the bid itself without recourse of extrinsic evidence.
- (d) A bid, determined as substantially non-responsive will be rejected by the Tendering authority and shall not, subsequent to the bid opening, be made responsive by the bidder by correction of the non conformity. The Tendering authority shall not be bound to show the reasons/causes of rejection of the bid.
- (e) The Tendering authority may waive any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any bidder.

#### **25. EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS**

- (a) The Tendering authority shall evaluate and determine as to whether the bid is substantially responsive or not as per above conditions.
- (b) Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the Tendering authority. If there is a discrepancy between words and figures, the amount in words shall prevail.
- (c) If the bidder does not accept the correction of the errors, his bid shall be rejected.

**(d) Tendering authority may negotiate with L1 bidder**

#### **26. CONTACTING THE TENDERING AUTHORITY**

- (a) Subject to seeking clarifications on e-Tendering and Tenders document, no bidder shall try to influence the Tendering authority on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.
- (b) Any effort by a bidder to influence the Tendering authority in the Tendering authority's bid evaluation, bid comparison or contract award decisions shall result in the rejection of the bid.

#### **Award of contract & Work:**

- a) The IHM Bodh-Gaya shall consider award of contract only to those eligible bidders whose offers have been found technically, commercially and financially responsive, eligible and accepted. Normally the bid of the Tenderer who quote the lowest rate (as mentioned in financial bid) will be accepted.

- b) However the IHM Bodh-Gaya reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders.
- c) The IHM Bodh-Gaya reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contracts entered into with the IHM Bodh-Gaya.

## **27. SIGNING OF CONTRACT AGREEMENT:-**

The successful Tenderer shall be required to execute an agreement on a non-judicial stamp paper of Rs.100/- (Rupees One Hundred only) at his own cost as per the enclosed proforma within 10 (Ten) days from the date of deposit of PSD in this office. In the event of failure of the Tenderer to sign the agreement within 10(Ten) days of being called upon to do so after depositing required PSD, or in the event of his failure to start the work as stipulated in the work order, then the amount of PSD. (Performance Security Deposit), shall be forfeited by IHM Bodh-Gaya and the acceptance of the Tenders shall be considered as revoked. If the bidder expired in the middle of the Tendering process, the legal heir will be permitted to enter into the agreement.

## **28. VALIDITY OF THE CONTRACT.**

- i). The contract shall be **valid for ONE years** from the date of signing of the contract.
- ii). IHM Bodhgaya also reserves the right to cancel the contract at any time without assigning any reasons.

## **29. E-TENDERING INSTRUCTIONS TO BIDDERS**

The instructions given below are ITI's e-Tenders portal centric and for e-Tenders invited by the IHM Bodhgaya

### **A. General:**

- a. Submission of Bids only through online process is mandatory for this Tenders for conducting electronic Tendering. The Tendering Authority is using the e-Tenders Portal (<https://www.Tenderswizard.com/SIHM>) of M/s ITI Limited, a Government of India Undertaking.
- b. For participating in this Tenders online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the Electronic Tendering System (ETS.).
- i) It is advised that all the documents to be submitted (**Section III**) are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission. The Price bid may be downloaded and rates may be filled appropriately. This file may also be saved in a secret folder on your computer.
- ii. While uploading the documents, it should be ensured that the file name should be the name of the document itself for easy pairing and scrutiny.

### **B. Tenders Bidding Methodology:**

**It is a Two Stage bidding system—.**

Financial bids & Technical bids shall be submitted by the bidder at the same time.

### **C. Broad outline of activities from Bidders perspective:**

- a. Procure a Digital Signature Certificate (DSC)
- b. Register for Electronic Tendering System (ETS) in e-Tenders Portal.

- c. Create Users and assign roles on ETS
- d. View Notice Inviting Tenders (NIT) on ETS
- e. Download Official Copy of Tenders Documents from ETS
- f. Clarification to Tenders Documents on ETS – Query to IHM BODH-GAYA (Optional)
- g. View response to queries posted by IHM Bodh-Gaya, through addenda.
- h. Bid-Submission on ETS
- i. Attend Public Online Tenders Opening Event (TOE) on ETS – Opening of Technical-Part
- j. Post-TOE Clarification on ETS (Optional)
- k. Respond to IHM Bodh-Gaya's Post-TOE queries
- l. Attend Public Online Tenders Opening Event (TOE) on ETS – Opening of Financial-Part  
(Only for Technically Responsive Bidders)

#### **D. Digital Certificates**

For integrity of data and its authenticity/ non-repudiation of electronic records, and be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). Also referred to as Digital Signature Certificate (DSC), of Class III issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>]. Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

#### **E. Registration**

Amendments, if any, to the Tenders document will be notified in the above website as and when such amendments are notified. Intending bidders are requested to register themselves with M/s. ITI Limited through e- Tenders Portal for obtaining user-id, Digital Signature Certificates etc., by paying Vendor registration fee and processing fee for participating in the above mentioned Tenders. After successful submission of Registration details and Vendor registration fee and processing fee (as applicable), please contact ITI Helpdesk and IHM BODH-GAYA Contact Points (as given below), to get your registration accepted/activated.

<b>ITI Tenders Wizard Help Desk Contact</b>	Shri Sanjeeb Mahapatra, Mobile no. 8249821902, 011-49424365 email id: <a href="mailto:twhelpdesk404@gmail.com">twhelpdesk404@ gmail.com</a>
<b>IHM Bodh-GayaContact-1</b>	<b>Mr Dhiman Banerjee, Mob-9608271879</b> <b>E-Mail <a href="mailto:Id-princi-ihmbodhgaya@gov.in">Id-princi-ihmbodhgaya@gov.in</a></b>

#### **30. INTIMATION OF CORRECTIONS/MODIFICATIONS TO TENDERS DOCUMENT**

The correction/modification, if any, in the Tenders document will be uploaded in the Website i.e. [www.ihmbodhgaya.com](http://www.ihmbodhgaya.com) and [www.Tenderswizard.com/SIHM](http://www.Tenderswizard.com/SIHM) up to **due date and time** which will be treated as final. The amendments if any will not be published in the Newspaper. It is the responsibility of the bidders to visit e-Tenders Portal and keep themselves updated regarding amendments/ correction/modification etc.

**Sd/-**  
**Principal**

### SECTION-III

SECTION-III			
FINANCIAL BID			
Sl. No	Description	Qty	Unit
1	SS BAR TABLE 120 X 24 X 34 +3: Top of Table is 16 Gauge Grade J4 Jindal and two under shelf with one side sink; Ice Storage & Bottle Holder & Lock and Key and Speed Rail; 1.5" x 1.5" Leg Pipe Fitted with Nylon Adjustable Bullets with braking/lockup system.	1	Nos
2	SS BOTTLE HOLDER 24X24X34: 16 Gauge Grade J4 Jindal stainless steel	1	Nos
3	FOOD PREPARATION REFRIGERATED COUNTER CUM TABLE HOSHIZAKI (WESTERN) GNTE 54X30X34: Model- RTSW 137MS4 GNTE, or any Other Brand, Capacity - 417 Ltr., Temperature- -2°C to 8°C, 6 shelves with 6 GN PAN	1	Nos
4	WESTERN HOSHIZAKI BACK BAR COUNTER RBW 135: Model- RBW135; or any Other Brand, Capacity-302 Ltr; Size-54x22x36; No. of Shelves-6; Interior Led Lamp; 3 Door; Tem- 2° to +12°	1	Nos
5	ICE CRUSHER MACHINE Made of Stainless Steel , Weight 3kg or above Capacity 3-5 kg, Dimension (16*7*12)" L*W*H or above, Rotation Speed- 1400 Runs/Minute or above, Watt- 300 Watt or above.	1	Nos

**SECTION IV****TECHNICAL BID**

Sl no	Description	Remarks (Yes (Y), No(N), Not Applicable (NA) (✓ Tick whichever is applicable)		
		Y	N	NA
1	Photo copy of PAN Card			
2	Photo copy of Experience Certificate			
3	Photo copy of the computerized receipt (Online/RTGS/NEFT) towards cost of Tenders Paper			
4	Photo copy of the computerized receipt (Online/RTGS/NEFT) towards cost of EMD/Bid Security			
5	Photo copy of valid GSTIN Registration Certificate.			
6	Copy of Income Tax Return filing(last year)			
7	Trade license true copy (attested by gazette officer) to be submitted along with the Tenders form.			
8	Self-Attested Photo copy of Original "Power of Attorney" in case person other than the Tenderer has signed the Tenders documents			
9	Photo copy of "Partnership Deed" duly registered, if applicable			
10	copy of Declaration of Non - tampering of relevant document required for Tenders duly filled and signed. Annexure-A			
11	copy of Declaration for Downloading the Tenders Document duly filled in and signed vide Annexure-C.			
12	copy of Bid form duly filled and signed. Annexure-D			
13	copy of Clause by clause compliance duly filled in and signed. Annexure-B			
14	copy of the Check list duly filled in			
15	Bidder Profile			
16	copy of Undertaking regarding genuineness of the documents/information submitted duly filled in and signed. Annexure-E			
17	Firm registration, in case of partnership firm			



## Forwarding Letter

(To be submitted in the letter head)

To  
The Principal  
Institute of Hotel Management  
Gaya-Dobhi Road, Bodh-Gaya, Gaya-824234

Sub: Supply of BAR EQUIPMENT

Sir,

I hereby offer my rates to supply for supply of BAR EQUIPMENT for the academic session 2021-2022 to the Institute of Hotel Management, Gaya-Dobhi Road, Bodh-Gaya, Gaya-824234

### Enclosed

DD/NEFT/RTGS No.....Dt.....Rs.....(Earnest Money)

DD/NEFT/RTGS No.....Dt.....Rs.....(Form Charges)

Yours faithfully,

Place

Dt.

Full signature of the Tenderer with Seal

# ANNEXURE-A

## Declaration of Non tampering of Tenders document

I, Sri/Smt/M/s \_\_\_\_\_

(Authorized Signatory) hereby declare that the Tenders document submitted has been downloaded from the website “<http://www.ihmbodhgaya.com>” or **www.Tenderswizard.com/SIHM** and I have checked up, that no page is missing and all pages as per the index are available and no addition/deletion/correction/tampering has been made in the Tenders document. In case at any stage, it is found that any addition / deletion / correction has been made, IHM, Bodh-Gaya shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of bidder/Authorized Signatory

Name \_\_\_\_\_

Seal of the bidder:

## ANNEXURE-B

### DECLARATION OF CLAUSE BY CLAUSE COMPLIANCE

I \_\_\_\_\_ (authorized signatory) hereby declare that I shall comply with all the terms and conditions of the Tenders documents as out lined in all the clauses unconditionally.

Place: \_\_\_\_\_

Signature of the Tenderer:

Date: \_\_\_\_\_

Name of the Tenderer

## ANNEXURE-C

### Declaration for Downloading the Tenders Document.

I \_\_\_\_\_

(Authorized signatory) hereby declare that the Tenders document submitted has been downloaded from the website **www.ihmbodhgaya.com** or **www.Tenderswizard.com/SIHM** and no addition/deletion/correction has been made in the entire Tenders document. In case at any stage, it is found that the information given above is false / incorrect, IHM Bodh-Gaya shall have the absolute right to take any action as deemed fit without any prior intimation.

Date: \_\_\_\_\_

Signature of Tenderer \_\_\_\_\_

Place: \_\_\_\_\_

Name of Tenderer \_\_\_\_\_

(Along with date & Seal)

# ANNEXURE-D

## BID FORM

To  
The Principal  
Institute of Hotel Management  
Gaya-Dobhi Road, Bodh-Gaya, Gaya-824234

Dear Sir,

1) Having the conditions of contract and services to be provided the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide the same in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.

2) We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.

3) If our Bid is accepted, we will obtain the guarantees of a Nationalized/ Scheduled Bank for a sum not exceeding the Cost of specified Performance Bank Guarantee of the contract sum for the due performance of the Contract.

4) We agree to abide by this Bid for a period of **180 days** from the date fixed for Bid opening and it shall remain binding upon us and may be accepted to any time before the expiration of that period.

5) Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

6) Bid submitted by us is properly verified and prepared so as to prevent any subsequent replacement. We understand that you are not bound to accept the lowest or any bid, you may receive.

7) We understand that the Bid document so submitted is the true copy of IHM, Bodh-Gaya Tenders documents available on the IHM, Bodh-Gaya website [www.Tenderswizard.com/SIHM](http://www.Tenderswizard.com/SIHM). Any deviation will result in the rejection of the bid.

a. Date (DD/MM/YYYY) : \_\_\_\_\_

b. Signature of (Bidder or authorized signatory): \_\_\_\_\_

c. Name (Bidder or authorized signatory): \_\_\_\_\_

d. Duly authorized to sign the bid for and on behalf of bidder \_\_\_\_\_

( In case of authorization)

e. Witness .....

f. Address .....

# ANNEXURE-E

## UNDERTAKING REGARDING GENUINENESS OF THE DOCUMENTS/INFORMATION SUBMITTED.

I, Shri/Smt ..... Son/Daughter of  
Shri ..... do hereby undertake that all the documents /  
certificates submitted by me with this Tenders  
..... (Name of Work) are  
true and are exact copies of the original documents/certificates are available with me. I further  
undertake that if at any time any information furnished in the documents / certificates submitted by  
me are found to be false, IHM, Bodh-Gaya will have every right to take suitable action against me  
including forfeiture of my EMD/ Performance Security Deposit, termination of my contact agreement  
and/or black-listing of my contract as deemed fit.

Place:

Signature of Tenderer /Authorised signatory

Date:

Name & Seal of the Tenderer

**Institute of Hotel Management**  
**Gaya-Dobhi Road Bodh-Gaya, Gaya- 824234 (Bihar)**  
**Website-www.ihmbodhgaya.com**

(To be filled in by the Tenderer)

Tender applied for.....

01. Name of the firm. :

02. Present Address. :

Address proof to be attached

03. Telephone No. :

04. (a) Name of the Banker :

(b) Bank Account No :

(c) IFSC Code of Bank :

(d) Type of A/c

05 .Status of the firm

(1) Proprietary / Partnership

(State whether Registered or not)

(2)Co-operative / Private Ltd. /Ltd.Co.

06 Last Assessment of Income Tax

And clearance certificate.

(Certificate to be attached)

07. Permanent Account Number.

(Allotted by Income Tax Authority)

GSTIN Regn. No. & Xerox copy

Of last filing

08 DD/NEFT/RTGS/MSME/NSIC No.....dt..... Rs.....(Earnest Money)

. DD/NEFT/RTGS/MSME/NSIC No.....Dt.....Rs.....(Form charges)

9 Name & Designation of the  
Contact person.

10. Any other points you like to  
Mention.

Date-

(Signature of the Tenderer)

(Seal)