



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
(An Autonomous body under the aegis of MHRD, Govt. of India)

**NOTICE INVITING TENDER NO.: IIMS/PUR/Hotel Empanelment/09/2020-21
dated 23.11.2020**

**Tender Documents for Empanelment of Hotel
Accommodations with Catering and Restaurant Facility for
IIM Sirmaur**

**STORES & PURCHASE OFFICE
INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
Rampurghat Road, Paonta Sahib, H.P-173025
Email: purchaseoffice@iimsirmaur.ac.in
Website: www.iimsirmaur.ac.in**



Signature of Bidder:.....
Date:.....

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TENDER FOR EMPANELMENT OF HOTELS

Name of the work	Providing Hotel Accommodation with Catering/ Restaurant Facility
Estimated volume of business per annum	20 Lakh
Duration of Contract	Minimum one year may be extendable on mutual consent upto 3 years
EMD	Rs. 10,000/- (Rupees Tens Thousand Only) in favour of IIM Sirmaur payable at Paonta Sahib, H.P.
Closing date & Time for submission of tender	16.12.2020 by 11:00 AM
Opening date & Time for submission of tender	16.12.2020 at 03:00 PM
Tender to be submitted to	The Purchase Office, IIM Sirmaur, Paonta Sahib, Distt. Sirmaur, H.P-173025.
Place of opening of tender	Conference Hall, IIM Sirmaur, Paonta Sahib, Distt. Sirmaur, H.P-173025.
Issue of Tender	The tender document can be downloaded from the institute www.iimsirmaur.ac.in
Contract person (for any clarification during the tendering process)	purchaseoffice@iimsirmaur.ac.in



Signature of Bidder:.....
Date:.....

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dated 23.11.2020

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**Tender for Empanelment of Hotels Accommodation with Catering and Restaurant Facility for
IIM Sirmaur**

Background:

Indian Institute of Management Sirmaur is an autonomous body set up by Govt. of India, under Ministry of Human Resource & Development; New Delhi. It is one of the newly setup IIMs and is an Institute of National Importance. IIM Sirmaur is looking for Hotel accommodation with Catering and Restaurant Facility in and around Paonta Sahib, H.P for accommodating visiting guest and official of the Institute.

Tenders in prescribed format along with documentary proof are invited from registered Hotel/Guest houses from Paonta Sahib, H.P having fully furnished rooms.

Eligibility Criteria for Hotel Empanelment:

The eligibility criteria will be as per the details required in the Annexure-I. The bidder has to compulsorily fill up all the details and must provide all the supporting documents. All the licenses/certificates, GST no., PAN are necessary condition for eligibility.

Terms & Conditions for all Locations

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 by hand or sent by post/courier to "The Purchase Office, IIM Sirmaur, Paonta Sahib, Distt. Sirmaur, H.P-173025" on or before 16.12.2020 by 11:00 AM. IIM Sirmaur shall not be responsible for any loss or delay in submission of tender document for any reason thereof. The tender received late/ incomplete are liable for rejection.
3. EMD of **Rs.10,000/- (Rupees Ten Thousand only)** in the form of demand draft from any nationalized bank drawn in favour of "IIM Sirmaur" payable at Paonta Sahib, Distt. Sirmaur. The tender without prepayment of EMD will be out rightly rejected. The EMD

Signature of Bidder:.....

Date:.....



amount will be refunded to unsuccessful bidders. EMD will be liable to be forfeited, if the contractor selected for the work fails to sign the formal agreement or to start the work on the date stipulated in the work order.

4. 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.
5. The tender shall be valid for 3 months from the last date of submission of tender / revised tender (if any).
6. IIM Sirmaur reserves the rights to accept / reject any tender in part or full, without assigning any reason whatsoever.
7. If the last date of receiving / opening of the tender coincide with a holiday, then the next working day shall be the receiving/ opening date.
8. 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-1;
 - (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) On fulfillment of the essential services / requirements, the committee will evaluate the desirable / preferable amenities listed in Table-'B'. The bidder should write Yes / No against the availability of desirable / preferable services.
 - (v) The committee will give appropriate weightage to the room and bed size in different category.
 - (vi) Evaluation of financial bids will be done by committee based on both the amenities and competitiveness of rates;

Signature of Bidder:.....

Date:.....



- (vii) The Institute may empanel one or more Hotels in the different locations as per requirement.
 - (viii) The decision of the Institute in all matters will be final and binding on all the bidders/successful bidders.
 - (ix) Institute may empanel more than one vendors as per Financial Bid-I, Financial Bid-II & Financial Bid-III for each category of service required.
9. The price/rate quoted shall not be the sole consideration in deciding the rate contract with 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.
 10. The empanelled Hotels management shall be responsible for the safety of the Institute guests.
 11. No separate payment shall be made for any facility listed in Table–A & B.
 12. The Tenders are invited only from reputed Hotels for rate contract for the period of one year, which may be further extendable subject to the satisfactory performance. The bidder is free to bid for one or more locations/services as mentioned in the Financial Bids. Choice of location is prerogative of IIM Sirmaur
 13. The Institute is looking for Hotels where per day room tariff is for 24 hours from the time of check-in with complimentary breakfast and free Wi-Fi / internet services. The expenses related to room rent and food on actual consumption basis will only be paid to the Hotels.
 14. The Hotels will have to collect all other expenses, which are out of scope of this contract such as laundry, telephone usage charges, etc. from the room guest directly.
 15. The period of contract will be minimum one year with a built-in scheme for review of the performance at the end of each year. The rates quoted shall remain fixed during the entire contract period. The contract may be extended based in the requirement of the Institute and mutual agreement.
 16. IIM Sirmaur shall book the different categories of rooms on the basis of requirements of the Institute. The Hotel shall be intimated for advance booking.
 17. The food (Lunch/Dinner) may be provided as per requirement for accommodating guests on the intimation of IIM Sirmaur's authorized offices. If any limit is set towards food charges, it will be intimated by the institute.

Signature of Bidder:.....
Date:.....



18. All billings of the rooms and other services will be in the name of "IIM Sirmaur".
19. All bookings shall be done as per the instruction of the IIM Sirmaur and faculty in-charge/staff designated for this purpose.
20. Based on the actual booking of rooms during the month, the empaneled Hotels have to submit the bills to the Institute and payment will be released within 15 working days.
21. The Hotels should have Restaurant facilities integrated with the Hotel and shall quote the menu list along with percentage discount for IIM Sirmaur.
22. The empanelled Hotels have to mention the discount to be given to all the employees and the students and same has to be extended to all and applicable to all items in the menu.
23. In a situation where inadequate number of bids are received the committee may extend the date or go for retendering. The bidders have no right to object for the same and have to abide by the decisions of the Institute.
24. The Committee may give preference to the bidders who have Hotels in all or more than one locations (chain of Hotels) under same ownership.
25. **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 agreement which will duly sign by IIM Sirmaur and with Hotel authorities on the stamp paper.

21. **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 of the institute.

Signature of Bidder:.....

Date:.....



- (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.
22. **Jurisdiction of court:** The courts at Paonta Sahib shall the exclusive jurisdiction of trial, disputes, if any arising out of this agreement between the parties.
23. The each page of this tender documents must be signed and sealed by the bidder.
24. Bidder should have valid **GST registration** for the financial year 2020-21. Only invoices with serial numbers and printed with **GSTIN** number shall be accepted.
25. 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
26. Institute reserve the right to hire more than one vendors on the basis of time to time requirements.

Signature of Bidder:.....
Date:.....



Table-A (FOR ALL LOCATIONS)

Sr. No.	Essential Services/ Requirement	YES	NO	Marks
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	In home Laundry facility			
11	Geyser/hot & cold water facility			
12	Power Backup facility in the rooms			
13	Air Conditioner/Room heater in the rooms			
14	TV with cable connection			



Signature of Bidder:.....
Date:.....

Table-B (FOR ALL LOCATIONS)

Sr. No	Desirable/ preferable amenities	YES	NO	Marks
1	News Paper			
3	Tooth Paste			
4	Tooth Brush			
5	Comb			
6	Shampoo			
7	Sewing Kit			
8	Shower Cap			
9	Shaving Kit			
10	Shoe Shiner			
11	Room Slippers			
12	24 Hrs Room Service			
13	24 Hrs Hot and cold water service			
14	24 Hrs power backup for all amenities			
15	Unlimited Wi-Fi/ Internet Service			
16	Doctor on emergency			
17	Refrigerator			
18	Digital Locker			
19	Distance in Kilometers From IIM Campus			
20	Any other Facility (Please specify)			



Signature of Bidder:.....
Date:.....

Annexure –I

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 Empanelment of Hotel at Paonta Sahib, Distt. Sirmaur, H.P-173025.

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 and distance from the IIM Sirmaur)	
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 NO.	
7.	Please enclose last three years copy of IT return acknowledgement (i.e. FY 2017-18, 2018-2019 and 2019-20)	
8.	Please enclose last three financial years (i.e. FY 2017-18, 2018-2019 and 2019-20) copy of annual accounts (Balance sheet and profit & loss account) (duly Signed and authorized by a Chartered Accountant)	
9.	GST	
10.	Details of Health/Food License No.	
11.	Police License for Hotels	
12.	Trade License	
13.	FSSAI (Food Business license)	
14.	Enclose brochure of your Hotel (if any)	
15.	Enclose food menu of Hotel	

Enclose self-attested photocopy of all the documents.

Signature of Bidder:.....

Date:.....



Annexure-II

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

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

To,
Indian Institute of Management Sirmaur,
Paonta Sahib, Distt. Sirmaur, H.P-173025.

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:.....

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Financial Bid-I

(To be placed in a separate envelop duly sealed and signed)

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

Sl. No.	Category of Room	Total No. Rooms Available	Room Details (Size of carpet area of room(size in sq. feet) and size of bed(size in feet)	Single occupancy		Double occupancy	
				Rate (Continental Plan)	Rate (Modified American Plan)	Rate (Continental Plan)	Rate (Modified American Plan)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							

- Continental Plan = Breakfast +Accommodation
- Modified American Plan = Breakfast + Dinner/Lunch + Accommodation (Specify the items proposed to be served at dinner/ lunch)

Please attach the restaurant Menu (A la Carte/buffet rates and charts)

Discount offered for rooms as per this tender Document (in percentage) _____

Discount offered for food as per this tender Document (in percentage) _____

Date:

Signature of the bidder with seal of the firm
Name:



Signature of Bidder:.....
Date:.....

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Financial Bid-II

(To be placed in a separate envelop duly sealed and signed)

FOR HOSTING ANY EVENT/OCCASION INSIDE THE HOTEL

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

Sl. No	Name of Banquet hall	Total No. of Banquets	Size of Banquet halls (number of guests which can be accommodated for 1 event)	Tariff for hosting an event, which should include stage, decorations, food and music. (rates to be given per plate according to number of guests) in Rs. (Both figure and words)
1.				
2.				
3.				

- Please quote rates for 3 course meal (Vegetarian and Non Vegetarian), which should include appetizers, main course and desserts. Soft drinks have to be included in this course only. Hotels are advised to attach their menu/buffet rates along the bid.
- Bidder should strictly quote the rates on per plate basis, where it should be mentioned that per plate rates if no. of guests are up to 100, 200, 300, if no. of guests are upto 500, and so on. If bidder wishes, they can attach a separate sheet with clearly quoting rates for this table. However, the additional sheet has to be duly signed and stamped.
- The validity of rates have to remain valid as parallel with the tender.
- Any inclusion/exclusion has at the time of event has to be mentioned to Institute's office separately.

Please attach the restaurant Menu (A-la-Carte/buffet rates and charts)

Discount offered for buffet as per this tender Document (in percentage) _____

Date:

Signature of the bidder with seal of the firm
Name:



Signature of Bidder:.....
Date:.....

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Financial Bid-III

(To be placed in a separate envelop duly sealed and signed)

FOR HOSTING ANY EVENT/OCCASION AT IIM SIRMAUR TEMPORARY CAMPUS AT PAONTA SAHIB

Sl. No	Name of firm	Accessories provided for event such as chair, table, crockeries etc.	Number of guests	Tariff per plate in Rs. (Both figure and words)
			Upto 100	
			Upto 300	
			Upto 500	

- Please quote rates for 3 course meal (Vegetarian and Non Vegetarian), which should include appetizers, main course and desserts. Soft drinks have to be included in this course only. Hotels are advised to attach their menu/buffet rates along the bid.
- The validity of rates have to remain valid as parallel with the tender.
- Any inclusion/exclusion has at the time of event has to be mentioned to Institute's office separately.



Signature of Bidder:.....
Date:.....