

STATE INSTITUTE OF HOTEL MANAGEMENT, INDORE

(DEPARTMENT OF TOURISM, GOVT. OF MADHYA PRADESH)

TENDER NO: SIHM/INDB/HK/2015/008

DATE :-12/06/2015

SUB.: " SUPPLY OF ANNUAL RATE CONTRACT FOR HOUSE KEEPING EQUIPMENT "

LAST DATE FOR SUBMISSION: 03/07/2015, up to 3:00 pm

SIHM, INDORE invites sealed tenders for supply of branded "**ANNUAL RATE CONTRACT FOR SUPPLY OF BRANDED HOUSE KEEPING EQUIPMENT "**

Terms & conditions of tender document given below: -

- Scope of Work : **Supply of Annual Rate Contract for Branded Equipment for Housekeeping.**
- Tender Fee (Non-Refundable) : Rs. 1,000/- D.D. favouring State Institute of Hotel Management, Indore
- Earnest Money Deposit : Rs. 10,000 /- D.D. favouring State Institute of Hotel Management, Indore
- Last date for submission of tender : 03/07/2015 up to 3:00 pm**
- Date & time of Opening : 03/07/2015, at 3:30 pm**
- Place of submitting Tender : The Principal, (SIHM,Indore) C/O , **MPIHT** Training Cell, Madhya Pradesh State Tourism Development Corporation Ltd. Paryatan Bhawan, Bhadbhada Road Bhopal- 462003, M.P. Tel:- 0755-2774340/42, 2778383
- Place of Opening Tender : **MPIHT** Training Cell, Madhya Pradesh State Tourism Development Corporation Ltd. Paryatan Bhawan, Bhadbhada Road, Bhopal- 462003, M.P. Tel:- 0755-2774340/42, 2778383
- Supply Address/Location : State Institute of Hotel Management, Indore Survey No. 1094/1,807, Village Rau, Tarik Khan ki Tekri, Near Silicon Valley, Indore Bypass, Post: Rau, Indore, Pin: 453331(M.P.)
- Period of Start of Work : Within 7 days after obtaining work order.
- Time limit for completion of Work : Supply within 30 days after obtaining order.
- Defects liability period : 12 months after completion of work
- Penalty rate per week after time limit : 1% of the billing amount per week

GENERAL TERMS & CONDITIONS

1. **Earnest Money Deposit:** Bank Draft of Rs. 10,000/- (Rupees Ten Thousand only) in favour of **STATE INSTITUTE OF HOTEL MANAGEMENT, INDORE** to be deposited along with the Technical Bid.. Without attaching of EMD TENDER will not be entertained. EMD of Lowest bidders will be converted into Security Deposit for a period of One Year and the same will be refunded only after completion of warranty period. EMD of disqualified bidders will be returned after 45 days from the date of finalization.
2. **Specification:** Bidders are advised to submit their tender with complete specifications and required information as per the Tender document. **Bidders are advised to visit the site before submitting the Tender for specification & measurement.**
3. **Quantities of work are provisional:** - The quantities mentioned in schedule are provisional and likely to increase/decrease to any extent or may be omitted.
4. **Protection of material and work:** - The contractor shall be responsible for storing and watching his own material and protecting the work at his own cost. **Complying I.S.I specification:** - Unless otherwise mentioned in the contract, the latest Indian standard Code for material specifications, method of work, and mode of measurements shall be followed. The Bidder should be **ISO Certified**. The payment shall be made on the basis of actual measurement of work done to be submitted along with bill.

5. **Testing of Materials:** - If at any point of time during the work, if SIHM authorities desire to carry out the test of certain materials, the contractor shall arrange for the same and submit the test report without any extra cost to the SIHM.
6. **Conditional Tenders:** - Conditional tenders are liable to be rejected.
7. **Two Bid System:** Technical Bid & Financial Bid to be submitted separately in one large envelope.
8. **Technical Bid** must be consisted with "**Annexure-A**".
9. **Financial Bid:** Prices to be mentioned in figures legibly. No correction in Financial Bid would be entertained after opening of bid. Any corrections must be duly signed. Rates are required according to the rate schedule as per "**Annexure-B**" on FOR destination Basis.
10. **Terms of Payment:** Payment will be released against satisfactory receiving and installation of the branded "**HOUSE KEEPING EQUIPMENT**" at SIHM Indore, Campus, Rau. Receipt duly signed by authorized person to be attached along with the invoice for processing of payment.
11. **Warranty/Guarantee:** All branded "**HOUSE KEEPING EQUIPMENT**" should be warranted minimum for twelve month from date of its operation.
12. **In case of failure of delivery or refusal of the Purchase Order on the basis of finalized rates under the terms and conditions mentioned in the tender document, Earnest Money will be forfeited.**
13. **Delivery Period:** 30 days. It is mandatory that all ordered quantities of branded "**HOUSE KEEPING EQUIPMENT**" to be supplied within stipulated time period as per the Purchase Order otherwise L.D. @ 1% of the bill amount will be imposed on weekly basis.

14. **Last date for submission of tender:** Both sealed Tenders should be separately superscribed for supply of annual rate contract for House Keeping Equipment to be sent to the Director (Projects & Training)- Madhya Pradesh Tourism Paryatan Bhawan, Bhopal on behalf of "State Institute of Hotel Management, Indore
15. No tenders will be accepted after 03/07/2015 03:00 pm.
16. Tender should be valid for a period of 90 days and rate of successful bidder's would be valid for minimum 12 months.
17. **Inspection of sites:** - The supplier shall visit and examine the site and satisfy as to the nature and correct dimensions of work and facilities for obtaining material and shall obtain generally his own information on all matters affecting the execution of work. Any extra charge made in consequence of any misunderstanding or incorrect information on any of these points on the ground of insufficient description will not be allowed. All expenses incurred by the contractors in connection with obtaining information for submitting this tender including his visit to site and efforts in compiling the tender shall be borne by the Bidder as claims for reimbursement thereof shall not be entertained.
18. **Site cleaning:** - All the rates quoted are inclusive of removal of rubbish/debris collected during the Installation progress of work, rejected material and clearance of site before and after the work is completed. The contractor shall arrange to remove the same immediately. If the contractor is failing to remove the same and the expenses shall be recovered from the contractor and he will not dispute for the expenses so incurred.

19. **Relevant Catalogue and specification must be enclosed with technical bid.**
20. **The Tender Committee of SIHM Indore reserves rights to accept or reject any tender and quantity of items may be increased or decreased as per the requirement without any prior notice.**

Note: Any dispute arising out of this tender will fall under the jurisdiction of the Indore Court only.

ENCLOSURE :-

- 1. Proforma for undertakings.**
- 2. Proforma for technical bid Annexure A.**
- 3. Proforma for rate schedule (Financial bid for Housekeeping Equipment.)**

COVERING LETTER BY THE BIDDERS
(ON THE LETTER HEAD OF THE BIDDERS)

To,

The Principal,
Survey No. 1094/1,807, Village Rau, Tarik Khan ki
Tekri, Near Silicon Valley, Indore Bypass,
Post: Rau, Indore, Pin: 453331

**SUB.: TENDER FOR SUPPLY OF BRANDED " ANNUAL RATE CONTRACT
FOR HOUSE KEEPING EQUIPMENT ".**

Dear Sir,

I/We have read and understood the various terms and conditions along with forms and documents of **TENDER No: SIHM/INDB/HK/2015/008 dated. 12/06/2015** and submitting the tender complete in all respects. I/We agree with terms and conditions of the tender documents.

Thanking You,

Yours Faithfully,

Signature

Name & Address

of the Firm

.....

Rubber Stamp

Telephone No.

E-mail id.

Technical Bid

ANNEXURE-A

TECHNICAL BID DOCUMENT FOR SUPPLY OF ANNUAL RATE CONTRACT FOR HOUSE KEEPING EQUIPMENT AT SIHM, INDORE.

BID DOCUMENT LETTER REFERENCE NO.

1. NAME OF BIDDER:
2. ADDRESS:
3. DETAILS OF DOCUMENTS TO BE SUBMITTED
 - a. Permanent Account Number (PAN No.):
(Attach documentary proof)
 - b. Two years experience of supply of Housekeeping Equipment:
(Attach document proof)
 - c. Registration No. of the Firm:
(Attach documentary proof)
 - d. Total Turnover of the last financial year:
duly certified by Chartered Accountant
(Attach documentary proof)
Minimum Turnover should be Rs. **15 lacs per year**
 - e. Certificate of Registration of Sale Tax/VAT:
(Attach documentary proof)
 - f. Certified copy of Income Tax Return for the last financial year:
 - g. Details of non-refundable Tender fee of Rs. 1,000/- (Rs. One Thousand only) in form of Demand Draft in favour of "State Institute of Hotel Management, Indore payable at Indore (M.P.). Enclosed please find Bank Draft No. date. of Rs. 1,000/- (Rs. One Thousand only) issued from (name of the Bank)
 - h. Details of EMD of Rs. 10,000/- (Rs. Ten Thousand only) in form of Demand Draft in favour of "State Institute of Hotel Management, Indore payable at Indore (M.P.). Enclosed please find Bank Draft No. dt. of Rs. 10,000/- (Rs. Ten Thousand only) issued from (name of the Bank)
 - i. The authorized Dealers/Distributors/Bidders must attach a user or existing client list for the mentioned equipment.

(SIGNATURE OF BIDDER OR HIS AUTHORIZED SIGNATORY ALONGWITH SEAL)

Telephone:

Fax No.:

E-Mail ID:

STATE INSTITUTE OF HOTEL MANAGEMENT, INDORE-453331.

Annexure – B

RATE SCHEDULE FOR BRANDED " ANNUAL RATE CONTRACT FOR HOUSE KEEPING EQUIPMENT "

TENDER NO.: SIHM/INDB/HK/2015/008

DATE: 012/06/2015

GROUP B (HOUSEKEEPING EQUIPMENT)							
Sl. No.	Particulars & Approximate Specifications	Qty.	Make/Brand/Model	Per Unit Price	Taxes	Total per unit Price	Net Amt.
A	B	C	D	E	F	G	H
GROUP B (HOUSEKEEPING Equipment)						= (E + F)	= (G x C)
1.	<u>Vacuum Cleaner- Dry</u> ➤ Capacity:- 21 litre Dry ➤ Dimensions(LXHXW):- 39X39X39 CM ➤ Weight:- 6 kg ➤ Motor Power:- 1200 W ➤ No. of Motors:- Single Motor ➤ Suction Power:- 2100mm ➤ Air Flow:-140 M3/hr ➤ Noise Level-59 dba ➤ Dust bag capacity:- 10 litres ➤ Bag Type:- both paper & synthetic ➤ Cable Length:-10 metre ➤ With all standard Accessories	02 No.					
2.	<u>Vacuum Cleaner (Wet and Dry)</u> Capacity:- 80 Litre(Wet & Dry) ➤ Dimensions(LXHXW):- 60 X 52X100 CM ➤ With SS Tank and all standard accessories ➤ Weight:- 22 kg ➤ Motor Power:- 3600W ➤ No. of Motors:- 3 ➤ Suction Power:- 2400mm ➤ Air Flow:- 572 m3/hr	01 No.					

	<ul style="list-style-type: none"> ➤ Cable length:- 10 metre ➤ Noise level:- 80 dba 					
3.	<p><u>Scrubbing Machine</u></p> <ul style="list-style-type: none"> ➤ Auto Scrubber Drier with Inbuild auto cut sensor. ➤ Dimension:-122 X50X98 CM ➤ Supply Power:- 230 V ➤ Brush Power:- 1000W ➤ Vacuum Power:- 1400W ➤ Working Width:- 500mm ➤ Max Forward Speed:-0-4.5 km/hr ➤ Productivity:- 2250 sqm/hr ➤ Fresh water capacity:- 50 Litre ➤ Dirty water capacity:-55 Litre ➤ Cable Length:- 20 Metre ➤ Weight- 80 Kg 	1 No.				

Note: Specification variation may be acceptable up-to certain extent (± 5%) as per manufacturing company standards.

Declaration

We are fully agreed with the terms & conditions mentioned in the **Tender Document No. SIHM/INDB/HK/2015/008 dated 012/06/2015.**
 Enclosed please find Bank Draft No. dt. of Rs./- (Rs. only) issued from (name of the Bank) towards EMD against the above mentioned TENDER. We also agree to convert our EMD into Security Deposit for 24 months against finalization of TENDER in our favour.

**Name & Signature of
 Authorized Person with Complete Address**