

**INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION,HAJIPUR**
(An Autonomous Body Under Ministry of Tourism, Govt. of India)
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.

TENDER NOTICE

**ANNUAL MAINTENANCE CONTRACT FOR FIRE
EXTINGUISHERS**

Sealed tenders are invited from recognized & registered parties for “Annual Refilling and Maintenance Contract” for portable Fire Extinguisher (175 nos. approx.) at Institute.

The details terms & conditions and specifications etc. are available on Institute’s web site- www.ihmhajipur.net . The last date of submission of tender is 19th June 2017 at 11.00 A.M..

IHM reserves the right to accept the offer in full or in part or reject any or all the offers without assigning any reason whatsoever.

Principal

IHM:Tender/2017-

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

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

**Tender Notice for “Annual Refilling and Maintenance Contract” for Fire
Extinguisher at IHM, Hajipur**

Sealed tenders are invited from recognized & registered Parties for “Annual refilling and maintenance contract” for Fire Extinguishers. The technical bid (**Annexure –I, II & III**) should be submitted in sealed envelope superscribed as “Technical Bid” for Annual Refilling and Maintenance Contract for Fire Extinguisher and “Financial Bid” (**Annexure-IV**) in a separate envelope, superscribed as “Financial Bid for Annual Refilling and Maintenance Contract for Fire Extinguisher” .Both these envelopes should be submitted in a larger envelope superscribed as “ Tender for Annual Refilling and Maintenance Contract for Fire Extinguishers” 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 reached to the office of Principal, Institute of Hotel Management, Hajipur- 844 102, Dist.-Vaishali, Bihar or may be dropped in the tender box kept in the office till 11:00 A.M. on or before 19th June 2017 (Monday)**. The technical bids will be **opened on 19th June 2017 (Monday) at 12:30 P.M** in presence of the tenderes. The Management reserves the right to accept / reject any or all bids in part or all without assigning any reason thereon.

General Terms and Conditions:-

Institute of Hotel Management, Hajipur under sponsorship of Ministry of Tourism. Govt. of India invites sealed tenders for Annual Maintenance Contract (AMC) and Refilling of Fire Extinguishers at IHM, Hajipur as per detailed below;

Sl.no.	Description	Quantity
01.	Water CO2 9 Ltr.	44 nos.
02.	DCP Type 5 kg.	33 nos
03.	DCP Type 10 kg.	02 nos
04.	M. Foam Type 9 Ltr.	08 nos.
05.	CO2 Type 4.5 kg	50 nos.
06.	CO2 Type 6.8 Kg.	26 nos.
07.	CO2 Type 3 kg	01 nos.
08.	ABC Type 5 kg	11 nos.
TOTAL		175 nos.

Accordingly , it is requested to quote your lowest rates keeping in view of the following terms & conditions:

1. The offered rates including all taxes should reach this office on or before **19th June 2017 (Monday) upto 11.00 a.m.** at the latest. The quotation received thereafter will not be entertained. The tenderers or their authorized representative may be present at the time of opening of sealed tender in the chambers of the Principal of the institute **on 19th June 2017 (Monday) at 12 .30 p.m.**
2. Tendering firms will be required to indicate their valid Income Tax and GST number
3. Contract period is valid for 01 (one) year. Renewal of AMC for further period is subject to the performance.
4. AMC job will be done as per Bureau of Indian Standard (BIS) Guide Line.
5. Monthly visit during the period of contract and the fire extinguishers will be thoroughly checked/ cleaned/weighed. In the event of any defect noticed in the fire extinguishers, the agency needs to make additional visit during the contract. Service card & records of visits to be maintained.
6. The price list for the accessories (spare part / consumable) for replacing damaged parts has to be enclosed. The cost of accessories for replacing damaged parts will be borne by the institute.

7. Necessary TDS shall be deducted from the Gross Bill amount and to be deposited with the Appropriate Authority.
8. The sealed Tenders should be addressed to the Principal, Institute of Hotel Management , Opp. State Govt. Circuit House, P.O. Industrial Area, Hajipur – 844 101 , Vaishali, Bihar, as well as super scribes as “ Annual Maintenance Contract (AMC) Fire Extinguisher at IHM, Hajipur.
9. Kindly note that lowest offer should not be mandatory to accept on part of this institute.
10. The Principal , IHM, Hajipur reserves the absolute right to accept or reject any of the quotations without assigning any reasons thereof.
11. Copy of terms & conditions along with 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 19th June 2017 (Monday) (11:00 A.M.)**. The bid will be **opened on 19th June 2017 (Monday) at 12:30 P.M.** in the chamber of Principal , IHM, Hajipur. The Bidder or their authorized person may be present on the date of opening of Bid.
13. 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.
14. The successful bidder shall have to deposit Performance Security/ Security Deposit for an amount of 8% of the total value of Contract in form of an A/C payee Demand Draft/Fixed Deposit Receipt/ Bank Guarantee from a commercial Bank.
15. A non –refundable demand draft towards cost of tender document of **Rs. 1000=00** (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.
16. The authorized dealers/distributors must attach a user or existing client list for the ‘ AMC’ of Fire Extinguishers’.
17. **TECHNICAL BID MUST CONTAIN THE FOLLOWING;**
 - (a) “**Annexure-I** (Undertaking) ,
 - (a) “**Annexure- II** (Particulars of EMD) &
 - (b) “ **Annexure – III** (Technical Bidding Document).
18. **FINANCIAL BID MUST CONTAIN;**
 - (a) **Annexure-IV** (Specification, rate & other Terms & conditions of the bidder, if any)

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 ‘ ANNUAL REFILLING AND MAINTENANCE CONTRACT’ FOR FIRE EXTINGUISHERS IN THE INSTITUTE.

1. NAME OF 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 AUTHORIZED
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;

- a) Name of Agency / Tenderer:
- b) Amount:
- c) Name of Bank:
- d) Pay order / Demand Draft No. & Date:

TECHNICAL BID FORM

ANNEXURE- I

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

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 Refilling and Maintenance Contract for Fire extinguishers at IHM, Hajipur, Bihar .

Signature.....

Name (In block letter).....

Designation.....

Name of the firm.....

Address.....

Tele No.....

E mail id.....

Date.....

PAN.....

Seal.....

**SIGNATURE OF BIDDER
OR HIS AUTHOIRSED
SIGNATORY AGENCY
ALONGWITH SEAL)**

TECHNICAL BID FORM

ANNEXURE – III

INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED NUTRITION

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

**TECHNICAL BIDDING DOCUMENT FOR ANNUAL REFILLING AND
MAINTENANCE CONTRACT FOR FIRE EXTINGUISHERS AT IHMCTAN , 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 Refilling and Maintenance Contract for Fire Extinguishers.
(Attach documentary proof)
 - c. Registration No. of the Firm
(Attach documentary proof)
 - d. Certificate of registration of Sale Tax/ GST
(Attach documentary proof)
 - e. Certified copy of Income Tax Return for the Assessment year 2016-17.
(Attach documentary proof)
 - f. Details of non-refundable Tender document cost of Rs. 1000/=(Rupees one thousand only) in form of Demand Draft in favour “ Secretary, Institute of Hotel Management, Hajipur” payable at Hajipur, Dist.- Vaishali.
 - g. The authorized Dealers / Distributors / Bidders must attached a user or existing client list for the mentioned equipments.

(SIGNATURE OF BIDDER OR
HIS AUTHORISED
SIGNATORY ALONGWITH
SEAL)

Telex:
Telephone:
Fax No.

E-mail
Website

FINANCIAL BID FORM

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

ANNEXURE -IV

Opp. State Govt. Circuit House
P.O. Industrial Estate, Hajipur- 844 102 (Vaishali)

Rates for Annual Refilling and Maintenance of Fire Extinguishers

Sl.no.	Description	Quantity	Rate per pc. Including all taxes	Total amount including all taxes
01.	Water CO2 9 Ltr.	44 nos.		
02.	DCP Type 5 kg.	33 nos.		
03.	DCP Type 10 kg.	02 nos.		
04.	M. Foam Type 9 Ltr.	08 nos.		
05.	CO2 Type 4.5 kg	50 nos.		
06.	CO2 Type 6.8 Kg.	26 nos.		
07.	CO2 Type 3 kg	01 nos.		
08.	ABC Type 5 kg	11 nos.		
TOTAL		175 nos.		

- Rates quoted above are inclusive of all taxes

(SIGNATURE OF BIDDER OR
HIS AUTHORISED
SIGNATORY ALONGWITH
SEAL)