

INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY AND APPLIED  
NUTRITION

(Govt. Of India Society, Ministry of Tourism)  
'F' Row, D.D. Colony, Vidyanagar, Hyderabad – 500 007.  
Phone:27427569 Mobile No.8374787988

Ref. Tender(Stores)/IHM(H)/V/2025-2026/

Date :-

**TENDER FORM**

Sealed tenders are invited in the prescribed application form for the supply of the following at the above address.

**1) Period from 01-08-2025 to 31-07-2026 for the below item:-**

**Kirana Provisions (Rice, Pulses, Milk Products etc.)** – as per list attached

1. Date of issue of application : from **26-06-2025.**
2. Last date for receipt of application **25-07-2025 before 4:00 PM.**
3. Cost of tender schedule with all details is **Rs. 1,000/-** ( non-refundable) which is payable by D.D/Cash only taken on any Nationalised Bank in favour of “THE PRINCIPAL, I.H.M.C.T.&A.N., HYDERABAD – 500 007” payable at Hyderabad.  
Separate tender forms are to be submitted for each category.
4. 2% of Approximate Purchase value during the period as mentioned above.(refer table below) to be paid as Earnest Money Deposit (E.M.D) refundable by means of D.D. only along with filled in tender applications.

**\*Tender applications without E.M.D. is liable for rejection.**

<u>Particulars*U</u>	<u>E.M.D.amount</u>	<u>Approximate Purchases during 2024-25</u>
Kirana Provisions etc. (Rice, Pulses, Oils, Milk, etc)	Rs.1,08,000-00	Rs.54,00,000-00
Tender Document Submission fee	Rs. 1,000-00	

5. The Institute will not be responsible for late / non-receipt of tender documents due to postal delay.
6. E.M.D. of all except the lowest 3 tenderers will be refunded immediately, after preparation of comparative statement, EMD of other two unsuccessful tenderers will be refunded after finalizing the agreement with the successful tenderer.

**SECURITY DEPOSIT:**

7. The successful tenderer will have to pay a security deposit of 2% (approx.) of the total cost of supply by DD only within a week before the date of supply order and enter into an agreement for the supply of

**Kirana Provisions, etc.** – as per list.

EMD of the successful tenderers can be adjusted against the security deposit. If he fails to respond within a week, the EMD paid will be forfeited to the Institute. The successful tenderer if after payment of security deposit fails to comply with Supply Order from the date specified in the Supply Order, the Security Deposit will also be forfeited to the institute. Security deposit of the successful tenderer is refundable only after the contract period is over.

8. **EMD and Security Deposit will not carry any interest.**
9. The institute 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 covers in the prescribed tender form superscribed as "**TENDER FOR KIRANA PROVISIONS, etc.,**"
11. Rate for all items should be quoted and there should not be any item left blank without rate quoted. If any of the rates are not quoted, **the rate quoted by the lowest tenderer will be taken for finalizing comparative calculation purpose.**
12. For all the items both rates and the amount should be quoted and the total written clearly.
13. If there are any corrections it must be attested by the tenderer and the total No. of corrections indicated in each page. All the pages must be signed with official seal.
14. Only the tender forms supplied by the institute must be filled up, signed and submitted.

**CONDITIONS OF SUPPLY:**

15. The period of contract is one year for Kirana Provisions etc., is from 01-08-2025 to 31-07-2026 and can be extended further for a period upto one year subject to satisfactory performance, on the same terms & conditions on acceptance of with the parties. However the supplier will be on observation period for Two months. The rates approved shall remain unchanged during the period of contract.
16. The items ordered should be of best quality, correct quantity and standard. Wherever brand names are quoted in the tender/in daily Order Form, the same brand should be supplied.

**The institute has right to purchase any item in the list which is found if the supplier fails to supply as per the requirement by the institute.**

17. The rates approved are inclusive of Sales Tax, GST, Surcharge and delivery charges etc.
18. The rates once approved are final throughout the contract period and **NO REQUEST FOR INCREASE OF RATES DURING THIS CONTRACT WILL BE ENTERTAINED IN ANY CASE INCLUDING NATURAL CALAMITIES LIKE FLOOD ETC.** If there is any violation in Contract the security deposit will be adjusted or totally forfeited.
19. SINCE THE CONTRACT IS FIXED, ESCALATION IN COST IS NOT PERMISSIBLE DESPITE THE REPORT OBTAINED FROM THE STATISTICAL DEPARTMENT.
20. The items ordered for, should be arranged to be delivered at the Institute premises i.e. in Food Stores at the scheduled time with correct specification, and quantity.
21. **NO FREIGHT CHARGES WILL BE ALLOWED.**
22. If any of the supplied items 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.
23. If the ordered items are not supplied with the result that the institute has to purchase the same inevitably from the open market at higher rates, the excess(difference) amount paid or loss and the transport charges incurred will be deducted from the bill or recovered from the contractor from the security deposit if there are no sufficient bills for recovery.

24. The bill should be prepared in ink or typed and submitted in duplicate on the printed bills. The names of the items should be exactly matched and to ensure that there is no difference in spelling. The details of bills should be sent in excel file to the office email.
25. Perishables and fresh products which are **required in the morning are to be supplied in time as per the quantity ordered every day POSITIVELY before 9.00 AM** for smooth running of practical classes. In other cases when the supplies are urgently required either for examination or for special party, the same shall be supplied at the required time.
26. Payment of bills will be made by crossed account payee cheques on **HDFC, Vidyanagar Branch, Hyderabad or Canara Bank, D.D. Colony Branch every 10 Days.**
27. Approximate quantity to be purchased may be more or less depending on the actual requirement.
28. If the supplies are not satisfactory / not supplied on time the contract is liable to be cancelled without notice and with forfeiture of security deposit amount. The Security deposit amount so forfeited will neither be a fine nor be a compensation but for the damages sustained as a result of failure.
29. Bank account details in the name of establishment to be submitted alongwith the tender document.
30. The date of opening of bids will be intimated to the participants.
31. The bidder must not be blacklisted by any Government Organisation / Private Organisation / Autonomous Body.
32. GST Certificate, PAN Card copy to be attached.

  
(Sanjay K Thakur)  
PRINCIPAL/ SECRETARY

**UNDER TAKING**

I/We \_\_\_\_\_ have gone through the above terms and conditions of the tender and will abide by them as laid down above.

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

Signature of the Tenderer

Seal.

Encl : List of Items