



**Institute of Hotel Management Catering Technology & Applied Nutrition**  
**An Autonomous Body under Ministry of Tourism, Govt of India**  
**Raj Bagh Srinagar-190008**

No.Acctt/2018/EOI/328-IT

Dated: 04-04-2019

**TENDER NOTICE**

This Institute intends to hire the Manpower in the following categories:-

- |                          |                                     |
|--------------------------|-------------------------------------|
| iii. Data entry Operator | ii Multi-tasking workers.           |
| iii Driver.              | iv Sanitary/Housekeeping supervisor |
| v Cook                   | vi Attendant                        |
| vii Gardner              |                                     |

Accordingly sealed tenders affixed with Rs. 5/- revenue stamps are invited from the interested registered and reputed Companies/firms, authorised to provide manpower and having GST registration. The parties should be registered with labour department, income tax payee having PAN. Must have provided manpower to Govt, Public/Private sectors in the past.

The interested parties must quote their rates separately for different categories of manpower required by this Institute as mentioned above, quoting the basic Wage rate per month with EPF, GST, Deposit linked Insurance, Agency charges, or any other charges in their offer. While quoting basic wage rate per month due regard should be paid to minimum wage rate fixed by the State Govt. for Highly skilled, Skilled, Semi-skilled and Un-skilled labourers.

Copies of valid registration of Labour Department J&K, PAN Card and GST, audited balance sheet of the company/firm, income tax returns of last three years and proof of having provided such manpower to Govt./ Semi-Govt agencies should be attached with the tender document.

Each tender should be accompanied by a CDR for an amount of Rs. 5000/- drawn from any Nationalized or Scheduled Bank pledged to Principal Institute of Hotel Management Catering Technology & Applied Nutrition. Tender without CDR shall not be entertained and rejected out rightly.

The rates quoted should be without cutting/overwriting. The tender documents shall be on sale in the Institute office during office hours from 08/04/2019 to 22/04/2019 against a cash payment of Rs. 300/-. The last date for receipt of the tenders in the office of the undersigned shall be 26/04/2019 up to 03.00pm.

The tender shall be opened on 30/04/2019 at 03.00 pm by the Tender Opening Committee of the Institute. The interested parties who wish to be present at the time of opening of tenders are most welcome.

The undersigned reserves the right to reject any tender or all the tenders without assigning reason thereof.

**I/C Principal**

## FIRM/COMPANY PROFILE

1. Name of the Firm/Co: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Name of the Company/Firm \_\_\_\_\_
4. Experience in the field: \_\_\_\_\_
5. Reference of earlier organizations/ Govt/ Semi-Govt/Public/  
private firms etc where similar work was undertaken during last 5  
years:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Copies of the work orders enclosed).

6. PAN/ GST NO.: \_\_\_\_\_ / \_\_\_\_\_
7. Contact Address: \_\_\_\_\_
8. Phone No.: \_\_\_\_\_
9. Aadhar No. \_\_\_\_\_ Banker's Name \_\_\_\_\_

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

Seal & Signature

Place: \_\_\_\_\_

### List of Enclosures:

- 1.
- 2.
- 3.
- 4.

## TERMS AND CONDITIONS

- I. Only companies/firms dealing in similar field are allowed to quote. The tender submitted by the middlemen and those who are not in the line will not be entertained.
- II. Each tender should be accompanied by a CDR for an amount of Rs. 5000/- drawn from and Nationalized or Scheduled Bank pledged to the Principal of this Institute.
- III. Tender prices should remain fixed for a period of 12 months from the date of acceptance of the tender.
- IV. The lists of manpower required are indicative and are subject to increase/decrease.
- V. Institute reserves the right to amend or change any term and conditions without assigning any reason at any time during the contract period.

### Deposits

The successful tenderer's shall have to furnish a Bank guarantee for an amount of **Rs. 2,00,000/-** (Rupees two lakh only) pledged to the Principal of this Institute which along with the earlier CDR for Rs. 5000.00 shall remain with the Institute till the contract comes to close.

### Termination/Rejection of Tender

The Institute reserves the right to cancel the contract without giving notice & without assigning any reason for cancellation during any time or the contract period.

### Payments:

1. The Institute shall make the payment to the tenderer within 03 working days from the date of receipt of bill..
2. The bills should specifically state the nature of taxes, if any charged to the Institute.

**I/c Principal**

**Bill to submitted in following format**

S.No	Category	Particulars	Basic Wages	EPF	ESI	EDLI	Admn Charges	Total	Agency Charges	GST @ 18%	Total
1	2	3	4	5	6	7	8	9	10	11	12
01.	Skilled with prior experience	Data Entry Operator									
02.		Driver									
03.		Cook									
04.	Skilled with prior experience	Housekeeping supervisor									
05.		Multi tasking worker									
06.		Gardner									
07.		Attendant									

**Seal & Signature of Authorized Signatory**