

**DR. AMBEDKAR INSTITUTE HOTEL MANAGEMENT,**  
**SECTOR 42-D, CHANDIGARH**  
**PH.NO.0172-2604833**

***TERMS & CONDITIONS***

Tender Form for the supply of **Provision Items (April 2021 to October 2021)**

Name & Address (mailing)

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Phone No.

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Place of work with Address

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(Commercial)

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To be uploaded by 10-03-2021 upto 4:00 P.M.

To be opened on 12-03-2021 at 11.00 A.M

**Wherever the term “prescribed date & time” for submission of original EMD in the office referred to, it implies 10.03.2021 upto 4.00 P.M. only.**

**TERM & CONDITIONS**

1. The tender must be accompanied by earnest money of Rs.60,000/- (Rupees Sixty thousand only) in the shape of Bank Draft / Pay Order of any Scheduled Bank drawn in favour of **PRINCIPAL DR. AMBEDKAR INSTITUTE OF HOTEL MANAGEMENT, CHANDIGARH :-**

**The amount of earnest money shall not be accepted through cheque.** The earnest money of the successful tenderer(s) shall be converted into security deposit and shall be refunded without interest after the faithfully execution/completion of the contract.

2. Tenders without earnest money shall not be entertained.
3. Tender(s) should be uploaded upto the date as indicated in the notice.

**The tender will be in two parts i.e. Technical Bid (Part ‘A’) and Financial Bid (Part ‘B’). The Technical Bid should contain the technical details like address and**

**Telephone No. of shop from where the supplies are proposed to be made, details of EMD (DD/Pay Order No., date, amount etc.), storage and hygienic arrangements and any other relevant information. The Financial Bid will contain only the Financial Bid in the enclosed proforma.**

**The Technical Bid will be opened on 12-03-2021 at 11.00 A.M After assessing the technical details, Institute will short list the parties fulfilling the technical criteria laid down for the purpose. The Financial Bid of only these technically short listed parties will be opened on suitable date after intimating such short listed parties. The decision of short listing of technical bid by purchase committee will be final and binding on all.**

4. Tenderer is free to quote rates for any or all the items. However, the Institute reserves the right to place the order in parts or as a whole to the one or more tenderers.
5. The validity of tender shall be for 90 days from the date of receipt. The finally approved and determined rates will remain in force upto 31.10.2021 from the date of award of contract with a provision to extend further for a period upto six months at the same rates approved by the Institute. **The Institute will not entertain any request for the increase of rates on account of increase of GST, natural calamity, strike, other levies or any other reasons, whatsoever, during the period of contract.**
6. (a) **The GST, if applicable, should be indicated clearly in the tender form as “GST” along with the percentage of GST as applicable against each and every item failing which it will be assumed that the rates quoted by the tenderer are inclusive of GST. After this no representation/ request regarding payment GST shall be entertained at later date. The rates may be quoted by showing the percentage and amount of GST under the column of GST in the specifications.**

**GST will be paid to the tenderer provided the GST registration No., Code & Accounting Code is mentioned on the bill/invoice and all relevant formalities including furnishing of Forms/GST invoice, if any, are fulfilled by the tenderer.**

7. Under no circumstances any tenderer shall quote rates for any item more than MRP rates printed on the packing, wherever applicable. Otherwise penal action shall be initiated under the relevant act or as deemed fit by the Institute.
8. In case of any reduction in the excise duty, GST, etc. in respect of any item(s) under this tender in pursuance of General Budget for the year 2021-22, the reduced GST, taxes shall be applicable for that particular item(s) irrespective of the approved rates contained in the contract letter.
9. The rates quoted should be F.O.R Institute irrespective of quantity ordered.
10. **The tenderers will quote the rates in respect of non branded items and will submit the samples of allotted items to the Principal/Secretary for approval and in case of supply of inferior quality, if any; matter will be referred to the Purchase Committee.**

11. The tenderer will supply the Provision Items to the Institute on next day at 8.30 A.M. sharp or time given by the Institute on purchase order.
12. The Management reserves the right to reject the supply of items for which the contract is awarded, if it is not found as per prescribed standard, wholly or partly, and the rejected quantity shall be lifted / removed by the supplier immediately from the Institute premises at their own expenses on being informed of the same. In case the tenderer fails to remove the rejected material or items, the Department reserves the right to dispose off the same at the cost of the tenderer and no claim whatsoever shall be entertained.
13. The number of items and quantity thereof mentioned in the BOQ are tentative/indicative and can be increased/decreased as per requirement of the Institute. The Institute also reserves the right to withdraw any item mentioned in the BOQ and no compensation shall be payable for the same.
14. The Institute shall not be in any manner concerned with internal affairs of the tenderers i.e. dispute and dissolution, etc. or affairs concerning any other (third) party that supplier may be having.
15. In case of non-supply/short supply/inferior quality supply, the items shall be purchased at the risk and cost of the tenderer and the amount spent in excess of the approved rates shall be recovered from the pending bills and security deposit. If at any time, the penalty levied/recoverable during the contract period exceeds the security amount, then the Institute reserves the right to withdraw the item(s) and re-allot the same to any other supplier and further blacklist the tenderer upto three years from participating in Institute tenders.
16. The Institute shall be at liberty to purchase the items from Government approved agencies and the tenderer shall have no objection to it.
17. The tenderer shall be duty bound to affect the supply of items contracted for to the extent indented during the contract period.
18. The free scheme, if any, introduced by the Manufacturer/Authorized Distributors with the sale of product from time to time is applicable to the Institute. In such case the tenderer shall indicate the details of free supply in the bill, while supplying the indented material.
19. Failure to discharge the contractual obligations by the tenderer, will lead to blacklisting of the firm for future supplies/tendering in the Institute upto three years and the security deposited shall be forfeited.
20. Payments will be processed on fortnightly basis i.e. in batches of 1st to 15<sup>th</sup> and 16<sup>th</sup> 30<sup>th</sup>/31<sup>st</sup> of each month. Payment of each batch will be released within 15 days of close of each batch. Thus, while payment of bill from 1<sup>st</sup> to 15<sup>th</sup> of a month will be made upto 30<sup>th</sup> of the same month, payment for bills in the batch of 16<sup>th</sup> to 30<sup>th</sup> / 31<sup>st</sup> will be released before 15<sup>th</sup> day of next month.
21. The contract, if awarded, for specific period, can be terminated at any time without assigning any reason, whatsoever, even before the expiry of the contract period.
22. The aforementioned terms & conditions shall be binding and operative between the tenderer (supplier) and the Institute.

23. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
24. Any dispute is subject to the jurisdiction of Chandigarh only. In the event of dispute, the same shall be referred for arbitration to the Principal Dr. Ambedkar IHM Sector 42 D Chandigarh or any person appointed by him/her. The award of the Arbitrator shall be final binding on both the parties.
25. The bills/invoices should be submitted as per Form E (Form of Guarantee) as per the guidelines of FSSAI duly mentioned as  
*“We hereby certified that foods mentioned in the invoice are warranted to be of the nature and quality which it purports to be.”*
- 26. The tenderer must have License issued under the FOOD SAFETY AND STANDARDS ACT 2006 / Prevention of Food Adulteration (PFA) Act or enclose a copy of Receipt of applying for the above Licenses to the Govt as token of proof for supplying of Provision items alongwith an undertaking that in case the contract is allotted to the tenderer, the said License will be produced within 90 Days of allotment failing which the Institute would reserve the right to cancel the contract prematurely.**

Principal

## **PROCEDURE FOR e-tendering**

1. The Bids shall be received electronically only through the website **etenders.chd.nic.in**.
2. Bid Document can be downloaded from the website of Chandigarh Administration **http://etenders.chd.nic.in/nicgep**.
3. The Bidders shall have to submit their Bids (Technical Bid & Financial Bid) online in Electronic Format with Digital Signatures. For participation in the e-tendering process, the Bidders need to register themselves on **http://etenders.chd.nic.in/nicgep**. On registration they will be provided with a user ID and a system generated password enabling them to submit their Bids online using Digital System Certificate (DSC).
4. The Bids shall be uploaded in Electronic Format on the website **http://etenders.chd.nic.in/nicgep**. Scanned copies of Tender Fee, Earnest Money Deposit, Document and Eligibility Documents shall also be uploaded alongwith Technical Bid within prescribed time limit.
5. Tender Fee and EMD in original as uploaded by the Bidder shall be placed in the manner as described in the Bid Documents and shall be submitted in person by the specified date and time in Dr. Ambedkar Institute of Hotel Management, Sector-42-D, Chandigarh. The Agency who fails to submit the EMD as mentioned above, in physical form on or before the prescribed date will be declared as ineligible and the Bid submitted by them shall be declared as invalid.
6. The Agency has to produce the original documents as and when asked for by the Institute. The failure of the Agency to furnish the said original documents will entail summarily rejection of its tender.
7. Instructions to Bidders regarding e-tendering process:
  - (a) Tenders without digital signatures will not be accepted by the Electronic Tendering system. **No Tender will be accepted in physical form and in case it has been submitted in the physical form it shall be rejected summarily.**
  - (b) Bids will be opened on lines as per time schedule mentioned above.
  - (c) Before submission of online Bids, Bidders must ensure that scanned copies of all the necessary documents have been uploaded with the Bid.
  - (d) It will be mandatory for all the Bidders to upload all the documents **mentioned under 'Tender Details' template.**
  - (e) Institute will not be responsible for any delay in online submission of the Bids due to any reason whatsoever.
  - (f) The details of Tender Fee & EMD specified in the Tender documents should be the same as submitted online (scanned copies) otherwise tender will be rejected summarily.
8. For any technical issue related to Electronic Tendering Portal, Bidders may contact IT Cell, The Department of Information Technology (DIT), Additional Deluxe Building, 5th Floor, Sector-9, Chandigarh, or email at **etender@chd.nic.in**, Phone No.0172-2740641, 0172-2740005.

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**TECHNICAL DETAILS OF THE TENDERER**  
**TECHNICAL BID(PART 'A')**

- A. Earnest Money Deposit copy
- B. 1. Details of Tenderer – Name, Father's Name, Name of Firm, Complete Address and Contact Number.
- 2. Transportation Arrangements
- 3. Copy of license obtained under Food Safety and Standard Act 2006 / Prevention of Food Adulteration (PFA) Act
- 4. Any other information, terms and conditions that tenderer may like to add.
- 5. Copy of GST Number & PAN Number

**Note:-** Please upload the scanned copy/copies of above said information online as a Technical Bid.

**MkW- vEcsMdj gksVy izca/k laLFkku]**

**IsDVj 42&Mh] p.Mhx<+**

Qksu ua- 0172&2604833

***fu;e o 'krsZa***

**[kk] oLrqvksa** dh vkiwfrZ djokus ds fy, fufonk izk:i **¼vizSy 2019 Is**  
**vDrwcj 2019½**

uke o irk ¼Mkdizs" k.k½

Qksu ua-  
dk;ZLFky irs ds lkFk  
¼O;kikfjd½

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13&03&2019 dks vijkg~u 04%00 cts rd  
viyksM fd;k tk,xkA

14&03&2019 dks iwokZg~u 11%00 cts  
[kksyk tk,xkA

**tgk; Hkh fufnZ"V dk;kZy; esa ewy bZ,eMh tek djokus ds fy, 'kCn**  
**fu/kkZfjr ^^fnukad o le;^^ gS] og flQZ 13-03-2019 vijkg~u 4-00**  
**cts rd dks vfHkO;Dr djrk gSA**

**fu;e o 'krsZa**

1- fufonk iz/kkukpk;Z] MkW- vEcsMdj gksVy izca/k laLFkku] p.Mhx<+ ds uke ij rS;kj 60,000/- :- ¼dsoy lkB gt+kj :i,½ dh is'kxh jkf'k ds cSad M<sup>a</sup>k¶V@cSadj psd fdlh Hkh vuqlwfrpr cSad ds ds lkFk gksuh pkfg,%& is'kxh jkf'k dh jde pSd ds ek;/e Is Lohdkj ugha dh tk,xhA IQy fufonkdj@fufonkdjksa dh is'kxh jkf'k lqj{kk jkf'k esa ifjofrZr dj nh tk,xh rFkk vuqca/k ds ;FkkrFk fu"inku @ lekiu ds ckn fcuk C;kt ds okil dj nh tk,xhA

2- fcuk is'kxh jkf'k dh fufonkvksa dks Lohdkj ugha fd;k tk,xkA

3- uksfVI esa lwfpr dh xbZ frfFk rd fufonk viyksM dh tkuh pkfg,A

fufonk nks Hkkxksa esa gksxh tSls fd rduhdh cksyh  
¼Hkkx&^,^½ rFkk foRrh; cksyh ¼Hkkx&^ch^½ rduhdh  
cksyh esa rduhdh fooj.k 'kkfey gksuk pkfg, tSls fd irk]  
nqdku dk VsyhQksu ua- tgka ls vkiwfrZ izLrkfor dh  
tk,xh] bZ,eMh dk fooj.k ¼MhMh@cSadj psd la[;k]  
fnukad]

jkf'k vkfn½] HkaMkj.k rFkk LokLF;dj O;oLFkk] vkSj vU;  
lacaf/kr tkudkjH foRrh; cksyh esa dsoy layXu izi= esa  
foRrh; cksyh gksuh pkfg,A

rduhdh cksyh 014&03&2019 dks iwokZg~u 11%00 cts  
[kksyh tk,xhA rduhdh tkudkjH fu/kkZj.k djus ds ckn]  
iz;kstus ds fy, laLFkku rduhdh ekun.M HkjH xbZ  
ikfVZ;ksa dks p;fur djsxkA foRrh; cksyh fIQZ bu rduhdh  
p;fur ikfVZ;ksa dh mfpr frfFk ij p;fur ikfVZ;ksa dks lwfpr  
dj ds [kksyh tk,xhA laLFkku dh Ø; Ifepr }kjk rduhdh  
cksyh dks p;fur djus dk fu.kZ; vafre o ck;/dkjH gksxkA

4- fufonkdj fdlh Hkh vFkok IHkh oLrqvksa ij Hkko yxkus ds fy,  
Lora= gSA ;|fi] vkns'k ,d ;k vf/kd fufonkdjksa dks Hkkxksa esa  
nsus vFkok leLr ,d gh lkFk nsus dk gd laLFkku ds ikl gSA

5- fufonk dh vof/k jlhn dh fnukad ls 90 fnu rd dh gksxhA vafre rkSj  
ij Lohd`r rFkk fuf'pr njsa vuqca/k tkjH djus dh fnukad ls 31-10-  
2019 rd laLFkku }kjk Lohd`r mUgha njksa ds lkFk Ng eghus dh  
vof/k ds fy, c<+kus dh iwokZ;kstuk ds lkFk ykxw jgsaxhA  
laLFkku vuqca/k dh vof/k ds nkSjku th,IVh esa o`f)]  
izkd`frd ladV] gM+rky] vU; vkjksi.k vFkok fdlh vU; dkj.k ds  
fy, njksa esa o`f) Lohdkj ugha djsxkA



6-  $\frac{1}{4}\sqrt{\frac{1}{2}}$  ;fn th,IVh ykxw gS rks fufonk izk:i esa ^^th,IVh^^ ds :i esa izR;sd oLrq ds lkeus th,IVh dh ykxw izfr'krrk ds lKfK lwfpr@izdV fd;k tkuk pkfg,] ,slk u gksus ij ;g eku fy;k tk,xk fd fufonkdkj }kjk yxkbZ xbZ njsa th,IVh lfgr gSaA bls ckn dh fnukad esa th,IVh Hkqxrku ls lacaf/kr dksbZ vkosnu@vuqjks/k Lohdkj ugha fd;k tk,xkA izfr'krrk vFkok th,IVh dh jkf'k fn[kkrs gq, yxkbZ xbZ njsa th,IVh ds dkWye esa foLrkjiwoZd gksuh pkfg,A th,IVh@lsok dj fufonkdkj dks Hkqxrku fd;k tk,xk th,IVh@lsokdj iathdj.k la[;k] dksM rFkk ys[kk dksM fcy@pkyku ij rFkk IHkh lacaf/kr vkSipkfjdrk,a izk:iksa ds is'k djus@th,IVh pkyku ;fn fufonkdkj }kjk Hkjs x, gSa] lfgr mYysf[kr gSaA

7- fufonkdkj fdlh Hkh ifjLFkfr esa] tgtk; dgaha Hkh ykxw gS] fdlh Hkh oLrq ij iSfdax ij eqfnzr vf/kdre [kqjnk ewY;  $\frac{1}{4}$ ,evkjih $\frac{1}{2}$  ls vf/kd nj@dher ugha yxk,xkA vU;Fkk lacaf/kr vf/kfu;e ds rgr ;k laLFkku }kjk mfpr le>s tkus ij naMkRed dkjZokbZ 'kq: dh tk,xhA

8- o"KZ 2018&19 ds lkekU; ctV ds vuqlj.k esa bl fufonk ds rgr fdlh oLrq ds fy, mRikn dj] djksa bR;kfn esa dksbZ dVkSrh gksus ds ekeys esa] vuqca/k i= esa fufgr vuqeksfnr njksa ds ckotwn ml fo'ks"K oLrq ds fy, de fd, fd, x, th,IVh] dj ykxw gksaxsaA

9- m)`r njsa ek;x dh xbZ ek=k dk fopkj fd, fcuk ,Q-vks-vkj laLFkku gksuh pkfg,A

10- fufonkdkj laLFkku esa vxys fnu lqcg 8%30 cts vFkok laLFkku }kjk vkiwfrZ vkns'k esa fn, x, le; ij [kk] mRiknksa dh vkiwfr djsxkA

- 11- ftlds fy, vuqca/k tkjh fd;k x;k gS ;fn os oLrq,a iw.kZr;k vFkok va'kr% fu/kkZfjr ekud ds vuqlkj izklr ugha gksrh gSa rks laLFkku ds ikl vkiwfrZ dh xbZ mu oLrqvksa dks vLohdkj djus dk vf/kdkj gS rFkk bls ckjs esa lwfpr fd, tkus ij vLohdkj dh xbZ oLrq,a vkiwfrZdrkZ vius [kqn ds O;; ij rqjar gh laLFkku ifjlj ls mBk,xk@gVv,xkA ;fn fufonkdkj vLohdkj dh xbZ lkexzh vFkok oLrq,a gvkus esa vIQy gksrk gS rks foHkkx ds ikl fufonkdkj dh ykxr ij oLrqvksa dk fuiVkj djus dk vf/kdkj lqjf{kr gS vkSj bls fy, dksbZ nkok Lohdkj ugha fd;k tk,xkA
- 12- chvksD;w esa mYysf[kr oLrqvksa dh la[;k rFkk ek=k vLFkk;h@lkadsfrd gS vkSj laLFkku dh vko';drkuqlkj deh vFkok c<+ksRrjh dh tk ldrh gSA chvksD;w esa mYysf[kr fdlh oLrq dks okil ysus dk vf/kdkj laLFkku ds ikl lqjf{kr gS vkSj bls fy, {kfriwfrZ ugha dh tk,xhA
- 13- laLFkku dk fufonkdkjksa ds vkarfjd ekeyksa tSlS&fookn vkSj fo?kVu] vkfn vFkok vkiwfrZdrkZ dk fdlh vU; ¼rhls½ ny ls lacaf/kr ekeyksa ls dksbZ laca/k ugha gSA
- 14- vkiwfrZ u gksus@de vkiwfrZ gksus@fuEu xq.koRrk dh vkiwfrZ gksus ds ekeys esa] oLrq,a tksf[ke ij [kjnh tk,axh rFkk fufonkdkj dh ykxr vkSj vuqeksfnr njksa dk vf/kd O;; fd;k x;k /ku yafcr fcyksa rFkk lqj{kk jk'k ls olwyk tk,xkA ;fn fdlh le;] vuqca/k vof/k ds nkSjku olwyh ;ksX;@vkjksfir djus ;ksX; tqekZuk lqj{kk jk'k ls vf/kd gksrk gS] rks oLrq dks okil djus rFkk mlh oLrq dks fdlh vU; vkiwfrZdrkZ dks vkoafVr djus ,oa bls vfrfjDr fufonkdkj dks laLFkku dh fufonkvksa esa Hkkx ysus ls rhu lky rd CySdfyLV djus dk vf/kdkj laLFkku ds ikl lqjf{kr gSA
- 15- laLFkku dks ljdkj ls vuqeksfnr ,tsafl;ksa ls lkeku [kjhnus dh Lora=rk gS rFkk fufonkdkj dks bls dksbZ vkifRr ugha gksxhA

- 16- **fufonkdj** vuqca/k dh vof/k ds nkSjku 'kqYd ds fy, **vuqcaf/kr oLrqvksa dh vkiwfrZ dks izHkkfor djus ds fy, ck/; gksxkA**
- 17- ;fn fdlh fuekZrk@vf/kd`r forjd }kjk le;&le; ij mRikn cspus ds fy, dksbZ eq¶r ;kstuk izkjaHk dh tkrh gS rks og laLFkku ij ykxw gksxhA bl ekeys esa ek;xh xbZ lkexzh dh vkiwfrZ ds nkSjku fufonkdj fcy esa eq¶r vkiwfrZ lwfpr djsxkA
- 18- fufonkdj }kjk vuqcaf/kr nkf;Ro eqDr djus esa vIQy gksus ij laLFkku esa rhu lky rd QeZ dks Hkfo"; esa vkiwfrZ djus@fufonk esa Hkkx ysus ls CySdfyLV dj fn;k tk,xk rFkk lqj{kk jk'k t+Cr dj yh tk,xhA
- 19- Hkqxrku ikf{k d rkSj ij fd;k tk,xk tSls fd izfr eghuk 1 ls 15 rd rFkk 16 ls 30@31 rd ds l= esaA izR;sd l= ds can gksus ds 15 fnu ds vanj gh izR;sd l= dk Hkqxrku dj fn;k tk,xkA blfy,] ,d eghus dh 1 ls 15 rkjh[k rd ds fcyks ds Hkqxrku mlh eghus dh 30 rkjh[k rd] 16 ls 30@31 rd ds l= esa fcyksa dks Hkqxrku vxys eghus ds 15osa fnu tkjh fd;k tk,xkA
- 20- vuqca/k] ;fn tkjh fd;k x;k gS] lqfuf'pr le; ds fy,] tks dqN Hkh gS] vuqca/k vof/k leklr gksus ls igys Hkh fcuk fdlh dkj.k crk, leklr fd;k tk ldrk gSA
- 21- Åij mYysf[kr fu;e o 'krsZa fufonkdj  $\frac{1}{4}$ vkiwfrZdrkZ $\frac{1}{2}$  ,oa laLFkku ds chp ca/kd o fØ;kRed gksaxhA
- 22- v/kksgLrk{kjh ds ik l fdlh vFkok lHkh fufonk fcuk dksbZ dkj.k crk, Lohdkj o vLohdkj djus dk vf/kdkj lqjf{kr gSA
- 23- dksbZ fookn fIQZ p.Mhx<+ ds {ks=kf/kdkj dk fo"k; gSA fookn dh ?kVuk esa] iz/kkukpk;Z] MkW- vEcsMdj vkbZ,p,e lsDVj 42&Mh] p.Mhx<+ vFkok muds }kjk fu;qDr vU; O;fDr dks fookpu ds fy, lkSaik tk,xkA fookpd dk vf/kfu.kZ; nksuksa ikfVZ;ksa ij ck/; gksxkA

24- fufonkdkj ds ikl [kk] lqj{kk rFkk ekud vf/kfu;e  
2006@[kk] feykoV jksdFkke  $\frac{1}{4}$ ih,Q, $\frac{1}{2}$  vf/kfu;e ds rgr  
ykblsal tkjh fd;k gksuk vko';d gS vFkok [kk] oLrqvksa dh  
vkiwfrZ djus ds fy, ,d opu fd ;fn fufonkdkj dks vuqca/k  
vkoafVr fd;k tkrk gS rks mijksDr ykblsal vkoaVu ds 90 fnu  
ds Hkhrj izLrqr dj fn;k tk,xk ds opu ds lkFk izek.k ds izrhd  
ds :i esa mijksDr ykblsal ds fy, fd, vkosnu dh jlhn dh izfr  
layXu djsa] ,slk u djus ij laLFkku ds ikl] ,slk u djus ij  
laLFkku ds ikl le; iwoZ gh vuqca/k jn~n djus dk vf/kdkj  
gSA

iz/kkukpk  
;Z