



# होटल प्रबन्ध और खानपान प्रौद्योगिकी संस्थान

(पर्यटन मंत्रालय, भारत सरकार)

कोवलम, तिरुवनंतपुरम, केरल

INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

(MINISTRY OF TOURISM, GOVERNMENT OF INDIA)

KOVALAM, THIRUVANANTHAPURAM, KERALA

PH:0471-2480283



No.Tenders/ IHMCT TVPM / 2026-2027 / 5

Dated: .....

## GENERAL INFORMATION

<b>NAME OF SUPPLY</b>	:	<b>STATIONERY AND PRINTING ITEMS</b>
<b>COST OF TENDER FORM</b> (Tender Form can be downloaded from the website and the cost of tender form is to be paid by NEFT/any UPI and the proof of the payment should be submitted along with the tender)	:	<b>Rs.500+18% GST = Rs.590/- (RUPEES FIVE HUNDRED AND NINETY ONLY)</b>  Institute of Hotel Management And Catering Technology A/c No: 1620800709 IFSC Code: CBIN0280939 Central Bank of India Kovalam Branch
<b>Period for downloading tender documents from the website</b>	:	<b>23.05.2026 TO 07.06.2026 TILL 3.00PM</b>
<b>PRE BID MEETING WITH PRIOR APPOINTMENT IF REQUIRED</b>	:	<b>09.06.2026 AT 2.00PM</b>
<b>LAST DATE FOR RECEIPT OF TENDER</b>	:	<b>15.06.2026 UPTO 3.30 PM</b>
<b>OPENING OF TECHNICAL BID</b>	:	<b>16.06.2026 AT 10.00 AM</b>
<b>OPENING OF FINANCIAL BID</b>	:	<b>16.06.2026 at 3.00 PM</b>
<b>E.M.D TO BE REMITTED ALONG WITH THE TENDER</b>	:	<b>Rs.14000/- (Rupees Fourteen Thousand only)</b>
<b>SECURITY DEPOSIT</b>	:	<b>Rs.21000/- (Rupees Twenty One Thousand only)</b>
<b>OFFICE HOURS( if there is any query)</b>	:	<b>MONDAY TO FRIDAY – 10.00 AM TO 5.00PM Ph: 0471-2480283</b>





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No.Tenders / IHMCT TVPM/2026-27/5

Dated : .....

**TENDER FOR SUPPLY OF STATIONERY & PRINTING ITEMS**

Sl. No	Particulars	Approximate purchase value of previous years (Rs.)
1	SUPPLY OF STATIONERY & PRINTING ITEMS	7,00,000/-

**Terms and conditions:**

1. Tenderer can quote rate either for Stationery items only or for Printing items only or for both items.
2. The Validity of supply period from 01.07.2026 to 30.06.2027.
3. Further specifications and details can be obtained from the institute on all working days between 10.00 a.m. & 4.00 p.m.
4. **Rates quoted should be inclusive of GST, and delivery charges. No freight charges will be allowed.**
5. Please specify the individual cost and overall rates in the format for each item in the tender form issued by the Institute, otherwise the tender will be rejected.
6. Supply order will be decided course wise and can be given to different suppliers based on the lowest rates quoted.
7. **The Institute reserves the right to reject any or all the tenders without assigning any reason whatsoever and no representation is entertained on this account.**
8. Rate for all the items should be quoted and there should not be any items left blank without rate quoted. If rate for any of the item / items is / are not quoted, the rate quoted by the other lowest tenderer will be taken for comparative calculation / finalization purpose and items should be supplied at that rate.

9. For all the items, both rates and the amount for the given quantity should be quoted and the total written clearly. The grand total for rates and amount for all the items should be calculated and recorded at the last page of the tender items.
10. If there are any corrections, it must be attested by the tenderer and the total no. of corrections to be indicated in each page. All the pages must be signed and attested with official seal.
11. The items ordered should be of best quality, correct quantity and standard. Wherever brand names are quoted in the tender, the same brand should be supplied.
12. The rates once approved are final throughout the contract period and NO REQUEST FOR INCREASE OF RATES DURING THE CONTRACT PERIOD WILL BE ENTERTAINED IN ANY CASE INCLUDING NATURAL CALAMITIES LIKE FLOODS ETC.
13. ONCE THE RATES ARE FIXED, ESCALATION IN COST IS NOT PERMISSIBLE DESPITE THE REPORT OBTAINED FROM THE STATISTICAL DEPARTMENT.
14. The items ordered for, should be arranged to be delivered at the Institute Premises at the scheduled time with correct specification and quantity. **NO FREIGHT CHARGES WILL BE ALLOWED.**
15. Suppliers have to pay maintenance charges for use of equipments/ facilities of Institute as and when demand is made by the Institute which will be actual charges. Any damages caused shall be compensated by the supplier.
16. 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.
17. 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 etc. will be deducted from the bill or recovered from the contractor from their security deposit if there is no sufficient bills for recovery.
18. The printed bill should be prepared in ink or typed and submitted once in a week in duplicate.
19. The Committee may inspect the shop of the Tenderer any time before awarding the contract, if necessary
20. Payment of bills will be made by directly to the Supplier through NEFT within 10 working days from receipt the bills through Central Bank of India, Kovalam Branch, Thiruvananthapuram..
21. Quantity mentioned for 2026-2027 in the tender form is only approximate. Quantity to be purchased for the period from 01.07.2026 to 30.06.2027 may be less or more depending on actual requirement.

22. 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 without prejudice to any other legal recourse.

23. Proof of the establishment of the Tenderer for the Past Two years experience in the supply of the articles or items specified in this tender should be submitted along with the tender documents.

24. License should be obtained from the competent authorities.

25. Bank Details in the name of Establishment to be submitted along with Tender Document, as all payments will be made online.

### **UNDERTAKING**

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 with seal

## **26. DOCUMENTS TO BE SUBMITTED**

1. The Tender should be submitted in two separate envelopes superscribed as “Technical bid” and “Financial Bid” and clearly mentioning the name of the tender for which they are applying for. Both these envelopes must be dropped in the Box provided for the purpose in the administrative office on or before 15.06.2026 upto 3.30PM. Bids received after the closing date and time shall not be considered.
2. Submission of technical bid and financial bids in a single envelope shall lead to disqualification.
3. Tenders shall be accompanied by an EMD of Rs.14000/- (Rupees Fourteen Thousand only) by crossed Bank Demand Draft in favour of Principal, Institute of Hotel Management and Catering Technology, Kovalam. The institute will return the EMD Money, where applicable, to every unsuccessful tenderer. If the successful tenderer withdraws from the tender, EMD will be forfeited.
4. Self attested copy of MSME certificate ( if applicable) has to be submitted.
5. Opening of Technical bid will be on 16.06.2026 at 10.00 AM and opening of Financial Bid will be after finalisation of the Technical Bid ie 16.06.2026 at 3.00pm.
6. Name of the parties short listed on the basis of technical bidders by email and published on the institute Web site [www.ihmctkovalam.ac.in](http://www.ihmctkovalam.ac.in). If you are shortlisted, then you may attend the opening of financial bid on the above mentioned date and time at such venue.
7. On acceptance of tender, the successful tenderer shall deposit Rs.21000/-(Rupees Twenty One Thousand only) as security deposit or bank guarantee. The Security deposit is refundable without any interest on successful completion of the contract. In case of cancellation of this contract from the part of the contractor, the security deposit will not be refunded under any circumstances.

## **27. Minimum Eligibility Criteria for the suppliers**

- (i) The Bidder must conform to norms of the Government pertaining to registration and taxation.
- (ii) Bidder preferably may have minimum two years' experience of supply of the product or similar products as mentioned in the tender document.
- (iii) The bidder must not be blacklisted by any Government Departments/ PSUs/ Autonomous organizations. A self-undertaking of the same should be attached along with the tender document.

- (iv) Copies of at least two Purchase orders of Rs.4 Lakhs or above issued by Government Departments/PSUs/Autonomous organization/ any reputed establishments during preceding two financial years (2024-25 and 2025-2026) with proof of the supply shall be furnished.

## **28. GENERAL DIRECTIONS TO TENDERERS**

- a) Tenderers are to attest the tender form, giving exact specification of the articles, the contents and the design of the articles and the schedules of rates.
- b) The institute does not bind itself to accept the lowest bidder.
- c) Successful tenderer or tenderers shall supply articles in such quantities and as per specifications and of the requisite quality as any ordered on him from time to time. The quantities mentioned in the schedule are only indicative of the estimated requirements of the Institute, and the Institute does not bind itself to purchase/to complete any or all the quantities indicated therein.
- d) Each bidder shall submit only one bid for the work. Submission of more than one bid will cause disqualification of all the bids submitted by the bidder.
- e) If information submitted in bid is found to be misrepresented, incorrect or false, at any time during the processing of the contract or during the tenure of the contract including the extended period if any, it will cause disqualification of the bid submitted by the bidder.
- f) Successful tenderers will be required to deliver articles under the terms of contract at the institute's premises **which shall be inclusive of taxes and delivery charges/cartage/freight etc.**

### **UNDERTAKING**

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 with seal.

Encl: List of items (Stationery & Printing items)



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**TECHNICAL BID**

**1 Part I**

1.	Name of the Firm/Agency	:	
2.	Full address with telephone Number and email	:	
3.	Name and Full Address of the Banker	:	
4	In case of MSME Firm (upload the Registration certificate)/NSIC Certificate		
5	Proof of the establishment of the Tenderer for the Past Two years experience		
6	GST registration No. (if applicable Copy to be enclosed)		
7.	RTGS/NEFT Details/ Account Name (For refund of EMD)- Cancelled cheque needs to be provided		
8	Status of the Firm-please state whether Registered, Co- operative society, Public Ltd company, Copy of Registration Certificate (in case of Registered Firm/Company)		
9	Certificate showing shop address (copy to be uploaded)		
10.	Income Tax permanent Account No.(PAN) Copy to be uploaded.	:	

<b>2 Part II</b>		
1.	<b>Details of the Earnest Money Deposit</b>	:
2	<b>Demand Draft No. with date and bank drawn on</b>  <b>or</b> <b>mode of payment and Transaction ID &amp; Date :</b>	:
3	<b>Details of remittance of cost of Tender form</b>	:
<b>3 Part III</b>		
1.	<b>Name and address of the representative and whether the firm would be represented at the time of opening of the financial tenders</b>	:
<b>4 PART IV</b>		
<p><b>The following documents must be enclosed along with the tender form</b></p> <ol style="list-style-type: none"> <li>1. <b>Technical bid in sealed cover</b></li> <li>2. <b>Financial bid in sealed cover</b></li> <li>3. <b>Self attested Copy of Pan card</b></li> <li>4. <b>Experience certificate for at least 2 years.</b></li> <li>5. <b>List of clients</b></li> <li>6. <b>Proof of payment of Tender fee</b></li> <li>7. <b>EMD fee of Rs.14000/-</b></li> <li>8. <b>GST Registration Number</b></li> <li>9. <b>Self undertaking regarding the details of establishment/ shop ( as referred in <i>Para iii of Terms and Conditions, Sl. No. 27</i>):</b></li> <li>10. <b>Copies of at least two purchase order of Rs.4 lakhs or above.</b></li> </ol> <p><b>All the original tender sheets should be signed, stamped and returned along with the quotation.</b></p> <p><b>WITHOUT ABOVE ENCLOSURES THE TENDER WILL BE DENIED</b></p>		

Note :IHM, Trivandrum reserves the right to ask for additional documents/clarificatory documents which are not post-dated to the opening at the technical bid.

I/we have read and understood various forms and documents and am/are submitting tender complete in all respects. I/we agree to the terms & conditions as detailed in the tender documents.

Thanking You,

Yours Sincerely

Signature

Name and designation



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Dated : .....

## **FINANCIAL BID FOR SUPPLY OF STATIONERY & PRINTING ITEMS**

Name of the Company/Firm/Agency : \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Sl. NO	ITEMS	QUANTITY REQUIRED	Rate per Quantity	GST (with percentage)	Total cost for given quantity (including GST)	
					Rs.	P.
1	Monthly Test Answer Booklet 8"x13" size 5 sheets/Booklet with institute name and logo on the front sheet	10000 Nos.				
2	Record Note Books (200 Pages) (70 GSM)(F&B/H.K/F.O.)- Blue	3000 Nos.				
3	Record Note Book ( 100 pages)	1000 Nos				
4	Record Note Books (300 Pages) (70 GSM)(Bakery & Cookery)-Yellow	1500 Nos.				
5	Envelope window Cover (Thick) – [10½ x 4½ with Printing Institute Name, Logo & Address)	1000 Nos.				
6	Menu Card (thick) A2 Size	500 Nos.				
7	Institute Brochure 2026-27 (4 side)	1000 Nos.				
8	Attendance Register	50 Nos.				
9	Students Certificate	600 Nos.				
10	Student ID Card	400 Nos.				
11	Tickets For (Fandango)	1500 Nos.				
12	Poster (Fandango) A4 A3	150 Nos 100 Nos				
13	Industrial Training log book	300 Nos				
14	Printing of flex banners / back drops 1:1 ft	100 Nos				
	<b>Total</b>					