

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

P.O. INDUSTRIAL ESTATE, HAJIPUR – 844 102 (VAISHALI, BIHAR)

**TENDER NOTICE FOR ANNUAL MAINTENANCE CONTRACT FOR LPG
PIPE LINES, BURNERS & GAS BANKS AT IHM, HAJIPUR**

Sealed tenders are invited in two Bid system (Technical Bid & Financial Bid) from registered vendors / Agency for Annual Maintenance Contract with replacement of spares for LPG Pipe Lines, Burners & Gas Banks. The Technical Bid (Annexure -I, II, & III) should be submitted in sealed envelope superscribed as “ Technical Bid” for Annual Maintenance Contract with replacement of spares for LPG Pipe Lines, Burners & Gas Banks with replacement of spares and “ Financial Bid “ (Annexure –IV) in a separate envelope, superscribed as “ Financial Bid” for Annual Maintenance Contract with replacement of spares for LPG Pipe Lines, Burners & Gas Banks, . Both these envelopes should be submitted in a larger envelope superscribed as “ Tender for Annual Maintenance Contract with replacement of spares for LPG Pipe Lines, Burners & Gas Banks addressed to ‘ Principal, Institute of Hotel Management, P.O. Industrial Estate, Hajipur – 844 102 ,Vaishali Bihar. The quoted items should strictly comply with the requirement given in the tender document. Incomplete/conditional offer or without tender document cost of Rs. 1000=00 (Rupees one thousand only) and EMD of Rs,. 10,000=00 (Rupees ten thousand only) will be rejected outrightly. The detailed tender form can be downloaded from institute’s web site :- www.ihmhajipur.net . The tender completed in all respect should be dropped in the **tender box kept in the office till 11.00 A.M. on or before 22nd May 2017**. The technical bids will be **opened on 22nd May 2017 at 12.30 P.M.** in presence of the tenderers. The Management reserves the right to accept / reject any or all bids in part or all without assigning any reason thereon.

General Terms & Conditions:

1. The final price quoted for AMC with replacement of spares for one (01) year should be inclusive of all taxes.
2. **Contract period:** 03 (three) years (from 01.06.2017 to 30.5.2020).
3. Vendor’s Firm should be approved from Indian Oil Corporation Ltd./ Hindustan Petroleum/ Bharat Petroleum.
4. Visit of your (Vendor / Agency) technician fortnightly during the period of contract and the LPG Burner, Gas Pipe Line, Gas Bank installed at various training labs/ departments in the institute will be thoroughly checked & cleaned and spares should be replaced as & when required. Service card & records of maintenance work will be maintained by Vendor /Agency.
5. Defective spare, if replaced will be met at the cost of the Vendors / Agency excepting replacement or remodeling of cooking ranges.
6. Necessary TDS shall be deducted from the Gross Bill amount and to be deposited with the Appropriate Authority.

7. Payment: Payment would be released on receipt of bill through NEFT at the end of each calendar month.
8. The maintenance work certificate should be duly signed by the concern Training Labs & maintenance department of the Institute prior to release of payment.
9. Your concern shall be legally held responsible for any fire hazards due to poor maintenance job during AMC.
10. Your technician / mechanic shall visit at the Institute in case of any emergency on no extra cost.
11. Copy of terms & conditions alongwith price bid format as issued by the Institute has to be enclosed after duly signed by the bidders.
12. The last date for submitting the complete bid is **on or before 22nd May 2017 (11.00 A.M.)** . The bid will be **opened on 22nd May 2017 at 12.30** in the chamber of Principal , IHM, Hajipur. The Bidder or their authorized person may be present on the date of opening of Bid.
13. The Principal, IHM, Hajipur reserves the right to cancel the bid without assigning any reason.
14. The bids in sealed envelope shall be submitting to the Principal, Institute of Hotel Management , P.O. Industrial Estate, Hajipur, Vaishali.
15. An EMD of Rs.10,000=00 (Rupees ten thousand only) in form of demand draft from Nationalized Bank drawn in favour of “ Secretary, Institute of Hotel Management. Hajipur’ payable at Hajipur, Vaishali, Bihar has to be deposited along with Technical Bid and would be refunded to the unsuccessful bidder.
16. The successful bidder shall have to deposit Performance Security / Security deposit for an amount of 7.5% of the total value of Contract in form of an A/C payee Demand Draft / Bank Guarantee from a commercial Bank.
17. The price/rate quoted for AMC for 01 (one) year will not be increased / revised during currency of the contract period of 03 (three) years.
18. Vendor / Agency if desires, may visit & inspect the site for any further query & information during office hours (Monday to Friday excepting holidays) and may contact Maintenance department of IHM, Hajipur.
19. A non-refundable tender fee of Rs.1000/- (Rupees one thousand only) in favour of “ **Secretary, Institute of Hotel Management, Hajipur payable at Hajipur, Vaishali** has to be enclosed with Technical Bid document.
20. The authorized vendors /Agency must attach a user or existing client list for the mentioned equipments.
21. Payment would be settled / released only after satisfaction report by the departmental concern of the institute.
22. **TECHNICAL BID MUST CONTAIN THE FOLLOWING;**
 - (a) **Annexure –I** (Undertaking)
 - (b) **Annexure- II** (Particulars of EMD) &
 - (c) **Annexure-III** (Technical Bidding Document)
23. **FINANCIAL BID MUST CONTAIN;**
 - (a) **Annexure-IV** (Specifications, rates & other Terms & Conditions of the bidder, if any)

TECHNICAL BID FORM

ANNEXURE- I

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

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

UNDERTAKING

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 towards Annual Maintenance Contract with replacement of spares of LPG Pipe Line, Burners & Gas Banks at IHM, Hajipur, Bihar.

Signature.....

Name (In block letter).....

Designation.....

Name of the Firm/Agency

Address.....

Tele No.....

E mail id.....

Date.....

Pan No.....

Seal.....

TECHNICAL BID FORM

ANNEXURE- II

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

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

**PARTICULARS OF EMD TOWARDS AMC WITH REPLACEMENT OF SPARES
FOR LPG PIPE LINE, BURNER & GAS BANK IN THE INSTITUTE.**

1. NAME OF Firm / AGENCY:
2. PERIOD OF SALE OF TENDER DOCUMENT:
3. LAST DATE & TIME FOR RECEIPT OF TENDER:
4. TIME & DATE OF OPENING OF TENDER:
5. PLACE OF OPENING OF BID:
6. DETAILS OF EMD:
 - a) AMOUNT :
 - b) NAME OF BANK:
 - c) PAY ORDER BANK DRAFT NO. & DATE :

(SIGNATURE OF BIDDER OR
HIS AUTHORISED SIGNATORY
AGENCY ALONGWITH SEAL)

Those who are downloading the Tender Form from our website, the details of Demand Draft/Pay Order towards cost of Tender form may be furnished as follows:

- i) Name of Agency /Tenderer:
- ii) Amount:
- iii) Name of Bank:
- iv) Pay order/Demand Draft No. & Date:

TECHNICAL BID FORM

ANNEXURE – III

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

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

**TEHCNICAL BIDDING DOCUMENT FOR ANNUAL MAINTENANCE
CONTRACT WITH REPLACEMENT OF SPARES TOWARDS LPG PIPE
LINE, BURNERS & GAS BANKS AT IHM, HAJIPUR (BIHAR).**

BID DOCUMENT LETTER REFERENCE NO.:

1. NAME OF BIDDER:
2. ADDRESS OF BIDDER:
3. DETAILS OF DOCUMENT TO BE SUBMITTED
 - a. Details of Permanent Account Number (PAN No.)
(Attach documentary proof)
 - b. Three years experience of Annual Maintenance Contract for LPG Pipe Line, Burners & Gas Banks.
(Attach documentary proof)
 - c. Registration No. of the Firm:
(Attach documentary proof)
 - d. Approval certificate from Indian Oil Corporation Ltd. (IOCL)/Hindustan Petroleum/Bharat Petroleum
(Attach documentary proof).
 - e. Balance Sheet of the financial year (2015-16) duly certified by Chartered Accountant
(Attach documentary proof)
 - f. Certificate of registration of Sale Tax/VAT
(Attach documentary proof)
 - g. Certified copy of Income Tax Return for the Assessment year 2016-17:
(Attach documentary proof)
 - h. Details of non-refundable Tender fee of Rs. 1000/- (Rupees one thousand only) in form of Demand Draft in favour of “ Secretary, Institute of Hotel Management, Hajipur, payable at Hajipur , Dist.- Vaishali.
 - i. The authorized Dealers / Distribution / Bidders must attach a user or existing client list for the mentioned service

(SIGNATURE OF BIDDER OR HIS
AUTHORISED SIGNATORY
ALONGWITH SEAL)

Telex:.....Telephone No :.....

Mobile no:.....Fax No:.....

E- Mail:..... Website:.....

FINANCIAL BID FORM

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

FOR ANNUAL MAINTENANCE CONTRACT WITH REPLACEMENT OF SPARES TOWARDS LPG PIPE LINE, BURNERS & GAS BANKS AT IHM, HAJIPUR

Sl.no.	Description	Quantity	Maintenance charges with replacement of spares	Other Taxes as applicable	Total charges	Remarks
1	Four Burners Gas Range (Big)	23				
2	Four Burners Gas Range (Small)	1				
3	Three Burners Gas Rage (Small)	3				
4	Single Burner Gas Range (Big)	6				
5	Gas Pipe Line CCK/BTK/QTK/ATK/LARDER KITCHEN/BAKERY					
6	04 Nos. Gas Bank Chambers (each Bank Capacity having 20 cylinders)	80 manifold points				
7	Two Burner Range (Big)	6				
8	Two Burner Range (Small)	1				
9	Tandoor Oven	2				
10	Chinese range	1				
11	Brade Pan	1				
12	Dhosa Tawa	2				
13	Gas Oven (Big)	1				
14	Griller	4				
15	Three Burners Gas Rage (Big)	1				
TOTAL :-						

Place: _____

Date:- _____

(SIGNATURE OF BIDDER OR HIS
AUTHORISED SIGNATORY ALONGWITH SEAL)

Check List for Technical & Price bid (Annex-I,II,III & IV)

1.	Details of Permanent Account Number (PAN No.) (Attach documentary proof)	
2.	Three years experience of Annual Maintenance Contract for LPG Pipe Line (Attach documentary proof)	
3.	Registration No. of the Firm: (Attach documentary proof)	
4.	Approval certificate from IOCL/Hindustan Petroleum / Bharat Petroleum (Attach documentary proof)	
5.	Balance Sheet of the financial year 2015-16 duly certified by Chartered Accountant: (Attach documentary proof)	
6.	Certificate of registration of Sale Tax /VAT: (Attach documentary proof)	
7.	Certificate copy of Income Tax Return for Assessment year 2016-17	
8.	Details of non-refundable Tender fee of Rs. 1000/- (Rupees one thousand only) in form of Demand Draft in favour of "Secretary, Institute of Hotel Management, Hajipur, payable at Hajipur,Dist.- Vaishali	
9.	Technical bid (all pages) signed by tenderer (Annex I, II, & III)	
10.	Price/Financial bid (all pages) signed by tenderer (Annex IV)	
11.	Deposit of EMD of Rs.10,000/-(Rupees twenty five thousand only) refundable in form of Demand Draft in favour of "Secretary, Institute of Hotel Management, Hajipur, Payable at Hajipur, Dist. Vaishali	

(SIGNATURE OF BIDDER OR HIS
AUTHORISED SIGNATORY ALONGWITH SEAL)

Place:- _____

Date:- _____