



**INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION HAJIPUR**

P.O. Industrial Estate HAJIPUR – 844 102, VAISHALI, BIHAR
Phone: Office- 06224- 275354, 274937, Telefax- 276486
E-mail- hajipurihm@gmail.com, Website- www.ihmhajipur.net

E-TENDER NOTICE

Ref No: IHM/e-Tender /2018-07

Dated: 07-09-2018

Online tender, (Two Bid System - Technical and Financial) are invited from reputed firm for providing manpower at Institute of Hotel Management, Catering Technology and Applied Nutrition, Near Ramashish Chowk, P.O- Industrial Area, Hajipur, Vaishali, Bihar, Pin-844 102.

Sr. No	Name of work	Annual Contract Value	Contract period	EMD (Offline Mode)	Cost of tender Document (Offline Mode)	Tender Processing Fee
1	Providing manpower at IHM, Hajipur for Various Jobs.	Rs.65.00 Lacs per annum	Three (03) years from 17.10.2018 to 16.10.2021	Rs. 1,50,000/-payable online to the Institute's Bank Account through Net- banking or NEFT/RTGS before last date of closing of e-tender.	Tender Cost Rs. 4000/- pay through online to the Institute's Bank Account through Net-banking or NEFT/RTGS before last date of requesting of e-tender.	Online processing Fee Rs. 5369/- (Tender Processing Fee will be paid only online mode i.e., payment mode as provided bank gateway. https://www.tenderwizard.com/CTANIHM

The bank accounts details of the Institute is mentioned below;
Name of Bank A/c holder:-Secretary, IHM, Hajipur
Bank Name & Branch:- Allahabad Bank, IHM Hajipur Branch
Account No.:- 20800983875
Account type:- CURRENT
IFS Code:- ALLA0212327
MICR CODE:- 844010003

NOTE:- Tender documents, Terms & Conditions & Online tender Schedules etc. are also available in our website www.ihmhajipur.net but for participation purpose, tenderer has to go through eProcurement Portal website **Error! Hyperlink reference not valid.** for uploading & submitting the requisite documents of Technical & Financial Bids.

ONLINE TENDER SCHEDULE:

Sl. No.	Activity	Date/Time : Duration
1.	Online Sale/Download date of Tender documents	From 07/09/2018 (10:00 Hrs.) to 30/09/2018 (15:00 Hrs.) https://www.tenderwizard.com/CTANIHM
2.	Last Date/Time for submission/ uploading of offer/Bid	01/10/2018 Up to 14.00 Hrs. https://www.tenderwizard.com/CTANIHM
3.	Date & time for opening of Technical Bid	04/10/2018 at 14: 00 Hrs. https://www.tenderwizard.com/CTANIHM
4.	Contact person for queries	Mr. Murtaza Kamal, Institute Hotel Management, Catering Technology & Applied Nutrition, Hajipur. Mobile no :9939408447
5.	Date & time for opening of Financial Bid	Date to be announced later by competent authority.

Note: Online submission <https://www.tenderwizard.com/CTANIHM> of tender is mandatory.

Sd/-
Principal
Institute of Hotel Management,
Catering Technology and Applied Nutrition, Hajipur

Procedure for submission of E - tender by tenderer:

Interested tenderers who wish to participate should visit website www.tenderwizard.com/CTANIHM which is the ONLY website for bidding their offer. Further, the procedure is as follows:

1. Register your company in website <https://www.tenderwizard.com/CTANIHM> for obtaining a Login ID and Password.
2. Using the login ID, password and digital signature, enter the tender portal to download the tender document.
3. Pay EMD through online and upload the scan copy of Bank transaction no./UTR. No. in website.
4. Attach supporting documents first in “Document Library”. Then attach them by selecting in particular tender.
5. Submit the tender. You will receive a system generated “Acknowledgement Copy” of tender submission.
6. Tenderer can change quoted rates any time before of closing date & time.

Tenderer must submit the offer before the online closing date & time. The website will automatically stop accepting the offer after online closing date and time.

E-Tendering Helpline 7763816416 For Support: For e-tendering queries kindly contact Mr. Santosh Kumar, eProcurement Helpdesk, First Floor, M/22, Road No-25, Sri Krishna Nagar, Patna-800001, Ph:0612-2523006, Mob:7763816416, 7542028164, Visiting Hrs. 8:00 A.M to 6:00 P.M. Email-twhelpdesk670@gmail.com.

IMPORTANT INFORMATION:-

1. The Tenderers intending to participate in this Tender are required to get enrolled on the portal www.tenderwizard.com/CTANIHM Enrollment on the above mentioned Portal is mandatory.
2. The tenderers have to digitally sign their bids before submitting the bids through online, thus the tenderers are advised to obtain Digital Certificate. The Bidders may contact Mr. Santosh Kumar, eProcurement Helpdesk, First Floor, M/22, Road No-25, Sri Krishna Nagar, Patna-800001, Ph:0612-2523006, Mob:7763816416, 7542028164, Visiting Hrs. 8:00 A.M to 8:00 P.M. for obtaining Class –III Digital Signature Certificate and get registration.
3. Tender documents, terms & conditions & Online tender Schedules etc. are also available in our website www.ihmhajipur.net but for participation purpose, tenderer has to go through website www.tenderwizard.com/CTANIHM for uploading the requisite documents in Technical & Financial Bids.
4. The tenderers are required to upload on e-tendering portal: www.tenderwizard.com/CTANIHM as per dates indicated in Key Dates.
5. Tender cost and processing fee are non-refundable.

6. (a) Tender fee for Rs. 4,000=00 (Rupees four thousand only) (non-refundable) to be remitted to the Institute's bank account by Online mode through Net-banking or NEFT/RTGS before last date of tender requesting of etender. The bank accounts details of the Institute is mentioned below;

Name of Bank A/c holder:-	Secretary, IHM, Hajipur
Bank Name & Branch:-	Allahabad Bank, IHM Hajipur Branch
Account No.:-	20800983875
Account type:-	CURRENT
IFS Code:-	ALLA0212327
MICR CODE:-	844010003

- (b) Earnest Money Deposit (EMD) (Refundable) of Rs. 1,50,000=00 (Rupees one lakh fifty thousand only) to be remitted to the Institute's bank account by Online mode through Net-banking or NEFT/RTGS before last date of closing of e-tender. The bank accounts details of the Institute is mentioned below;

Name of Bank A/c holder:-	Secretary, IHM, Hajipur
Bank Name & Branch:-	Allahabad Bank, IHM Hajipur Branch
Account No.:-	20800983875
Account type:-	CURRENT
IFS Code:-	ALLA0212327
MICR CODE:-	844010003

EMD & Tender Fee amount is subject to credited in the Institute's account mentioned above prior to last date of closing of e-tender. Bidder has to ensure that EMD & Tender fee amount has been successfully transferred to the Institute's bank account and after confirmation of bank transaction tender document should be finally submitted before the last date of closing of e-tender.

However, the EMD of successful & qualifying bidders would be refunded on receipt of Security Deposit followed by 'Contract Order'. (Without EMD no tender shall be treated valid).

7. Tenderer which qualifies the Technical Bid will only be considered for opening of Financial Bid, rest of the financial bid will be rejected. Institute Hotel Management, Catering Technology & Applied Nutrition, Hajipur reserve the right to reject any or all the Tenders received without assigning any reason(s) thereof.
8. Security Deposit will be Rs. 3,25,000=00(Rupees three lakh twenty five thousand only) to be remitted to the Institute's bank account by Online mode through Debit Card/Credit Card & Net-banking or NEFT/RTGS after the contract is awarded to the successful bidder.

Sd/-
Principal
Institute of Hotel Management, Catering Technology
& Applied Nutrition , Hajipur (Vaishali), Bihar

TERMS & CONDITIONS

1. Every bid must be attached with the Bank Pay Order/UTR/Transaction No. which will show that the Earnest Money Deposit of **Rs. 1,50,000/- (Rupees one lakh fifty thousand only)** and Tender fee of **Rs.4,000/- (Rupees four thousand only)(non refundable)** have been transferred to the bank account of the Institute on or before last date/time of submission of e-tender. The EMD of the successful tenderer shall be returned after the successful submission of Security Deposit, and for unsuccessful tenderer it would be returned after award of the contract. Tender received without EMD & Tender Fee will be rejected.
2. **Tender Bids (Technical & Financial) shall only be done through online on the website <https://www.tenderwizard.com/CTANIHM> Physical submission of Tender Bids (Technical & Financial) will be rejected.**
3. Terms & conditions and any other factor which may affect the contract, shall be open for discussion for wider competition and competitive prices.
4. The tender process may be cancelled at any point of time without assigning any reason.
5. Date and time of opening of financial bids will be decided after technical bids have been evaluated by the Institute. Financial Bids of only those Tenderers will be opened, who qualify the eligibility criteria, on the specified date and time. The date, time & place of opening of the financial bids will be intimated through mail.
6. In the event of the due date of receipt and opening of the tender(s) being declared as holiday for the Institute, then due date of receipt / opening of the Tender will be the next working day at the same time.
10. The tenderer(s) are requested to read the tender document carefully and ensure compliance with all the instructions herein. Non-compliance of the instructions contained in this document may disqualify the tenderer from the tendering exercise.
11. The tender document, duly signed and stamped on each pages, shall be submitted through online for technical bid.
12. Incomplete tender(s) or any conditional tender will be rejected.
13. The Institute reserves the right to reject any or all tender(s), wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever.

GENERAL TERMS AND CONDITIONS:-

1. Rate of wages and other allowances etc. applicable as on 01.4.2018 in the light of Ministry of Labour & Employment , Office of the Chief Labour Commissioner (C) , Govt. of India , New Delhi should be quoted in Annexure-IV for Lab Attendant (Kitchen / restaurant / housekeeping/ bakery & confectionery, Library, Store, hostel), Security Guards separately with arm & without arm, Sweeper-cum-Safaiwala, Mali , Driver , Electrician etc.
2. (a) The manpower Service Agency should possess valid license of Bihar Private Security Agencies Rules 2011 to operate in Vaishali District under Private Security Agencies (Regulation) Act -2005 of Govt. of India.

(b) The Manpower Service Agency should be registered preferably in the name of Ex-Serviceman under the Company Act 1956 / Bihar Shops & Establishment Act 1959 and has obtained license under the provision of contract labour (Regulation & Abolition) act 1970 and the registration No. with certificate should be furnished in the quotation.
3. The Manpower Service Agency must be having a turnover of Rs. 60.00 lakh (Rupees sixty lakhs) per year during the last three (03) financial years .i.e. 2014-15, 2015-16 & 2016-17 duly certified by Chartered Accountant (Attach copy).

4. The Manpower Service Agency must have minimum 5 (five) years experience in providing Security Services in Govt. / PSU organization. (Attach experience certificate).
5. License to be obtained from the office of the Regional Labour Commissioner, Govt. of India after award of the contract and before commencement of the work.
6. Payment of wages as per the minimum wages fixed by the Govt. of India (Labour Commissioner) should be ensured to the persons deployed and also to ensure the payment of wages as fixed by the Labour Commissioner , Govt. of India or any other statutory authority from time to time as per following break up.
 - a. **Basic + VDA * (* As notified by O/o the Chief Labour Commissioner (C) Ministry of Labour & Employment, Govt. of India from time to time,)**
 - b. **E P F @ 13.00 % on (a)**
 - c. **ESI @ 4.75% on (a)**
 - d. **Bonus 8.33%**
 - e. **Sub Total (a+b+c+d)**
 - f. **G.S.T on (e) (as admissible)**

(Note: The minimum wage rates of manpower / E.P.F. / ESI/ Bonus / G.S.T. Tax shall vary according to amendments / increment enforceable by Central Govt. / Appropriate Authority from time to time. However, the administrative charge /service charge once quoted by the tenderer (Manpower Service Agency) in the financial bid shall remain constant and will not exceed in any case during the currency of the contract for (03) three years.

7. Agency should ensure that person deployed should get minimum wages and other benefits as admissible, e.g. PF, ESI, Bonus, etc. as fixed by various labour laws.
8. Quotation should clearly state that the uniform and required materials will be supplied by the agency to the person deployed.
9. Quotation should be supported by documentary proof of minimum wages to the security personnel as notified by the Ministry of Labour & Employment , Office of the Chief Labour Commissioner (C) , Govt. of India , New Delhi .
10. The rate & quotation will be scrutinized by a team recommended by the Institute's Authority.
11. Period of contract is for 3 (three) years (from 17.10.2018 to 16.10.2021) and further renewal is subject to the performance of the contractor (Security Agency).
12. (a) Earnest Money Deposit:-Earnest Money Deposit (EMD) of Rs.1,50,000=00 (Rupees one lakh fifty thousand only) (refundable) to be remitted to the Institute's bank account by Online mode through Net-banking or NEFT/RTGS before last date of submission of e-tender.
(b) Tender Fee:- Tender fee for Rs. 4000=00 (Rupees four thousand only) (non-refundable) to be remitted to the Institute's bank account by Online mode through Net-banking or NEFT / RTGS challan.
13. Solvency Certificate:- The agency shall have Solvency Certificate of minimum Rs. 35.00 lacs (Rupees thirty five lacs only) from any Govt. nationalized bank.
14. **Performance Security Deposit:**
On being informed about the acceptance of the Tender and before signing the agreement, the successful Tenderer shall deposit 'Performance Security Deposit' within 15 (fifteen) days from the date of acceptance of tender. Performance security amount of Rs.3,25,000=00 (Rupees three lakhs twenty five thousand only) i.e equal to 5% of annual contract value i.e. nearly Rs. 65,00,000=00 (Rupees sixty five lakhs only) in the form an A/C payee Demand Draft / Fixed Deposit Receipt / Bank Gurantee from a commercial bank pledged to IHM, Hajipur valid for 3 years from the date of signing of agreement.
15. Certified copy of Income tax Return for the last 03(three) financial year i.e. 2014-15, 2015-16 & 2016-17.
16. Certified copy of Audit Report alongwith Balance Sheet and Profit & Loss A/c for the last three financial years i.e. 2014-15, 2015-16 & 2016-17

17. The successful Tenderer shall execute an agreement on a non-judicial stamp paper of value of Rs. 1000=00 (stamp duty to be paid by the tenderer) within 10 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted.
 18. If the successful Tenderer fails to execute the agreement and / or to deposit the required security deposit within the specified time or withdraw his tender, after the intimation of acceptance of his tender has been sent to him or owing to any other reasons, he is unable to undertake the contract, his contract will be cancelled and the EMD deposited by him alongwith the tender shall stand forfeited by the Tender Inviting Authority (IHM, Hajipur).
 19. The Tender Inviting Authority (IHM, Hajipur) reserves the right to accept any or all the quotations without assigning any reasons whatsoever may be.
 20. It is not obligatory to accept the lowest rate and decision of the committee will be final and binding to all quotationers.
 21. The necessary TDS shall be deducted from the gross bill amount.
 22. The undersigned reserves the rights for revision/amendment of last date of submission or opening the quotation without assigning any reasons whatsoever may be.
 23. The number of manpower (Gunman/Guard/ Attendants/ Sweeper-cum-safaiwalas /Mali/Driver/ Supervisor/Electrician) would be around 30-35 , the institute reserves the right not to hire the services of particular group of worker / manpower or may increase or decrease the workers deployed by the agency as per the requirement without assigning any reason.
 24. **The following areas will be covered under the terms of the Job Contract;**
 - (i) The Institute building (main & annex) (including kitchen, Lab, etc.)
 - (ii) Boys' Hostel
 - (iii) Girls' Hostel
 - (iv) Staff Quarters
 - (v) The entire premises and related outside drainage system
- Following timings should be strictly adhered to:**
- (i) On all working days (as per duty entrusted)
 - (ii) One day weekly off as decided by the competent Authority
 - (iii) The duty will be on rotation for three months
25. Technical Bid must submitted online through the website (<https://www.tenderwizard.com/CTANIHM>) alongwith “Annexure- I” (Undertaking), “Annexure-II” (Particular of EMD) & “Annexure –III” (Technical Bidding Documents). Online Quotation received late, improperly, or with incomplete marking or with overwriting/ correction in the quotation document liable to be rejected.
 26. Financial Bid must submitted online through the website (<https://www.tenderwizard.com/CTANIHM>) alongwith “Annexure-IV” (rate of wages, EPF, ESI, Bonus, , Service Tax , Administrative charges / Service Charges & other Terms & Conditions of bidder if any). The tenderer shall be required to quote only Administrative Charge / Service Charge in percentage (%age) per contract employee per month which shall be the deciding parameters for the award of the contract. If the bidder / contractor quotes ‘NIL’ charges / consideration, the bid shall be treated as unresponsive and will not be considered.
 27. In case the Administrative charges / Service charges received / quoted in Financial Bid from the various bidder is same in percentage terms, the evaluation will be done on the basis of total turn over of the bidder for the last three years i.e. 2014-15, 2015-16 & 2016-17.
 28. The Service Provider Company / Firm / Agency should have completed at least one service contract of value of not less than Rs. 20 lakh or two service contracts of Rs.10 lakh each per annum related to providing similar services during the last three years i.e. 2014-15, 2015-16 & 2016-17.

29. **Resource Requirement**

THE CONTRACTOR HAS TO PROVIDE THE FOLLOWING DURING THE CURRENCY OF THE CONTRACT;

Sl. no.	Description	Minimum number required (Mandatory)
01.	Gun(if required)	03
02.	Rain coat	For all gate keeping staff
03.	Umbrellas	For all gate keeping staff
04.	Hand held torch	For all Security Staff
05.	Battens or Rules	For all Security Staff
06.	Whistle	For all guards
07.	Two set of Uniforms, shoes, Cap, belt , I. Card per year	For all Security Gunmen & guards

Note: No extra payment shall be paid to the contractor towards providing above. He/ she has to manage above items within the quoted Administrative Charge / Service Charges.

30. (A) **Penalties: The penalties will be imposed on violation of terms and conditions of agreement as per the list given below;**

Sr.No.	Description of Irregularities	Penalty
1.	If the required workers are less than the minimum required	@ Rs.200/- per worker / day
2.	Staff not in Uniform / without I – Card	@ Rs. 200/- per worker /day
3.	Misbehavior by the Contract Manpower with the employees of the institute	@ Rs.500/- per incident
4.	Recurring of irregularities given at Sr. No. 1 to 3	Double the penalties amount mentioned Sr. No. 1 to 3

(B) Compensation against loss:-

In the event of any loss suffered by the institute due to negligence of agency / contractor's worker , the agency / contractor shall make good the loss sustained by the institute either by replacement, or by payment of adequate compensation as decided by the institute.

31. **DUTIES & RESPONSIBILITIES OF SECURITY STAFF (Security Guards without arms / Gunmen)**
- i. The Security Agency will be responsible for overall security arrangements of the Institute's premises entrusted / covered in the contract.
 - ii. Security Agency will ensure that all instructions of the administration are strictly followed and there is no lapse of any kind.
 - iii. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the Principal, IHMCTAN, Hajipur for in-out movement of stores. The specimen signatures and telephone numbers of the above said officers will be available with the Security Personnel.
 - iv. Deployment of Guards (with and without arm) will be as per the instructions of the authorities of the Institute from time to time and the security agency will be responsible for their optimum utilization.
 - v. Entry of the street-dogs and stray cattle into the premises is to be prevented. They should be at once driven out.
 - vi. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattle.
 - vii. The Security Guards should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire-fighting materials available on the spot and they should also be trained to operate generator in the absence of electrician.
 - viii. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
 - ix. Attendants, Sweeper etc. deployed by the Agency should have Police Verification Certificate and possess good moral character.
 - x. Any other duties / responsibilities assigned by the Institute's Administration may be incorporated in the agreement. The same shall also be binding on the contractor.
32. The bid must be valid for a period of 90(ninety) days from the last date of submission of the tenders.
33. The whole tender document shall be submitted by the agency with seal and signature on every page expressing their acceptance of terms and conditions. However, bidders may keep a photocopy of the same for their own record.
34. A list of the workers, engaged by the Agency/Contractor, shall be provided to the institute at the time of taking over the duties. Any future change in the list shall be communicated immediately to the institute.
35. The workers employed by the agency / contractor shall be of good character, sound health and shall be in the age of 18 years to 55 years. No criminal case should be pending against any of its worker.
36. The agency / contractor shall be responsible to the Principal and / or an Officer authorized by the institute for the execution of day to day work.
37. The institute shall not be responsible for the payment of the wage or any other allowances individually to the worker(s) engaged by the contractor. The agency shall follow all rules, regulations and directions issued by the appropriate Government Agency from time to time as regards welfare of Labour.
38. The institute shall not be responsible for any compensation which may be required to be paid to the worker(s) of agency consequent upon any injury / mishap.
39. The Contractor shall not engage any sub-contractor or transfer the contract to any other person or agency in any manner.
40. The institute will not provide any medical facility and residential accommodation to the workers of the Contractor.
41. In case of exceptional cases, the institute at its discretion may relax any of the eligibility conditions prescribed in the document.

42. The person deployed by the successful tenderer for services shall have no claim whatsoever to any employment or preference in employment, regularization, absorption, and selection to appointment, continuity in services etc. with the institute.
43. In case of any dispute rising out of this agreement, the same shall be resolved initially by mutual discussion between the parties with a period of 60 (sixty) days failing which appropriate courts at Patna / Hajpur will have the jurisdiction to adjudicate upon the matter.
44. The selected agency shall have to provide the proof of deposit of ESI and EPF to the individual account of the worker deployed each month alongwith the bill and also to submit copy of annual return giving complete list with all the details of individual EPF contribution with their EPF number .
45. The agency shall be responsible to provide immediate replacement in place of any worker who is not available for duty, for any reason whatsoever.
46. The agency shall carry out such other duties as may be entrusted to them from time to time by the institute.
47. In case the Administrative charges / Service charges received / quoted in Financial Bid from the various bidder is same in percentage terms, the evaluation will be done on the basis of total turn over of the bidder for the last three years i.e. 2014-15, 2015-16 & 2016-17.
48. The Service Provider Company / Firm / Agency should have completed at least one service contract of value of not less than Rs. 20 lakh or two service contracts of Rs.10 lakh each per annum related to providing similar services during the last three years i.e. 2014-15, 2015-16 & 2016-17.

TECHNICAL BID

**INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED
NUTRITION**

**Ramashish Chowk, P.O. Industrial Estate,
Hajipur- 844 102 (Vaishali)**

ANNEXURE- I

Certified that I/we have gone through the contents of the Tender form point wise and thereby convey our acceptance to abide by all the terms & conditions mentioned in the tender documents are being issued against the Tender Ad published in the newspaper The Times of India / Hindustan on/Website www.ihmhajipur.net/ [www.tenderwizard/](http://www.tenderwizard.com) CTANIHM on 2018.

Name (In block letter).....

Designation.....

Name of the firm.....

Address.....

Tele No.....

E-mail Id.....

PAN.....

Registration No.....

Signature.....

Date.....

TECHNICAL BID

**INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED
NUTRITION**

**Ramshish Chowk ,P.O. Industrial Estate,
Hajipur- 844 102 (Vaishali)**

ANNEXURE- II

PARTICULARS OF EMD (an Earnest money deposit of Rs. 1,50,000=00 (Rupees one lakh fifty thousand only) (refundable) by Online mode through Net-banking or NEFT / RTGS challan and Payment slip alongwith transaction no. or UTR No. to be enclosed.

NAME OF AGENCY:

PERIOD OF SALE OF TENDER DOCUMENT:

LAST DATE & TIME FOR RECEIPT OF TENDER:

TIME & DATE OF OPENING OF TENDER:

PLACE OF OPENING OF BID:

DETAILS OF EMD:

a) AMOUNT

b) NAME OF BANK

c) PAY ORDER BANK UTR/TRANSACTION NO. & DATE

(EMD amount is subject to credited in the Institute's account mentioned in E-Tender Notice prior to opening of Technical bid. Bidder has to ensure that EMD amount has been successfully transferred to the Institute's bank account and after confirmation of bank transaction tender document should be finally submitted before the last date of closing of e-tender.)

(SIGNATURE OF QUOTATIONER OR HIS
AUTHORISED PERSON ALONGWITH SEAL)

Those who are down loading the Tender Form from our website, the details of payment by Online mode through Net-banking or NEFT / RTGS challan towards cost of Tender form for Rs. 4000=00 (Rupees four thousand only) may be furnished as follows:

a) Name of Agency /Tenderer:

b) Amount:

c) Name of Bank:

d) Pay order/Transaction/UTR No. & Date:

(Tender fee is subject to credited in the Institute's account mentioned in E-Tender Notice prior to opening of Technical bid. Bidder has to ensure that Tender Fee has been successfully transferred to the Institute's bank account and after confirmation of bank transaction tender document should be finally submitted before the last date of closing of e-tender.)

(SIGNATURE OF QUOTATIONER OR HIS
AUTHORISED PERSON ALONGWITH SEAL)

TECHNICAL BID

**INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED NUTRITION
Ramashish Chowk, P.O. Industrial Estate, Hajipur- 844 102 (Vaishali)**

ANNEXURE - III

**TECHNICAL BIDDING DOCUMENT TOWARDS DEPLOYMENT OF SECURITY GUARDS/LAB
ATTENDANTS /SWEEPER-CUM-SAFAIWALA/MALI/DRIVER ETC. AT IHM, HAJIPUR**

BID DOCUMENT LETTER REFERENCE NO.

1. NAME OF BIDDER:
2. ADDRESS OF BIDDER:
3. DETAILS OF DOCUMENT TO BE SUBMITTED:-

SL. NO.	DETAILS OF DOCUMENTS SUBMITTED	YES/NO
A	Self attested copy of valid license for Bihar Private Security Agencies Rule 2011 to operate in Vaishali District (Bihar) under Private Security Agencies (Regulation) Act – 2005 of Govt. of India	
B	Self attested copy of License under Provision of contract Labour (Regulation & Abolition) Act, 1970.	
C	Self attested copy of certificate showing the Agency Registration in the name of Ex-Serviceman under the Company Act 1956 / Bihar Shops & Establishment Act 1959.	
D	Self attested copy of (i) GST registration certificate , (ii) Employees Provident Fund (EPF) , (iii) E.S.I.	
E	Details of Permanent Account Number (PAN No.) (Attached documentary proof)	
F	Five years experience of Security Services (Attached documentary proof)	
G	Minimum Annual Turn Over of Rs.60.00 lakh (Rupees sixty lakh) per year during the last three (03) financial years i.e 2013-15, 2015-16 & 2016-17 duly certified by Chattered Accountant .(Attached documentary proof)	
H	Certified copy of Income tax Return for the last 03(three) financial year i.e. 2014-15, 2015-16 & 2016-17.	
I	Certified copy of Audit Report alongwith Balance Sheet and Profit & Loss A/c for the last three financial years i.e. 2014-15, 2015-16 & 2016-17	
J	Declaration for not having been blacklisted by any Tender Inviting Authority or by State Govt. or by Govt. of India. The Service Provider Company / Firm / Agency shall submit an affidavit on Non-Judicial Stamp Paper of Rs. 10/-stating that the agency is / has not been blacklisted by Central Government / State Government / any PSU etc. in any of its previous contract during the last three years	
K	Details of non-refundable Tender fee of Rs. 4000/- (Rupees four thousand only) by Online mode through Dr./Cr. & Net-banking or NEFT / RTGS challan. Tender fee is subject to credited in the Institute's account mentioned in E-Tender Notice prior to last date of closing of e-tender.	
L	Solvency Certificate of minimum Rs.35.00 lacs (Rupees thirty five lacs only) from any Govt. Nationalized bank (Attached documentary proof).	
M	Earnest Money deposit (EMD) of Rs. 1,50,000.00 (Rupees one lac fifty thousand only) (refundable) is submitted by Online mode through Dr./Cr. & Net-banking or NEFT / RTGS challan alongwith Technical Bid. EMD amount is subject to credited in the Institute's account mentioned in E-Tender Notice prior to last date of closing of e-tender.	
N	All pages of terms & conditions containing point no. 01 to 45 is duly signed by the bidder / contractor should be enclosed with Technical Bid.	

**SIGNATURE OF TENDERER AUTHORISED
PERSON ALONGWITH SEAL**

NOTE:-If the bidder /contractor is failed to submit any one of the above essential document as shown in 3 (A) to 3 (N), the bidder shall not be qualified for Financial / Price Bid.

FINANCIAL BID

**INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED NUTRITION
Ramashish Chowk, P.O. Industrial Estate,
Hajipur- 844 102 (Vaishali)**

**FINANCIAL BID FOR MANPOWER SERVICES
(to be printed on letterhead of Tenderer)**

ANNEXURE - IV

FINANCIAL BID FOR MANPOWER SERVICES

RATE/WAGES/ETC. APPLICABLE IN THE AREA ' C ' -CATEGORY AS ON 01.04.2018 AS PER NOTIFICATION OF MINISTRY OF LABOUR & EMPLOYMENT, OFFICE OF THE CHIEF LABOUR COMMISSIONER (C) , GOVT. OF INDIA, NEW DELHI TOWARDS DIFFERENT CATEGORY OF MANPOWER SERVICES (ALTOGETHER 30-35 PERSONNEL) AT INSTITUTE OF HOTEL MANAGEMENT, HAJIPUR.

A.

fRank	Level/ Category	No. of Personal required	Total Minimum wage + VDA (in Rs.) as on 01.04.2018	As per prevailing rate	As per prevailing rate	As per prevailing rate
Security Gunman	Highly Skilled	As & when required	612 per day	EPF 13.00%	ESIC 4.75%	Bonus 8.33%
Security Guard	Skilled	10	522 per day	EPF 13.00%	ESIC 4.75%	Bonus 8.33%
Supervisor/ Electrician	Skilled	03	522 per day	EPF 13.00%	ESIC 4.75%	Bonus 8.33%
Lab Attendant	Unskilled	10	370 per day	EPF 13.00%	ESIC 4.75%	Bonus 8.33%
Driver	Skilled	01	522 per day	EPF 13.00%	ESIC 4.75%	Bonus 8.33%
Sweeper/ Safaiwala	Unskilled	06	370 per day	EPF 13.00%	ESIC 4.75%	Bonus 8.33%
Mali	Unskilled	02	318 per day	EPF 13.00%	ESIC 4.75%	Bonus 8.33%

Note:- GST as admissible shall be paid by the Institute and the number of manpower (Gunman/Guard/ Attendants/ Sweeper-cum-safaiwalas /Mali/Driver/ Supervisor/Electrician) would be around 30-35 , the institute reserves the right not to hire the services of particular group of worker / manpower or may increase or decrease the workers/Level/Category deployed by the agency/as shown above without assigning any reason.

B. Administrative Charge/ Service Charge- The tenderer shall be required to quote only administrative charges/ service charge in percentage (%age) per contract employees wages per month which shall be the deciding parameters for the award of the contract.

	ADMINISTRATIVE CHARGE / SERVICE CHARGES :
	Administrative charge / Service charge Per Person Per Month wage in percentage (% age) in Figures & words to be filled up by the tenderers .
	In Figure :.....%
	In Words:

No overwriting, corrections, interlineations etc. are permitted in Financial Bid. If found, bid shall liable to be rejected.

Note: (A) The minimum wage rates of manpower is as per applicable Central Govt. , Ministry of Labor & Employment, New Delhi and shall vary according to the amendments / increments enforceable by Central Govt. from time to time , however the offered rate / amount in percentage (%age) of item no. B shall remain constant and will not exceed in any case during the currency of the contract.

(B)The contractor has to ensure payment to its staff not less than current minimum wages rates applicable as Ministry of Labour & Employment , Chief Labour Commissioner (C) , New Delhi.

(C) If the bidder /contractor quotes ‘NIL’ charges / consideration, the bid shall be treated as unresponsive and will not be considered.

(D)Administrative Charge / Service Charge should include all expenditure on providing resource / managerial / supervisory / administrative services by all means to get the work done through the deployed manpower.

I / we also declare that, I / we will abide by all the rules and regulation of the institute and General Terms & Conditions of the tender document and applicable government rules, if awarded the Tender . I / we are also aware that the Tender Inviting Authority (IHM, Hajipur) reserves his right to cancel our Tender in part or full without assigning any reason, what so ever, and for the same, I / we will have no right to challenge the same in any court of law.

Signature of Authorized Person

Date:

Full Name:

Place:

Company’s Seal:
