



**INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY AND  
APPLIED NUTRITION, LUCKNOW**

(An Autonomous Body under Ministry of Tourism, Government of India)

SECTOR G, ALIGANJ, LUCKNOW, UP -226024

website: www.ihmlucknow.com, Contact no. 0522-4077414/4077415, Email: ihmlucknow@gmail.com

**Notice Inviting Tender**

**NITNo. 1858/VII-4/2024-25**

**Dated: 24/02/2025**

Sealed Tenders are invited in two bid system in the prescribed application form for the supply of Food Materials for the F.Y. 2025-26 (Apr 2025 to March 2026), so as to reach the under signed on or before the date given below at the above-mentioned address.

**Supply of Food Materials  
(Grocery & Housekeeping items)**

•	<b>Budgeted Cost (Approximately)</b>	:	<b>₹ 30,00,000/- per annum</b>
•	<b>Sale of tender form</b>	:	<b>25/02/2025 (Tuesday)</b>
•	<b>Pre tender meeting</b>	:	<b>06/03/2025 (Thursday)</b>
•	<b>Last Date of Submission</b>	:	<b>17/03/2025 (Monday), up to 05:00 PM</b>
•	<b>Date of Opening</b>	:	<b>18/03/2025 (Tuesday), at 11:00 AM (Technical/Financial Bid)</b>
•	<b>Cost of Tender Form</b>	:	<b>₹ 2,000/- (Two Thousand Only) (Non-refundable)</b>
•	<b>E.M.D. @2% (Refundable)</b>	:	<b>₹ 60,000/- Sixty thousand only (for all bidder)</b>
•	<b>Security Deposit @5%</b>	:	<b>₹ 1,50,000/- One lakh fifty thousand only (Only for successful Bidder)</b>

The tender documents can be obtained from the office of Institute or downloaded from Institute website: <https://www.ihmlucknow.com/tender-notice/> during stipulated time on payment of ₹2,000/- (Non-refundable) by demand draft of a scheduled bank in favour of **PRINCIPAL, INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY AND APPLIED NUTRITION, LUCKNOW** or with Cash Receipt. Any addendum/corrigendum or any further details notice shall only be communicated in institute website. Bidders are advised to regularly visit the website.

S/d-

**Principal**

**IHM Lucknow**





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**TECHNICAL BID/TENDER FORM**

**NITNo. 1858/VII-4/2024-25 Dated- 24/02/2025**

**Supply of Food Materials  
(Grocery & Housekeeping items)**

<b>Name of Firm/ Bidder</b>	
<b>Address of Firm/Bidder</b>	
<b>Mobile No./Phone No.</b>	
<b>Email Address(if any)</b>	
<b>Address of Firm Proprietor/ Partner/Director</b> (copy of Aadhar Card/DL/Domicile Certificate to Be attached)	
<b>G.S.T. Registration No.</b> (copy of registration to be attached)	
<b>FSSAI License No.</b> (copy of FSSAI License to be attached)	
<b>Date of Purchasing/Downloading of Tender Form</b>	
<b>Tender form Fee Details (₹ 2,000/-)</b> to be filled by Bidder	
<b>EMD fee Details (₹ 60,000/-)</b> to be filled by Bidder	
Letter of declaration to the effect that the bidder has not been black listed by any State Government/Central Government or any PSU	
<b>Annexure-B.</b>	

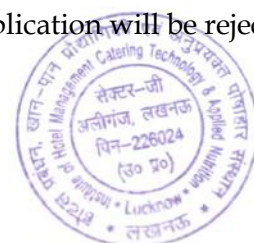
<p><b>Proof of past three years' experience</b> in supplying the Food Materials (Grocery and housekeeping items) to PSUs/ Govt. Depts. / /Pvt. Sectors. The total ordered value for each financial year (Three Years) should be more than 20 Lacs.</p>	
<p><b>Copies of the Income Tax Return Certificate of latest three F.Y. years</b> indicating the permanent Account number.</p>	
<p><b>Date of submission of Tender Form</b></p>	

**Signature of Bidder with stamp**

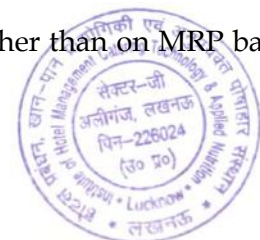
**Date:**

## TERMS AND CONDITIONS

1. Opening of tenders is **18/03/2025** at **11:00** AM in both conditions of presence/absence of bidder/Representative of Bidder by Purchase Committee of Institute.
2. The bid security shall remain valid and open for acceptance for a period of 45 days beyond the final bid validity period. A bid valid for a shorter period shall be rejected as non-responsive.
3. Rates quoted should be valid for one year till **31/03/2026** from the date of signing of the contract agreement.
4. The Institute will not be responsible for non-receipt of tender documents till last date of submission of tender due to postal delay or whatsoever reason.
5. 2% (₹60,000/-) of approximate budgeted cost to be paid as Earnest Money Deposit (refundable) by means of DD/FDR or Bank Guarantee from a scheduled bank drawn in favour of **“PRINCIPAL, INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY AND APPLIED NUTRITION, LUCKNOW”** payable at, Lucknow along with duly filled in tender form.
6. Tender applications without E.M.D. will stand rejected except micro & small enterprises as defined in MSE Procurement policy issued by department of Micro small & medium Enterprises. Bid securities of unsuccessful bidders will be refunded within 30 days after the award of the contract. EMD deposit of the successful bidder is refundable /adjustable with Security Deposit.
7. The Successful bidder will have to pay a **Security deposit adjusting EMD already paid with Tender Document @5% of the total estimated Budgeted Cost inform of D.D. /TDR or Bank Guarantee within 10 days** from the date of issuing award letter and before entering into agreement for the supply of training food materials etc.  
**Note:** If the Successful bidder fails to respond within 10 days, the EMD paid will be forfeited by the Institute. The successful bidder if after payment of security deposit fails to comply with supply order and other terms & conditions, the security deposit will also be forfeited by the Institute. Security deposit of the successful bidder is refundable only after the contract period is over.
8. Under any circumstances, Institute will not be liable to pay any interest on the EMD and Security deposit.
9. The Institute does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders without assigning any reason whatsoever and no representation will be entertained in this matter.
10. Tender offers should be sent to the undersigned in sealed cover envelope superscripting as **“Tender for Food Materials Grocery & Housekeeping items”** in two bids system for financial and technical bid **(Two Separate Envelope)**.
11. No rates are required to be quoted wherever MRP is written in the BOQ. However, other items should be quoted and any items (Except items earmarked as MRP) should not be left blank without rate quoted. If rate for any of the blank item/items is/are not quoted, Tender application will stand cancelled. It is advised in the interest of the bidder that the price of all items (Except the items for which MRP is already written) should be carefully filled in as per the given quantity/unit.
12. The final total tender rates and amount for all the items should be calculated and recorded in words & figure in bill of quantity (BOQ). L1 shall be evaluated on the basis of rates recorded in Total. However, L1 shall be further subjected to negotiate the overall discount on MRP items. Minimum 3% discount is reserved for further negotiation on MRP items.
13. No correction without proper authorization will be considered & application will be rejected.



14. Only the tender forms provided by the Institute must be filled up, signed with stamp and submitted. Tender received in other than prescribed format will be summarily rejected.
15. Order for the items will be placed preferably two days before & supply should be delivered one day before the date of requirement by 4:00 PM and perishable items will be delivered by 09:00 AM on the same day.
16. The items supplied should be of the best quality, correct quantity and standard. Wherever brand names are quoted in the tender form, the same brand should be supplied.
17. The quoted rates should be inclusive of GST, Surcharge, Delivery/Handling or Packing charges etc.
18. The rates once approved will remain same throughout the contract period and no request for increase of rates during the contract period will be entertained in any case. **Hence, ONCE THE RATES ARE FIXED, ESCALATION IN COST IS NOT PERMISSIBLE.**
19. The items ordered for, should be arranged to be delivered at the Institute premises at the scheduled time with correct specification and quantity, **NO ADDITIONAL DELIEVERY/FREIGHT CHARGES WILL BE ALLOWED.**
20. If any of the supplies are found to be sub-standard, the same will be rejected and the cost of such sub-standard items will be deducted from the bill.
21. If the ordered items are not supplied against PO, Institute may have to purchase the same items at higher rates inevitably from the open market, the excess (difference) amount paid or loss and the transport charges (if any) etc. incurred will be deducted from the bill or be recovered from the Security deposit (if there are no sufficient bills for recovery).
22. The Invoice should be prepared and submitted in duplicate/triplicate on their printed bills with GST no. within 15 Days immediate after supply is made.
23. All items should be delivered by 4:00 PM in the evening and by 09:00 AM for perishables on the same day from Monday to Friday with the ordered quantity as the case maybe. Timely supply of all items may be ensured for smooth running of practical classes. In other cases when the supplies are urgently required either for examination or special occasions, the same should be supplied at the required time.
24. Payment of bills will be made through digital payment mode within 15 days from the date of receipt of bills. Payment will be done as per applicable rules.
25. Comparative statement shall be prepared collectively for Grocery and housekeeping items; accordingly, the award of contract shall be awarded to successful bidder.
26. If the supplies are not satisfactory/not supplied on time, the contract will be liable to be cancelled without any notice with forfeiture of EMD/Security deposit amount.
27. The Tender committee is empowered to buy items from the open market directly if the rates quoted by the L1 designated supplier are arbitrary in nature comparatively to MRP/Market rates and in this case such items will be deleted from the list of items.
28. It will be the duty of Vendor to arrange & complete all ordered items with correct quantity & quality and the same should be delivered to the Institute positively within stipulated time. No partial supply shall be accepted without prior approval of undersigned. Partial delivery of the items may attract a fine of ₹ 500/- for each Purchase Order.
29. Institute reserve the right to purchase any items that are refused/undelivered by the Vendor from open market and price of such items including other expenses (Conveyance, Market Variance etc.) incurred during the process will be charged from Vendor.
30. The prices should be inclusive of taxes and Supply/Delivery charges. Discount (if any) should be spelt out clearly and separately.
31. The negotiation may be carried out with the L1 only for the items other than on MRP basis. However, discount on MRP may be offered by the bidder.



32. If it is noticed that the unit rates quoted by the bidder for any items are unusually high or unusually low, it will be sufficient cause for rejection of the tender unless the tender committee is convinced about the reasonableness of the unit rates.
33. Incomplete and incorrectly filled tenders are liable for rejection and unsigned offers will also be summarily rejected.
34. The Bidder shall furnish a copy of the Income Tax Return Certificate of latest three F.Y. years indicating the permanent account number. Copy of GST registration certificates should also be furnished with the tender form.
35. Proof of past three years' experience in supplying the Food Materials (Grocery and Housekeeping Items) to PSUs/Govt. Depts./Pvt. Sectors will be only considered. The total ordered value for each financial year (Three Years) should be more than 20 Lacs.
36. The bidders must have to submit samples of the items for which rates are quoted. The samples will be returned after selection of the successful bidder.
37. All food materials (Grocery and Housekeeping items) should be first quality and/or FSSAI registered. The bidder must have FSSAI License issued by Food Safety & Standard Authority of India.
38. Materials without proper packing are liable to be rejected and the cost of Packing is to be borne by the supplier.
39. Letter of declaration to the effect that the bidder has not been black listed by any State Government/Central Government or any PSU are required to submit along with bid, referred to **Annexure - B**.
40. The empowered Committee shall examine the technical bid on the basis of eligibility criteria, requisite documents, terms and conditions contained in tender document and complied with all the instructions contained therein for the purpose of evaluation/finalization of technical bid. Upon successful completion of technical bid, the financial bids shall be subsequently opened and be finalized accordingly.
41. The Institute will be at liberty to cancel the tender contract at any point of time if the above terms and conditions are not fulfilled by the Bidder.
42. The Institute reserves the right to conduct/not conduct the tender process or to re-advertise the tender without assigning any reasons.
43. In the event of any dispute about interpretation, the English version of the NIT as will be treated as final.



Sd/-  
Principal  
IHM Lucknow

**Details of Annexure which are required to be submitted along with technical bid.**

- a) **Annexure-A** : Undertaking/Declaration of Tender Fee & EMD submission.
- b) **Annexure-B** : Undertaking/Declaration against Black Listed for Central/ State Govt. or PSU.
- c) **Annexure-C** : Declaration Authorized Signatory.
- d) **Annexure-D** : Performa of Bank Guarantee against security deposit.

**Details of Annexure which are required to be submitted along with financial bid.**

- e) **Annexure-E** : Bill of Quantity/Unit (BOQ) for procurement of Food Materials.

(On letter head of bidder)

To,  
The Principal  
Institute of Hotel Management Lucknow.

**Subject:** NITNo.1858/VII-4/2024-25 Dated-24/02/2025.

Sir,

I/we here by accept the terms and conditions mentioned in the tender document for the supply of Food Materials (Grocery & Housekeeping items) for practical classes of IHM Lucknow and all the pages of tender document are signed and attested with seal of authorized person.

I/we have paid ₹60,000/- in form of DD/FDR or Banker's Cheque No \_\_\_\_\_ Dated \_\_\_\_\_ Payable at Lucknow in favour of "PRINCIPAL, INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY AND APPLIED NUTRITION, LUCKNOW" towards the Earnest Money Deposit (Bid Security) is enclosed.

I/We understand that the amount of earnest money will not bear interest and shall be liable to be forfeited to the institute if I fail to comply with any instructions issued by Institute and submission of required documents/security deposit.

The amount of earnest money deposited may be adjusted towards the security deposit (in case successful tender) or be refunded to me/us (in case unsuccessful tender) unless the same or any part thereof has not been forfeited.

**Date:** \_\_\_\_\_

**Name & Full address in block letters.:** \_\_\_\_\_

**Tele phone Nos.** \_\_\_\_\_

**Mob. No.** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

Signature of the vendor  
along with seal.

(On the letter head of the bidder)

UNDERTAKING

I/We\_\_\_\_\_ have gone through the terms and conditions of the tender document for supply of **Training Food Materials (Groceries & Housekeeping items)** vide NIT No.1858/VII-4/2024-25 Dated - 24/02/2025 and will abide by them strictly.

I/We further undertake that we/our firm have not been "**Black Listed**" by Central / State Govt. /PSU.

Date:\_\_\_\_\_

Signature of bidder with seal



(On the letter head of the bidder)

Declaration-Authorized Signatory

I..... Son/Daughter/Wife of  
Shri ..... Proprietor/Authorized signatory of the  
supplier mentioned above, am competent to sign this declaration and execute this tender  
document. I have carefully read and understood all the terms and conditions of the  
NITNo.1858/VII-4/2024-25 Dated 24/02/2025 and undertake to abide by them. The  
information/document furnished along with the above application is true and authentic to the best  
of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false  
information/fabricated documents would lead to rejection of my tender at any stage besides  
liabilities towards execution under appropriate law.

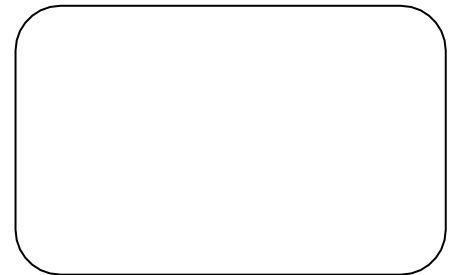
Signature of authorized person

Full Name: .....

Seal

Date:

Place:



(On the letter head of the Bank)

BANK GUARANTEE (BANK GUARANTEE)

To,  
The Principal  
IHM Lucknow  
Lucknow

Whereas on behalf of my client M/s \_\_\_\_\_  
(Herein after called "the bidder") we hereby affirm that we are the Guarantor and responsible to you, on behalf of the bidder, up to a total of ₹ 150000/- (Amount of guarantee) **Rupees One Lakh Fifty Thousand Only** (in words) such sum being payable in Indian rupees in which the contract Price is payable, and we undertake to pay you, upon your first written demand without cavil or argument, any sum or sums within the limits of ₹ 150000/- (**Rupees One Lakh Fifty Thousand Only**) amount of guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified there in.

We further agree that any change, addition or amendment to the Terms of Contract, Conditions of Supply or any Contract Document shall not relieve us from any liability under this Guarantee, and we hereby waive any notice of any such change, addition or amendment.

This guarantee shall remain valid until 31/05/2026 from the date of execution of agreement of contract.

Signature and seal of the guarantor

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

\*An amount shall be inserted by the Guarantor, representing the percentage of the Contract Price specified in the contract and denominated in Indian Rupees.