

**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/Stationery/2022-23

Date: 10/02/2023

**TENDER NOTIFICATION**  
(Through E-Procurement Portal)

**ANNUAL MAINTENANCE CONTRACT FOR SUPPLY OF STATIONERY ITEMS  
FOR IHM (INSTITUTE) & EDC (EXECUTIVE DEVELOPMENT CENTRE) FOR THE  
PERIOD OF ONE YEAR FROM 01-04-2023 to 31-03-2024**

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 : 10/02/2023  
Last date for queries on or before : 03/03/2023 up to 4.00 PM  
Last date for Uploading of Tender : 11/03/2023 up to 5.00 PM  
Date of opening of Technical Bid : 14/03/2023 at 10.00 AM  
Date of opening of Financial Bid : After approval of Technical Specification.

**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. Late 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

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# INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY AND APPLIED NUTRITION

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Ref. No. IHMB/Stationery/2022-23

Date:10/02/2023

## 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.

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. TDS will be deducted as applicable.
4. Tender E.M.D. Amount Rs.15,000/- (Rupees Fifteen Thousand Only)
5. The E.M.D. amount of the Contractor shall be forfeited if he fails to comply with any of the conditions of the contract.

The Tenderer is expected to examine all instructions, forms, terms and conditions in the tender documents. Failure to furnish all information required by the tender documents or submission of a tender not substantially responsive to the tender documents in every respect will be at the Tenderer's risk and may result in rejection of its tender.

### **Language of Tender**

The tender prepared by the Tenderer, as well as all correspondence and documents relating to the tender exchanged by the Tenderer and the Purchaser, shall be written in English language. Supporting documents and printed literature furnished by the Tenderer may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language in which case, for purposes of interpretation of the Tender, the translation shall govern.

### **Tender Currency**

Prices shall be quoted in Indian Rupees

### **Deadline for Submission of Tenders**

Tenders must be uploaded by the supplier as per the time and date specified in the Invitation for Tender.

ANNUAL MAINTENANCE CONTRACT FOR SUPPLY OF STATIONERY ITEMS  
FOR IHM (INSTITUTE) & EDC (EXECUTIVE DEVELOPMENT CENTRE) FOR THE  
PERIOD OF ONE YEAR FROM 01-04-2023 to 31-03-2024

Sl.No.	Description	EMD (Rs.)
1	<u>SUPPLY OF STATIONERY ITEMS FOR IHM (INSTITUTE) &amp; EDC (EXECUTIVE DEVELOPMENT CENTRE) FOR THE PERIOD OF ONE YEAR FROM 01-04-2023 to 31-03-2024</u>	15000.00

**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 mandatorily.
3. Tenderer should quote for each item/ qty and Rates should be inclusive of all taxes in the e-procurement portal.
4. Tender will be awarded to over all L1 Tenderer.
5. The E.M.D. amount of successful Bidder will be refunded after three months from the date of completion of Contract.
6. The approximate estimated amount for one year is Rs.6,00,000/- (Rupees Six Lakhs Only)

**Note:** The prospective tenderers with regard to supply of Stationery Items for IHM (Institute) & EDC (Executive Development Centre) may satisfy themselves about the requirements by visiting the Institute "Institute of Hotel Management, Catering Technology and Applied Nutrition, SJP Campus, Near M.S. Building, Seshadri Road, Bangalore-560001" on any working day between 10.00 AM to 4.00 PM before submitting their tenders.

**ANNUAL MAINTENANCE CONTRACT FOR SUPPLY OF STATIONERY ITEMS FOR  
IHM (INSTITUTE) & EDC (EXECUTIVE DEVELOPMENT CENTRE) FOR THE PERIOD  
FROM 01.04.2023 to 31.03.2024**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Qty.</b>
1	Ball (Gundu) Pins Pack of 300	300 Nos. Pkt
2	Ball (Gundu) Pins Long Pack of 300	300 Nos. Pkt
3	Binder Clip 15mm SDM	01 Pkt
4	Binder Clip 25mm SDM	01 Pkt
5	Binder Clip 32mm SDM	01 Pkt
6	Binder Clip 41MM SDM	01 Pkt
7	Binding Sheet	01 Pkt
8	Bond Paper A4 Size 85gsm	01 Ream
9	Box File	01 No.
10	Brown Cover A4 Size	50 Nos.
11	Brown Tape 1" (60 Mtrs)	Each
12	Brown Tape 2" (60 Mtrs)	Each
13	Brown Tape 3" (60 Mtrs)	Each
14	Calculator Casio DJ 120D (*)	Each
15	Calculator MJ-120 Casio (*)	Each
16	Canon Cartridge 337 (*)	Each
17	Carbon Blue Kores	01 Pkt.
18	CD Marker Pen	Each
19	Tape 1" (60 Mtrs)	Each
20	Tape 1/2 inch (60 Mtrs)	Each
21	Tape 2" (60 Mtrs)	Each
22	Tape 3" (60 Mtrs)	Each
23	Chalk Box White / Colour	01 Box
24	Chart Paper	Each
25	Cloth Line Cover 14"x10" Sonal	50 Nos.
26	Colour Paper A4 Size	50 Nos.
27	Colour Paper Roll Type	Each
28	Colour Paper Triangle Shape	50 Nos.
29	Correction Pen	Each
30	Craft Cover 11x5 (90 GSM)	50 Nos
31	Double Punching Machine DP-52	Each
32	Drawing Pin	Each
33	Dura Cell AA Batteries (*)	Each
34	Dura Cell AAA Batteries (*)	Each
35	Dust Bin (15 Ltrs)	Each
36	Duster for White Board	Each

37	Eraser	Each
38	Exam Pad A4 Size	Each
39	Exam Pad FS (Legal) Size	Each
40	Fevi Stick 15gm	Each
41	Fevicol 100g	Each
42	Fevicol 200ml	Each
43	File Board	Each
44	File Folder (Wrapper) Thick	Each
45	Flip Chart	Each
46	Gem Clip 26mm	Box
47	Glue Gun	Each
48	Glue Gun Cartridge	Each
49	Navtal Locks 5 Lever	Each
50	Navtal Locks 7 Lever	Each
51	Cloth line (Green) Covers A3	each
52	Cloth line (Green) Covers A4	Each
53	Gum Bottle 300ml	Each
54	Gum Bottle 700ml	Each
55	Hand Made Paper	Each
56	Highlighter Pen	Each
57	16GB Pendrive 3.0	Each
58	32GB Pendrive 3.0	Each
59	HP Cartridge Toner 88A (*)	Each
60	HP Toner Cartridge 110A (*)	Each
61	HP Toner Cartridge 12A (*)	Each
62	HP Toner Cartridge 305 A (*)	Each
63	Ink Bottle (for White Board Marker)	Each
64	Kraft Cover 10x8 (Brown Cover)	50 Nos.
65	Kraft Cover 11"x5" (Brown Cover)	50 Nos.
66	White Cover 11"x5"	50 Nos.
67	Kraft Cover 10x4) (Brown Cover)	50 Nos.
68	White Cover 10x4)	50 Nos.
69	Lamination Pouch for ID Cards	Each
70	Long Note Book 100 Pgs	Each
71	Long Note Book 200 Pgs	Each
72	Memory Card Sandisc Extreme 128 Gb	Each
73	Pen (Red/Blue/Black)	Each
74	Pen Torch Cell	Each
75	Pencil	Each
76	Pentonic Pen (*)	Each
77	Permanent Marker Pen	Each
78	Plastic Binding Sheet A4 Size	Each

79	Plastic Pouch Import Zip Lock	Each
80	Plastic Scale Long Branded	Each
81	Polythene Cover for 01 kg items Packing	01 Kg.
82	Polythene Cover for 500g items Packing	01 Kg.
83	Post-It-Flag	Pkt.
84	Register 1 QR	Each
85	Register 2 QR	Each
86	Register 4 QR	Each
87	Richo SP 310SFN Printer Cartridge	Each
88	Room Spray	Each
89	Scissor small	Each
90	Scissors Big	Each
91	Scribbling Pad 1/8 Size	Each
92	External Hard Disk 2TB	Each
93	Sealing Wax	Pkt.
94	Sharpener	Each
95	Single Punching Machine FP-20	Each
96	Sketch Pen	Each
97	Spiral Comb	Pkt
98	Spring Files	Each
99	Stamp Pad Big Size	Each
100	Stamp Pad Small Size	Each
101	Stapler 10	Each
102	Stapler 10D	Each
103	Stapler Pin 10N	Each
104	Steel Scale Long (Khayati) 12"	Each
105	Tags Red	Pkt.
106	Tapal Pad	Each
107	Thread plastic	01 Pkt
108	Twine Thread	01 Pkt
109	Pen	Each
110	Wall Clock Analog	Each
111	Wall Clock Digital	Each
112	Whole Guard Sheet	01 Pkt.
113	Xerox Paper JK 75 GSM F/S (*)	01 Ream
114	Xerox Papers A4 Size Colour JK 75 GSM (*)	01 Ream
115	Xerox Papers A4 Size JK 75 GSM (*)	01 Ream
116	Xerox Papers A3 Size JK 75 GSM (*)	01 Ream
117	Legal size papers	01 Ream

**(\*) - Any other brand of equivalent quality**



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**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. Along with confirmed certificate from respective agencies.

Tenderer should have minimum 03 years experience in supply of Stationery Items 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.				

(Add additional sheets if required.)

**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., Educational Institutions etc should furnish the relevant document.
2. The Agency should furnish a copy of PAN Card.
3. The Agency should furnish a copy of GST Certificate.
4. Audited Balance Sheet for the last three years. A certificate from the Chartered Accountant must be submitted in this regard. Submission of the copies of balance sheets, financial Statements etc. should be avoided.
5. Certificate to be given by the tenderer (**Please refer Page No.15**) in the Tender Document).
6. Undertaking to be given by the tenderer (**Please refer Page No.16**) in the Tender Document).
7. Agencies whose contracts have been terminated/foreclosed by any company/ Department during the last 3 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. Satisfactory Service Certificate issued by the client should be enclosed. (The service certificate issued by the client only will be considered. The work order, agreement copy, Tender copy or any other documentary evidence will not be considered).
9. Bidder should have registered office in Karnataka furnish a copy of address.

.....  
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 E-Tender notification for ANNUAL MAINTENANCE CONTRACT TENDER FOR SUPPLY OF STATIONERY ITEMS FOR IHM (INSTITUTE) & EDC (EXECUTIVE DEVELOPMENT CENTRE) FOR THE PERIOD 01-04-2023 to 31-03-2024.

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6	Binder Clip 41MM SDM	01 Pkt	
7	Binding Sheet	01 Pkt	
8	Bond Paper A4 Size 85gsm	01 Ream	
9	Box File	01 No.	
10	Brown Cover A4 Size	50 Nos.	
11	Brown Tape 1" (60 Mtrs)	Each	
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76	Pentonic Pen (*)	Each	
77	Permanent Marker Pen	Each	
78	Plastic Binding Sheet A4 Size	Each	
79	Plastic Pouch Import Zip Lock	Each	
80	Plastic Scale Long Branded	Each	
81	Polythene Cover for 01 kg items Packing	01 Kg.	
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84	Register 1 QR	Each	
85	Register 2 QR	Each	
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87	Richo SP 310SFN Printer Cartridge	Each	
88	Room Spray	Each	
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93	Sealing Wax	Pkt.	
94	Sharpener	Each	
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98	Spring Files	Each	
99	Stamp Pad Big Size	Each	
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101	Stapler 10	Each	
102	Stapler 10D	Each	
103	Stapler Pin 10N	Each	
104	Steel Scale Long (Khayati) 12"	Each	
105	Tags Red	Pkt.	
106	Tapal Pad	Each	
107	Thread plastic	01 Pkt	
108	Twine Thread	01 Pkt	
109	Pen	Each	
110	Wall Clock Analog	Each	
111	Wall Clock Digital	Each	
112	Whole Guard Sheet	01 Pkt.	
113	Xerox Paper JK 75 GSM F/S (*)	01 Ream	
114	Xerox Papers A4 Size Colour JK 75 GSM (*)	01 Ream	

115	Xerox Papers A4 Size JK 75 GSM (*)	01 Ream	
116	Xerox Papers A3 Size JK 75 GSM (*)	01 Ream	
117	Legal size papers	01 Ream	

**(\*) - Any other brand of equivalent quality.**

**Note:**

1. Tenderer should quote for all items mandatory, if not tender will be rejected.
2. Tenderer should quote the rates for the tender period above and rates will not be revised once quoted.
3. Tenderer should quote for each item/qty in the e-procurement portal.
4. Tender will be awarded to over all L1 Tenderer.
5. Shall include all taxes.

**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. The items should supplied fresh and any discrepancy in the supplied items will be returned and payment will not be made for the items returned.
6. Any theft, Mismanagement, Damage etc., the agency will be held responsible.
7. Any dispute arise the jurisdiction will be in Bangalore.
8. Shall follow GFR & General rules of GOI regarding the Tender Conditions.

**CERTIFICATE TO BE GIVEN BY THE TENDERER**

I, We hereby once again confirm that, I/We have thoroughly studied the Tender Document and understood the tender conditions, tender specification, details of items required, I/We fully understand the nature of item I/We quoted for the quantity and specification of the same. My / Our offer to supply the stocks is strictly in accordance with these requirements. I/We hereby agree that, the decision of Principal/ Secretary, IHM-B shall be final in any disputes regarding the supply, terms & conditions of this tender.

Date:

SIGNATURE OF TENDERER OR

Name of the Tenderer & address

Authorised Signatory

.....

Name & Designation

**UNDERTAKING TO BE GIVEN BY THE TENDERER**

We, the .....having 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 quality 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 one year.
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. Payment will be made one month after receipt of items with satisfaction.
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. 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.

25. 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