

INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED NUTRITION
P.O. INDUSTRIAL ESTATE, RAMASHISH CHOWK,
HAJIPUR – 844 102
VAISHALI, BIHAR

NOTICE INVITING TENDER

Sealed Tenders are invited from the interested registered parties for licensing out a 'Cafeteria-cum-Stationery Store' for selling - stationery items, mobile phones recharge vouchers, packaged food items, tea, coffee, cold drinks, snacks etc., facility for photocopying, internet, printouts and other daily need items at one vacant room of around 400 sq. ft. area on 1st floor of the Administrative Building in the campus of Institute of Hotel Management, Hajipur, Vaishali, Bihar on license fee basis.

Earnest Money	Rs. 20,000.00
Tender cost	Rs. 1,000.00
License Fee	Not below Rs. 6,800.00 Per Month
Lease Period	03 (Three) Years
Last date of receipt of Tenders /Time	6 th July 2018 up to 2. 00 P.M.
Date of Opening /Time of Tenders	6 th July 2018 at 4.00 P.M.

NOTE:- Tenders documents containing detailed terms & conditions alongwith the offer quoting the rent in the prescribed proforma (Technical Bid Annexure- 'A' and Financial Bid Annexure 'B') may be downloaded from the institute's website www.ihmhajipur.net . Annexure- 'A' & 'B' to be submitted in separate envelope. These envelopes should be submitted in a large envelop superscribed as " Tender for operating Cafeteria-cum-Stationery Store" and shall be addressed to 'Principal, Institute of Hotel Management, Hajipur, P.O.-Industrial Area , Hajipur,Pin- 844 102, Vaishali, Bihar'. The undersigned reserves all rights to accept or reject any or all the tenders without assigning any reason, whatsoever.

Principal

IHM:Tender/2018-02

**INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY &
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P.O. INDUSTRIAL ESTATE, RAMASHISH CHOWK
HAJIPUR – 844 102, VAISHALI, BIHAR**

ANNEXURE-‘A’

Detail Terms & Conditions for licensing out a Cafeteria-cum-Stationery Stores for selling stationery items, Mobile phone recharge vouchers, packaged food items, tea, coffee, cold drinks, snacks etc., facility for photocopying, internet, printouts and other daily needs items etc. at Institute of Hotel Management, Hajipur.

SL.NO.	PARTICULARS	DESCRIPTION
01.	License Fee	To be quoted in the separate envelop “ Offer Form/Financial Bid” superscribed as “Annexure-B” . The fixed reserve price (License fee) is Rs. 6,800=00(Rupees six thousand eight hundred only) per month (i.e Rs.17.00 per sq. ft. for 400 sq.ft area per month). License fee should not be quoted less than the reserve price i.e. Rs.6,800.00 per month.
02.	Period of contract	The initial period of contract shall be 03 (three) years extendable on year to year basis maximum period of contract shall be 05 (five) years duration from the date of commencement of the contract, which is subject to satisfactory performance.
03.	Escalation of License Fee	License fee shall be increased by 10% on the completion of two year. It is further subject to the satisfactory compliance of the other terms & conditions of License Deed.
04.	Common maintenance charges	Licensee shall be charged common maintenance charges of Rs.500=00 on monthly basis which includes generator facility charges.
05.	Electricity charges	The Licensee shall get installed a tested electricity meter within 15 days after taking over possession of allotted premises. Electricity charges on actual consumption basis shall be borne by the Licensee.
06.	Execution of Rent Agreement	Lease Rent Agreement on Judicial stamp paper duly notarised to be executed between Licensor and Licensee for a tenure of three (03) years. .
07.	Possession	Upon execution of Lease Rent Agreement.
08.	G.S.T.	Licensee shall bear the GST as per Govt. Rules, if applicable.
09.	Purpose for which the premises will be utilised	Opening a Cafeteria-cum-Stationery Store for selling stationery items, Mobile phone recharge vouchers, packaged food items, , tea, coffee, cold drinks, snacks etc., facility for photocopying, internet, printouts & other daily needs items for the students residing in the institute’s campus
10.	Earnest Money (Refundable)	Rs.20000=00 (Rupees twenty thousand only) in form of Demand Draft in favour of “ Secretary, Institute of Hotel Management, Hajipur payable at Hajipur, Vaishali and without this Earnest Money , the bid will not be considered valid.

		The Earnest Money will be forfeited in case the successful tenderer / Bidders fails to take the possession of the premises as per the procedure within the stipulated period of 15 days after the issue of the offer letter and fresh tender shall be invited.
11.	Furnishing cost	Licensee will bear the cost of furnishing the allotted licensed area and design & décor of the furniture should be in accordance with the aesthetic of the institute.
12.	Tender Cost	Rs.1000=00 in form of Demand Draft in favour of ' Secretary, Institute of Hotel Management, Hajipur' payable at Hajipur, Dist.- Vaishali, Bihar.
13.	Security Deposit	The tenderer /bidder whose offer has been accepted will have to deposit Rs.35,000=00 (Rupees thirty five thousand only)as Security Deposit Money in form of Bank Draft from any scheduled Nationalised Bank valid for 03 (three) years from the date of acceptance of allotment which will not carry any interest on it as long as the same will be in deposit with IHM, Hajipur for 03 (three) years. . The entire amount of security money will be liable to be forfeited in case of failure of the successful tenderer to abide by the terms and conditions of the Agreement.

14.	Documents	<p>Tenderes / Bidders must furnish the followings in the separate envelop as Technical Bid (Annexure – A) and without these documents the bid will not be considered valid;</p> <ol style="list-style-type: none"> Copy of registration of the Firm under Bihar Shops & Establishment Act. Copy of PAN card Copy of GST registration certificate Copy of I.T. Return last three (03) Assessment years (Assessment year 2015-16, 2016-17 & 2017-18) Copy of Food License certificate registered in the name of the Firm/Contractor not issued later than 2015. Annual Turnover of bidder / contractor should be minimum Rs.50.00 lakhs on average during last 3 (three) financial years and should be supported with valid document. Contractor / bidder should have at least 03 (three) years experience of running canteen / Mess. The contractor / bidder must not have been convicted by the Court of Law and no criminal case is pending / contemplated against him / her and he/she must give an affidavit. Demand Draft for 'Earnest Money Deposit' amounting to Rs.20,000/-. Demand Draft for Tender documents amounting to Rs.1,000/-. The Financial Bid of only those bidders/Tenders will be opened whose Technical Bids are accepted by the Competent Authority of IHM, Hajipur.
15.	Subletting of the contract:	<p>The Licensee shall not sublet the contract fully or partly or enter into any sub-contract through any mode for running such services.</p>

16. Other terms & conditions:-

- Monthly rent to be paid by the Licensee to Licensor latest by the day of 7th of the next succeeding calendar month. In the event of License fee being not paid by the due date, the party/Licensee shall be liable to pay interest @ 18% per annum on the amount remaining unpaid.
The licence fee shall be charged for (10) ten months (1st January to Mid May and Mid July to 31st December) considering (02) two months suspension of the classes (Mid May to Mid July every year) for being summer vacation.
- The forfeiture of security money in case of non-fulfilment of above mentioned terms & conditions..

- iii. That the institute (Licensor) shall have the right to terminate the License Agreement after giving three months notice without assigning any reason thereof.
- iv. No additional space shall be allowed and Licensee keeps their goods inside the Cafeteria-cum-Stationery shop and there will be no encroachments/ additions and alternation in any manner whatsoever.
- v. The successful tenderer / Licensee shall abide by the provision of all local laws and law of the land, any failure to fulfil this agreement shall attract the penal provision of relevant law as well as panel provision of the agreement.
- vi. Each page of tender comprising in Annexure –A & B should be signed by the tenderer(s)/ Bidders.
- vii. The Applicant / Vendor / Licensee will have to arrange Electricity / Labour etc. at his own
- viii. Cost: Recurring cost on this account shall also be borne by the Applicant/ Licensee.
- ix. No equipment will be provided by the institute /Licensor.
- x. The vendor /Licensee shall display the Rate list at conspicuous place.
- xi. The tenderer(s) / Bidders applying for the Cafeteria-cum-Stationery store should be duly competent to enter into Contract / Agreement under various applicable provision of Law. In case the tenderer is found ineligible under any provision of law, then his contract shall be liable to be terminated as per termination clause of the Agreement / Tender Document.
- xii. There is strength of around 600 students in the institute and of them, around 200 students are residing in the Hostel within Institute's premises.
- xiii. Licensee will have to arrange adequate fire extinguisher in the shop.
- xiv. Shop will be operational in all days of the week.
- xv. Cleanliness and sanitation: The hygiene and sanitation of the premises shall be the responsibilities of the Licensee. The Licensee shall be required to keep the Cafeteria-cum-Stationery store areas as well as it surrounds hygienic, neat and clean. Sale and consumption of articles like cigarettes , wine and other narcotics is prohibited in the Stationery Shop.
- xvi. General Duties:- The Cafeteria-cum-Stationery store shall function on all working days of the institute. The following items of stationery will be provided on payment. The items of stationery can be increased / decreased during the period of contract by the institute from time to time as per requirement.
- xvii. List of stationery items required in Stationery Shop
 - Drawing Sheet / white Charts
 - Pens/ Markers/Pencils/rubbers
 - Photostat Machine Facility
 - Computer Printout facility

Note books/ registers
 Sheet holders/ files
 Spiral binding facility
 CD's
 Recharge coupon
 Practical Note books
 Scales
 Tapes , Fevicol
 Ruled sheets
 File Holders
 Stapler
 Ivory Sheets/cartage sheet
 Packaged food items of reputed Brands such as Wafers, biscuits , fruit cake, cold drinks, candies , tea, coffee, snacks & other daily needs items etc.

Sl.no.	Name of items	Rate (Rs.)prescribed within
01.	Photostat per page	Rs.1.50
02.	Computer printout A-4 size with typing	Rs 10.00
03.	Computer printout A-4 size without typing	Rs 05.00
04.	Drawing Sheet (Full Size)	Rs 05.00
05.	Coloured Print out A-4 size	Rs 15.00
06.	Internet usage	Rs. 15.00 - 30 minutes Rs. 25.00 - 01 hours

The rates of items from serial no. 1-6 shall be fixed with the approval of the management of the institute. Rates as mentioned above are subject to change depending on market conditions with the approval of the management of the institute.

xviii. **Rates:-**The rates for the Stationery Shop items/ shall be charged from the students on the M.R.P.The Licensee cannot make any alteration in rates without the prior approval of authority of the institute.

Rate list of all the articles kept for sale shall be displayed near the counter by the Licensee at his own cost.

xix. Licensee will have to provide atleast 01 (one)photocopier machine and 02 (two) nos. of **i3/i5 desktop** with high speed internet connectivity.

xxi. Only branded packaged items will be sold on M.R.P. Rates of the items and those to be sold will be displayed on the board.

xxi. Stationery items to be sold is annexed. If any items not in the list, demanded by the students on written permission of the management may be sold.

xxii. Only quality branded products are to be sold. If any complaint of cheating is brought to the notice of management, licence of running the Cafeteria-cum-Stationery store will be cancelled.

xxiii. Sale and consumption of liquor (Alcohol), Tobacco & other narcotic items are strictly prohibited in the Cafeteria-cum-Stationery store . The Licensee / vendor shall have to submit an Undertaking separately for this.

I accept the above terms and conditions as laid down under Sl. No. 01 to 16 (I to xxi) .

Name of Tenderer/
Bidder :

Signature of Tenderer/Bidder

(In capital letters)

Father's Name :

Residential Address :

Followings Documents are attached herewith;

- a. Copy of registration of the Firm under Bihar Shops & Establishment Act.
- b. Copy of PAN card
- c. Copy of GST registration certificate
- d. Copy of I.T. Return last three (03) Assessment years (Assessment year 2015-16, 2016-17 & 2017-18)
- e. Copy of Food License certificate registered in the name of the Firm/Contractor not issued later than 2015.
- f. Annual Turnover of bidder / contractor should be minimum Rs.50.00 lakhs on average during last 3 (three) financial years and should be supported with valid document.
- g. Contractor / bidder should have at least 03 (three) years experience of running canteen / Mess / Cafeteria etc.
- h. The contractor / bidder must not have been convicted by the Court of Law and no criminal case is pending / contemplated against him / her and he/she must give an affidavit.
- i. Demand Draft for 'Earnest Money Deposit' amounting to Rs.20,000/-.
- j. Demand Draft for Tender documents amounting to Rs.1,000/-.

The tenderer should write his/her full name & complete address. In case the tenderer is a firm, the name of all the partners who comprise the firm be disclosed and a certified copy of the partnership deed is enclosed. If the bidder is a company, the director Managing Director duly authorized by the company should sign these terms and conditions.

Signature of Tenderer / Bidder with Seal

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ANNEXURE –‘B’

OFFER FORM/FINANCIAL BID

With reference to advertisement dated.....inviting offers for licensing out a Cafeteria-cum-Stationery store for selling- stationery items, Mobile phones recharge vouchers, packaged food items, tea, coffee, cold drinks, snacks etc., facility for photocopying, internet , printouts and other daily needs items at IHM, Hajipur.

Description	Purpose	Size	Quantity	Applicant's offer of License fee/ rent, per sq. ft. basis	Remarks if any
1	2	3	4	5	6
400 sq. ft. rentable area on first floor in Administrative Block of IHM, Hajipur, Vaishali, Bihar	Cafeteria-cum-Stationery store for selling-stationery items, Mobile phones recharge vouchers, packaged food items, tea, coffee, cold drinks, snacks etc., facility for photocopying, internet , printouts and other daily needs items etc.	400 sq.ft. Approx.	01 (one)	Rs.....per sq. ft. per month (in figures) Rs..... ... Plus GST, if applicable	.

Note: Quoted Monthly License Fee should not be less than Rs. 6,800.00 (Rupees six thousand eight hundred only) (i.e Rs.17.00 per sq. ft. for 400 sq. ft. area per month) in view of particulars mentioned in ‘Annexure-A’ otherwise bid will be treated invalid.

Applicant's /Bidder's office seal

Applicant's / Bidder' signature:.....

Date:.....

Applicant's / Bidder's name & address:
.....

With telephone nos.....