

**INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY
AND APPLIED NUTRITION**

“An Autonomous Body under Ministry of Tourism, Government of India”
S.J.P Campus, Near M.S. Building & SKSJTI Boys Hostel, Bangalore - 560 001.
Tel.No.080-22262960 Fax.080-22268562, Website: www.ihmbangalore.kar.nic.in

Ref. No. IHMB/Computer Service Tender No.07/2021-22 Date:27.07.2021

TENDER NOTIFICATION
(Through E-Procurement Portal)

**TENDER DOCUMENT FOR COMPUTER REPAIR AND SERVICES
(PER CALL BASIS) FOR THE YEAR 2021-2022**

Part-I Technical Competence Bid (PRICE AND QUANTITY NOT TO BE QUOTED)

Part -II Quantity and Price bid

Tenderer Name and Address M/s. _____

Date of commencement of Tender : 27.07.2021
Last date for queries on or before : 04.08.2021 up to 4.00 PM
Last date for Uploading of Tender : 06.08.2021 up to 5.00 PM
Date of opening of Technical Bid : 09.08.2021 at 10.00 AM
Date of opening of Financial Bid : As per e-procurement portal

Note: Technical & Financial/Price Bid is provided for description, Tenderer should quote accordingly as per the e-procurement portal.

Other details can be seen in the tender documents.

Further instructions and tender document may be downloaded from <https://eproc.karnataka.gov.in>. The institute will not be held responsible for the internet problem. Last submission of tender document etc.

Tenders must be accompanied by EMD security amount as specified in the tender document, drawn in favour of e-procurement Government of Karnataka.

Sd/-
Principal /Secretary

I N D E X

Sl.No.	Description	Page Nos.
1.	NOTICE INVITING TENDERS	03
2.	ITEMS/SERVICES TO BE PROCURED WITH TECHNICAL & FINANCIAL BID	05
2.	GENERAL CONDITIONS	10
3.	UNDERTAKING TO BE GIVEN BY TENDERER	12
5.	DIRECTIONS TO TENDERERS	13

**INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY
AND APPLIED NUTRITION**

“An Autonomous Body under Ministry of Tourism, Government of India”
S.J.P Campus, Near M.S. Building & SKSJTI Boys Hostel, Bangalore - 560 001.
Tel.No.080-22262960 Fax.080-22268562, Website: www.ihmbangalore.kar.nic.in

Ref. No. IHMB/Computer Service Tender No.7/2021-22

Date: 27.07.2021

Notice Inviting Tenders

Tenders are invited in two parts viz., **Part-I** - Technical competence bid **Part-II**- Quantity and Price bid from the reputed contractors for the Contracts mentioned in the tender document.

Tender Part I –Technical competence bid, consisting of only Technical Competence to undertake the work should furnish details on Work experience, past performance, infrastructure facilities, client list etc., and the eligibility of the tenderer will be based on the following criteria.

Criteria I

Should have engaged in the supply / service of the following items.

- (a) Give details of the organization and work experience. Furnish list of customers as per format in Technical Bid.
- (b) The Tenderer progresses from one stage to another stage, i.e. only Financial Bids of those Agencies who qualify in the Technical Stage will be considered for Evaluation.
- (c) Income Tax and sales tax clearance certificates.

Submission of tender Part I without any of the above such documents are liable for rejection.

Tender **Part II** – Quantity and Price bid consisting of Schedule of quantities with price should accompany with the documents. Service details, complete and detailed technical specifications etc should be provided.

The offer Part II should be submitted in the following format only as given in Criteria II (Otherwise the offer will be liable for rejection)

1. Rates should be inclusive of all taxes and any other levies.
2. Item wise rates should be quoted wherever necessary and all rates should be inclusive of all taxes and any other levies.
3. Payment terms should be mentioned.
4. TDS will be deducted as applicable.
5. Tender E.M.D. Amount Rs.5,000/- (Rupees five thousand only)
6. The successful tenderer shall pay the additional amount towards security deposit at the rate of 5% of the amount tendered by him, after adjusting the EMD.
7. The security deposit of the Contractor shall be forfeited if he fails to comply with any of the conditions of the contract.
8. Security deposit of 5% will be refunded, after three months from the final payment.

TENDER DOCUMENT FOR COMPUTER REPAIR AND SERVICES
(PER CALL BASIS) FOR THE YEAR 2021-2022

Sl.No.	Description	EMD (Rs.)
1	COMPUTER REPAIR AND SERVICES (PER CALL BASIS)	Rs.5,000/-

Note:

1. Technical & Financial/Price Bid is provided for each description, Tenderer should quote accordingly as per the e-procurement portal.
2. Tenderer should quote for all items mandatory.
3. Tender will be awarded to over all L1 Tenderer

1. Annual Maintenance Contract for Computer Repair and Services

IHM & EDC for the year 2021-2022

Sl. No.	Particular	Units
1	PC's	60 No's
2	HP Laser jet 1022 Printer	05
3	HP Laser jet 1000 Printer	01
4	HP Laser jet 3050 Series Printer	01
5	Printer Web Bounty DR 400	01
6	IBM Server	02
7	Battery Bank	02
8	Laptop	18 No's
9	3 KVA UPS	01
10	Champion UPS (600 VA)	12 No's

INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY AND APPLIED NUTRITION
“An Autonomous Body under Ministry of Tourism, Government of India”
S.J.P Campus, Near M.S. Building & SKSJTI Boys Hostel, Bangalore - 560 001.
Tel.No.080-22262960 Fax.080-22268562, Website: www.ihmbangalore.kar.nic

TECHNICAL BID

Name of the Firm of the Tenderer _____

Names of all the partners of the Firm, if any _____

Address of the tenderer: Shop/Office _____

Telephone No., & Fax No. _____

E-Mail Address: _____

Minimum 03 years experience in undertaking similar nature of works.

Tenderer should have minimum 03 years experience at present/past to any of the Hotels, Hostels, Hospitals, Clubs, Govt. Estt. etc. and give particulars				
Sl. No.	Description of the Service	Name, Address, Telephone, E-mail and Fax of the Organization to whom served	Details of order & work Value	REMARKS
1.				
2.				
3.				

The Agency should have the following registrations and to be enclosed

1. Tenderer should have Minimum 03 years experience at present/past to any of the Hotels, Hostels, Hospitals, Clubs, Govt. Estt.
2. The Agency should furnish a copy of PAN/TIN Card.
3. The Agency should furnish a copy of GST Certificate.
4. Registration of the Agency with Department of Labour Govt. of Karnataka. (Registration under Shops & Establishment Act, GOK)
5. Latest Income Tax Clearance Certificate.
6. Audited Profit & Loss Account and Balance Sheet for the last three years
7. Agencies whose contracts have been terminated/foreclosed by any company/ Department during the last 03 financial years due to non fulfillment of contractual obligations are not eligible to bid. The Agencies are required to furnish self declared certificate to this effect in their letter head. Non-furnishing of this information will entail rejection of the Tender.
8. Undertaking to be given by the tenderer.

.....
Signature of the Tenderer

.....
Seal of the Tenderer

FINANCIAL BID
(Financial Bid Format only for reference not be uploaded in E-procurement portal)

To,
The Principal
Institute of Hotel Management, Catering Technology & Applied Nutrition
S.J.P. Campus
Bangalore 560 001.

With reference to your advertisement E-Tender for the year 1st August 2021 to 31st July 2022 AMC for Computer Repair and Services (Per call Charges) in website, I/We hereby submit my financial bid required by you:

Computer Repair and Services (Per Call Basis)

Sl. No.	Particular (Per call Charges)	Rates
1	System Per call charges	-
2	Server Per call charges	-
3	Printer per call charges	-
4	UPS Per call charges	-
5	Laptop Per call charges	-
Total		-

Note:

1. Tenderer should quote for all items mandatory.
2. Tender will be awarded to over all L1 Tenderer

Terms and conditions:

1. Authorized service agency certificate if any from any company, certificate to be enclosed.
2. In case of replacement of spare parts, should be purchase from the supplier/ local authorized dealers, which has been authorized by the company or competitive rates of the market will be considered

General Terms and Conditions:

1. This contract for a period of one year unless renewed between parties on mutual terms. The contract can be extended beyond 1 year and up to 3 years and it may be terminated by either side by giving 15 days notice. However we reserve our right to terminate this contract without assigning any reason and notice thereof. If the services are unsatisfactory at any time, we reserve the right to withhold any or part payments that are to be made to you.
2. You will abide by any instructions / suggestions etc., given to you either by the in charge or any other person nominated by the Principal regarding your services rendered under this contract.
3. You must notify to us in writing your employee's name employed by you for rendering the services referred to herein. It is clearly understood and agreed by between the parties that we will not be held responsible or be liable under any laws that are in force / come in force from time to time, in respect of personnel engaged by you and you will be solely responsible for their terms & conditions of services, etc.,
4. It is agreed and understood that you will be responsible for any disciplinary matters arising out of your employee's behavior and conduct. We will take appropriate disciplinary action against your employees if found indulging in any act indiscipline in our premises or in connection with the services referred to herein.
5. You should cover your staff under all-statutory requirements, viz, Minimum Wages Act, E.S.I. and P.F. etc., and comply with all formalities in this regard.
6. The Institute will not be liable for non-payment of ESI and PF and any other dues / claims by you to your workers.
7. The agency shall issue Photo ID cards to all its employees with the agency's Logo & Name and Designation of the employee deployed within a period of one month from the date of such deployment. Any worker found without identity card will not be permitted to enter the premises.
8. The agency shall issue two sets of uniform for your staffs and should ensure that each employee while on duty wears neat and tidy uniform. Fine will be imposed on the agency if the employee/s is/are found not wearing proper uniform.

9. It is clearly agreed and understood that all staff deputed by you for this contract will be fulfilling the age criteria as per the Labour Act of Government of Karnataka.
10. Any theft, Mismanagement, Damage etc., the agency will be held responsible.
11. Any dispute arise the jurisdiction will be in Bangalore.
12. The tender should accompany with the copy of the letter of Labour Registration, ESI, Provident Fund, Income tax returns, Service taxes, Professional tax registration, and Experience certificate for 3 years from any reputed hotels / hospitals / MNC.
13. None of your employees are allowed to form any association, groups etc while working at the Institute / EDC / Hostels.
14. All employees will be subjected to security check on entry and exit.
15. Lunch facility along with Group 'D' Staff could be availed at nominal charges per day per head, for your staff on duty at the Institute premises on days when food is served. This will be deducted from the payment due to you.

UNDERTAKING TO BE GIVEN BY THE TENDERER

(To be submitted along with Part II)

We, thehaving
registered office at
..... do hereby declare and affirm the following:

1. We are aware of all statutory and legal requirements of Central and State Governments as well as local regulations applicable to the work. Consequences due to violation of these Acts, Rules and Regulations shall be borne by us and the Employer/Consultant is indemnified from any charge directly or indirectly arising there from.
2. That this undertaking forms part of the Agreement and contract documents.

WITNESS:

Signature of the Tenderer with seal

GENERAL DIRECTIONS TO TENDERERS

1. The tenderer is required to examine carefully - the form of tender showing Technical Specification, nature of work, indicative drawings and the Articles of Agreement before pricing the quantities.
2. Tenderers are to sign the form of the Tender, giving exact specification of the articles, the contents and the service of the articles and the schedules of rates. All tenders, not so signed, shall be rejected.
3. No sub-letting and sub-contracting in any form is allowed.
4. The quantities set out in the tender form are only approximate. However service details, Technical Specifications etc, are to be submitted along with the tender.
5. Any alterations in the tender document by the tenderer the tender will be to be rejected. No subsequent correspondence regarding price will be entertained, once the tender is opened.
6. A high standard of workmanship is required. Payment will be made only after entire satisfaction of the authority.
7. As this Institute is an autonomous body of the Ministry of Tourism, Govt. of India, discount applicable should be shown separately.
8. Your rates should be valid at least for a minimum period of Three months.
9. You may contact representatives authorized by the Principal, IHMCT & AN, Bangalore for any Technical clarifications.
10. Your bill in triplicate should be submitted along with copies of necessary duties/taxes paid, for making payment.
11. Any conditional tenders will not be accepted.
12. No advance payment will be made.
13. The Institute reserves the right to disqualify the complete tender if overwriting or erasing is found in the rate column. Each page must be stamped and signed.

14. All tenderers must disclose the names of their partners, if any. Any tenderer failing to do so will render him liable to have his security deposit forfeited and contract, entered into, cancelled at any time during its completion.
15. All tender quotations should, besides the specifications already stated in the Tender Form very clearly specify the articles in respect of contents, gauge, brand, quality, quantity, size, gross weight, net weight and any other additional specification, wherever applicable to such items.
16. In the event of the tender being accepted, the contract must be signed by all the members of the firm after depositing a suitable amount required by the Institute as security deposit. This security deposit is for the due performance of all conditions of the contract, such as quality, quantity and service etc. The security deposit of a tenderer will be forfeited in the event of unsatisfactory performance of the contract.
17. The Institute does not bind itself to accept the lowest or any tender.
18. It is distinctly understood that the tenderer will be strictly required to confirm to the conditions of this contract and any pleas will not on any account be admitted as an excuse on their part for infringement of any of the condition.
19. All disputes shall be subject to the jurisdiction of the Courts in the City of Bangalore, Karnataka, India.
20. Successful tenderer or tenderers shall supply articles in such quantities and as per specifications and quality demanded as any ordered on him or them from time to time. The quantities mentioned in the schedule are only indicative of the estimated requirements of the Institute, and the Institute does not bind itself to purchase/to complete any or all the quantities indicated therein.
21. If any article is not available or the Tenderer does not want to quote for it, clear remarks to this effect must be made against such articles.
22. Tenderers are requested to fill in the tender carefully after noting the size by numbers etc. of articles mentioned in the specifications. Workout the amount tendered for each items and total up for all the tendered items.
23. The successful tenderers will be required to deliver the articles under the terms of contract at the Institute's registered office which shall be inclusive of delivery charges, cartage, freight etc.

24. The successful tenderer while effecting deliveries against the Institute's orders, will have to send an official delivery challan mentioning in it the quantity, rates etc. Thereafter, bill should be submitted within 3 days.
25. If any time, during the continuance of this contract, the performance in whole or in part by either part of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lock-outs or acts of God (hereinafter referred to as "events") provided notice of happening of any such eventuality is given by either party have any claim for damages against the other in respect of such non-performance or delay in performance; and deliveries under the contract shall be resumed as soon as practical work after such event has come to an end or ceased to exist and the decision of the Secretary/Principal shall be final and conclusive have, provided further that if the performance in whole or part or any obligation under this contract is prevented or delayed by a reason of any such event for a period exceeding 30 days either party may at its option terminate the contract PROVIDED ALSO that if the contract is terminated under this clause, the Institute shall be at liberty to take over from the tenderer at a price to be fixed by the Secretary/Principal which shall be final; all unused, undamaged and acceptable materials, bought out components and stores in course of manufacture in the possession of the tenderer at the time of such termination or such portion thereof as the Institute may deem fit accepting such materials, bought out components and stores as the tenderer may with the concurrence of the Institute elect to retain.
26. The Institute also reserves the right to enter into parallel contracts simultaneously or at any time during the period of this contract with one or more tenderer(s)/supplier(s) for such quantity of such item(s) as the Secretary/Principal (whose decision shall be final) may determine and to forfeit the security deposit and terminate the contract within 21 days in the case of the unsatisfactory performance of the tenderers.

Category:

Estimated cost Rs.

Security Deposit Rs.

To be furnished after acceptance of tender & before execution of agreement.

I/We agree to abide by above terms and conditions

The above tender is hereby accepted by me.

.....
Signature of Tenderer

.....
Principal