



IIM SIRMAUR
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INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

(An Autonomous body under the aegis of Ministry of Higher Education, Govt. of India)

**Limited Tender Enquiry Inviting Bids for the Hiring of
Infrastructure Facilities Required for Conduct of the CAP-2026
Admission process to be Held in Mumbai.**

NOTICE INVITING TENDER NO.:

IIMS/PUR/HIRING OF INFRASTRUCTURE/09/2025-26 dated 29.12.2025

**PURCHASE OFFICE
INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
Dhaulakuan Distt. Sirmaur H.P-173031
Email: purchaseoffice@iimsirmaur.ac.in
Website: www.iimsirmaur.ac.in**

Signature of Bidder:.....

Date:.....



NOTICE INVITING TENDER

SECTION – I

Indian Institute of management is hiring Infrastructure Facilities required for the successful conduct of the CAP-2026 admission process to be held in February and March 2026 at Mumbai.

Duly filled-in documents must be sent through on email as password protected prescribed formats in Annexure-I, II and III in the email id purchaseoffice@iimsirmaur.ac.in only. The schedule of this tender is detailed below:

Sr. No.	Description of Tender	Limited Tender Enquiry Inviting Bids for the Hiring of Infrastructure Facilities Required for Conduct of the CAP–2026 Admission process to be Held in Mumbai (IIMS/PUR/HIRING OF INFRASTRUCTURE/ /2025-26 dated 29.12.2025)	
1	Tender Publish Date & Time	29.12.2025	6:00 PM
2	Tender Download Date & Time	29.12.2025	6:00 PM
3	Bid Submission Start Date & Time	29.12.2025	6:00 PM
4	Bid Submission Close Date & Time	19.01.2026	2:00 PM
5	Opening of e-Technical bid	19.01.2026	
6	Opening of e-Financial bid	19.01.2026	
7	Period of Service	1. 21.02.2026 to 28.02.2026 2. 15.03.2026 to 22.03.2026 3. 23.03.2026 to 28.03.2026	
8	Award of Contract	Will be intimated later	
9	Contact Person	Senior Consultant (Administration), Indian Institute of Management Sirmaur, Dhaura Kuan, Paonta Sahib, Sirmaur, H.P. 173031. Email Id:- purchaseoffice@iimsirmaur.ac.in Contact No. 01704-277321/312/375	

Signature of Bidder:.....

Date:.....



SECTION – II

Terms & Conditions

1. Tender forms can be downloaded from the Institute website www.iimsirmaur.ac.in. Please keep visiting our website for any corrigendum/ amendments and submit the bid documents accordingly.
2. Tender may be submitted through on password protected file in the email id purchaseoffice@iimsirmaur.ac.in **on before 19.01.2026 by 02:00 PM and the password has to be shared between 02:30 PM to 03:00 PM on the same date.** IIM Sirmaur shall not be responsible for any delay in submission of tender document for any reason thereof. The tender received late/ incomplete are liable for rejection.
3. The tenders will be scrutinized by the committee constituted for the purpose. If required the committee may visit the Hotels to inspect the facilities and amenities claimed in the bid. The decision of the committee will be final and binding to the bidders.
4. IIM Sirmaur reserves the rights to accept / reject any tender in part or full, without assigning any reason whatsoever.
5. The final Selection of the Hotels will be as per the following selection process:
 - (i) Verification of documents by the committee in support of eligibility criteria as mentioned in Annexure-I;
 - (ii) Physical visit of Hotel premises (if required) to check the services, amenities and credentials of the Hotels by the committee constituted for this;
 - (iii) The Committee shall evaluate the bids submitted by the bidders primarily for the essential services/requirements listed in Table-A. The unavailability of essential services/requirements shall lead to disqualification and the respected bid will be rejected and no query in this regard will be entertained.
 - (iv) Evaluation of financial bids will be done by committee based on both the amenities and competitiveness of rates;
 - (v) The decision of the Institute in all matters will be final and binding on all the bidders/successful bidders.
6. The rate quoted shall not be the sole consideration in deciding the rate contract with

Signature of Bidder:.....

Date:.....



the bidders. The decision shall be taken by the committee based on the above-mentioned criteria / facilities / service / location etc. The decision of the Institute in this regards shall be final and binding on the bidders.

7. The selected Hotels management shall be responsible for the safety of the Institute guests.
8. No separate payment shall be made for any facility listed in Table– A
9. The food (Breakfast + Lunch + Dinner) may be provided as per requirement for accommodating guests.
10. The Hotels should have Restaurant facilities integrated with the Hotel and shall quote the menu list along with percentage discount for IIM Sirmaur.
11. The Hotel should have minimum 3 star rating.
12. The Hotel must be able to prepare & Serve Vegan/Vegetarian/Jain and non-vegetarian food specially.
13. **Penalty:** The bidder should ensure regular and uninterrupted quality services at all the times. In case of Failure in services or negligence (as defined below), appropriate punitive action shall be taken by the institute , which also includes monetary penalty not exceeding 5% of total payable by IIM Sirmaur for the specific booking.

Failure of services and negligence shall be measured in terms of the following:

- (i) Not providing accommodation and services as per the booking.
- (ii) Any other matter which is an act of negligence or breach of ethics by the Hotels.
- (iii) Failure to provide services as per the scope of work mentioned in the tender/service order.

14. Arbitration and dispute resolution:

- (i) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representative of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the director

Signature of Bidder:.....

Date:.....



of the institute.

- (ii) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time. The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the Arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/ service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of contract. Arbitration proceeding will be held at IIM Sirmaur only.

15. Bidder should have valid **GST registration** and PAN.

16. All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. **Conditional tenders shall not be accepted on any ground and shall be rejected straightway.** Conditions mentioned in the tender bids submitted by vendors Will not be binding on IIM Sirmaur



Signature of Bidder:.....

Date:.....

SECTION – II

Scope of the Works

For successfully completion of CAP process we may need necessary infrastructure at Mumbai with the following requirement.

- 1. 28 Single Occupancy Rooms:** (with breakfast, lunch & dinner including tea, coffee, milk/Lassi and water, one set laundry/day/person)
- 2. One Common Hall:** (with seating arrangements for 60 students, working table and chairs for five staff members, Two White Boards, Two Notice Boards, Charging Points, 2 printers)
- 3. Ten Interview Rooms:** (with chairs and tables, charging points, lemon water/coconut water/ fresh juice light snacks for the faculty members and staff during the process, notepad along with pencil, eraser, sharpener and pens)

Note 1:

- (i) The Hotel must be able to manage the crowd coming for selection process at the entrance in washing room/ Interview Lobby as directed by the Admission Officer.
- (ii) The Hotel also required to depute dedicated helping hands/ at least one at managerial level during the entire period of services.

Note 2: Participating bidders must ensure that all essential services and requirements in the rooms are provided in accordance with the specifications listed in Table A.



Table-A

Sr. No.	Essential Services/ Requirement
1	Tea/Coffee Maker with Accompaniments
2	Minerals Water facility (daily two bottles of at least 2 ltr)
3	Bath towel
4	Hand Towel
5	Toilet Roll
6	Shower Gel/Soap
7	Press iron & stand facility
8	Daily housekeeping of room
9	Restaurant/ Dining facility
10	Room Laundry facility
11	Geyser/hot & cold water facility
12	Power Backup facility in the rooms
13	Air Conditioner/Room heater in the rooms
14	Tooth Paste and Tooth Brush
15	Comb
16	Shampoo
17	Sewing Kit
18	Shower Cap
19	Shaving Kit
20	Shoe Shiner
21	Room Slippers
22	24 Hrs Room Service
23	24 Hrs Hot and cold water service
24	24 Hrs power backup for all amenities
25	Unlimited Wi-Fi/ Internet Service
26	Doctor on emergency
27	Moisturizer/Lotion
28	Hair Oil
29	Television with Channel Access
30	Any other Facility (Please specify)

Signature of Bidder:.....

Date:.....



Profile of the Bidder

(Please fill separate profile for each location in case you are bidding for more than one location)

Tender/ Bid submitted in response to enquiry notification issued by the Indian Institute of Management Sirmaur for Hiring for Infrastructure facility at Mumbai.

Bid for location: _____

Sl. No	Particulars	Description in details
1.	Name of Hotel	
2.	Complete Postal Address with Tel. No., fax/Email of the Hotel	
3.	Tender for Hotel Situated at (please mention the location of your Hotel distance from the airport/Bus Stand)	
4.	Complete Contact details of Authorized Person of Hotel, including name, address, telephone, mobile number, Email id, website (if any)	
5.	Year of Registration/Establishment of Hotel Please enclose self-attested copy of required documents-in case of Proprietor-Registration with Shop & Establishment Authorities	_____ Year
6.	PAN and GST	
7.	Experience with the IIM/IIT and other Govt. Education Institute /PSU/Corporate Clients/Government Department (enclose the list of client)	
8.	Undertaking/ Declaration as per annexure-II of Non-blacklisted from Government Department/PSU/Corporate Clients (Declaration will be submitted on their letterhead).	
9.	FSSAI (Food Business license)	
10.	Website Link	
11.	Stare Rating of Hotel (Minimum 3 Star)	
12.	Total Rooms available in Hotel	

☐ Enclose self-attested photocopy of all the documents.

Signature of Bidder:.....

Date:.....



**UNDERTAKING
(ON LETTERHEAD OF THE HOTEL)**

To,
Indian Institute of Management Sirmaur,
Dhaulakuan, Distt. Sirmaur, H.P-173031.

Name of the Hotel with location _____

Sir,

1. This is to certify that I/We have read and fully understood all the terms and conditions and instructions contained therein before signing this bid and undertake myself/ourselves to abide by the terms and conditions of the tender.
2. I/We shall provide quality Hotel accommodation and related services to the Institute with amenities as mentioned in our technical bid.
3. I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.
4. I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

(Signature of the Bidder):

Name, Address and contact details of the Bidder

Signature of Bidder:.....

Date:.....



INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

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Financial Bid-I

(To be submitted password protected bid through email on firms letterhead)

Note: The bidder has to submit separate financial bid along with annexures for each location.

Sl. No.	Category of Room	Total Rooms Required	No. Total Rates
1.	Single Occupancy Rooms	28	
2.	One Common Hall (for gathering of 60 to 70 person)	1	
3.	Ten Interview Rooms	10	

- The hotels shall provide all facilities in the accommodation, common rooms, and Interview Rooms in accordance with the defined in the scope of work.
- The hotels shall provide meals (breakfast, lunch, and dinner) to staff and faculty during the event period.
- The quote for the Breakfast + Lunch + Dinner may be included in the quote of single occupancy room.

Date:

Signature of the bidder with seal of the firm
Name:

Signature of Bidder:.....

Date:.....