



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

An Institute of National Importance, Ministry of Education, Government of India

LTE No. IIMS/PUR/Hotel Accommodation/10/2023-24 Dated 01.08.2023

Short Notice Limited Tender Enquiry

for

**Hotel Accommodation for Business Conclave at IIM Sirmaur, Paonta Sahib,
H.P. 173025**

Purchase Office

**Indian Institute of Management Sirmaur,
Rampur Ghat Road, Paonta Sahib, Distt. Sirmaur,
Himachal Pradesh-173025.**

Email: purchaseoffice@iimsirmaur.ac.in Website: www.iimsirmaur.ac.in

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

(An Institute of National Importance, Ministry of Education, Government of India)

Rampur Ghat Road, Paonta Sahib, Distt. Sirmaur, H.P. -173025

Short Notice Limited Tender Enquiry for Hotel Accommodation for Business Conclave at IIM Sirmaur, Paonta Sahib, H.P. 173025

Indian Insitute of Management Sirmaur invites interested hotels to submit their technical & financial bids for different requirements in connection with the Business Conclave Programme stated Below: -

Sl. No.	Name of the Programme	Tentative Dates	No. of Rooms
01.	Business Conclave (Pinnacle 1.0)	19.08.2023	15

Interested hotels may submit their password protected tender bids by email to purchaseoffice@iimsirmaur.ac.in, so as the same will reach latest by 11:00 A.M. on 05th August, 2023. Both technical bid and financial bid should be sent in separate Pdfs (Password protected format). The email subject should be containing the line: - "**Technical and Financial Bids for the Tender of Hotel Accommodation for Business Conclave at IIM Sirmaur**" The tender bids may be sent by email only, other form of forwarding the tender bids by Post shall not be considered and liable to rejected straightway.

The technical bids will be opened at 04:00 P.M. on 05th^A August, 2023 and financial bids will be opened on the same date i.e. 05th August, 2023.

for
Senior Consultant (Administration)
Indian Insitute of Management Sirmaur
Rampur Ghat, Paonta Sahib, District
Sirmaur, H.P. 173025



TERMS & CONDITIONS

TECHNICAL BID

1. The Technical bid must be submitted in the Proforma mentioned at Annexure-III
2. The hotel must be 4 Star Rating Category or equivalent and above from FHRAI.
3. **The Hotel must be situated at Dehradun Only.**
4. The team from IIM Sirmaur may visit hotel (s), if considered necessary and view the facilities available for the guests. The hotel will be considered for opening of financial bid, if, the IIM Sirmaur team is satisfied with the location of the hotel, appearance and facilities of the hotel.
5. The Bidder should be registered for GST & Income Tax, where his business is located.
 1. GST Registration
 2. Income Tax/PAN number
6. **Earnest Money Deposit (EMD)**:- Bidder shall submit along with tender Earnest Money of Rs. 25,000/- (Rs. Twenty-Five Thousand only) in the form of a Demand Draft, drawn in favour of Indian Institute of Management Sirmaur payable at Paonta Sahib, together with technical bid. Technical bid not accompanied with the requisite amount of earnest money shall be rejected.
The EMD shall be returned without interest: -
 - a To the unsuccessful bidders after completion of the tendering process.
 - b To the successful bidder after receipt performance security tender amount in the form of Bank Guarantee.
 - c In case bidding process is terminated by IIM Sirmaur for any reason.

FINANCIAL BID

1. The financial bid will be opened only of those hotels which are found eligible under of the technical bid. Any hotel not qualifying on these parameters will not be considered for the opening of financial bid. The financial bid must be submitted in the proforma mentioned at Annexure-IV.
2. The successful bidder will be responsible for ensuring standard quality.
3. Any kind of complaint from the participants will invite cancellation of the work-order.
4. Payment will be released through NEFT only after satisfaction of the services extended by the Hotel to the Business Conclave Participants. The payment will be released after successful completion of the stay of the participants at the Hotel.
5. The IIM Sirmaur, at its discretion, reserves the right to reject or accept any or all the tenders without assigning any reasons thereof.

OTHER CONDITIONS

1. The number of rooms may decrease/increase at the time of arrival of the delegates. In case of increase/decrease of rooms, the hotel will charge on pro-rata and actual basis.
2. There will be field visit (may be outside Dehradun) in between the mentioned dates and the participants may be out of Dehradun for one / two nights. In this case, the hotel will reserve the assigned rooms without any charges for the participants where they were staying and will allot the same room when the participants come back to

DA

- Dehradun from the visit. The hotel will arrange safeguard of the luggage if the participants want to leave luggage at the hotel.
3. A nodal officer from engaged hotel must be deputed for coordination purpose. The person must be senior officer who can coordinate with the IIM Sirmaur team and offer his/her assistance when required by the IIM Sirmaur team throughout the programme beginning from Airport pick up and drop after completion of the programme.
 4. **Both Technical and Financial bids should be sent in separate PDFs in password protected format on or before 11:00 AM on 05 August 2023 by email to purchaseoffice@iimsirmaur.ac.in with subject line "Technical & Financial Bids for Business Conclave at IIM Sirmaur, Paonta Sahib, H.P. 173025".**
 5. **The password of the both PDFs should be sent on the same date i.e. 05th August 2023 in between 02:00 PM to 03:00 PM on the above email.**
 6. **Both Technical & Financial bids received without password protected format and after due date & time shall not be considered for evaluation.**
 7. The bidders make sure that all requisite documents irrespective to the technical eligibility must be enclosed, failing which the bids shall not be considered for further evaluation.
 8. The IIM Sirmaur reserves the right to engage one/more than one hotel for stay of the participants.
 9. The decision of IIM Sirmaur will prevail in case of any dispute arising out of the conditions.
 10. The IIM Sirmaur also reserves rights to cancel tender at any time without any prior notice to the hotel. In case, tender is cancelled in between the period mentioned for stay of accommodation, the payment will be released to the hotel on pro-rata / actual basis towards stay of the participants in the hotel.
 11. The check-in / out time should clearly have mentioned in the bid. Last day of the Programme i.e. 19.08.2023 must be provide late check-out facility on the next day.
 12. There must be no hidden charges. IIM Sirmaur will pay only the charges towards items included in the tender notice.
 13. The details of programme which have to be conducted and arranged by the hotel is bifurcated at Annexure-I and strictly binding to follow the same.
 14. The Food Menu which have to be served during the event is at Annexure-II.
 15. The hotel has to quote all-inclusive rate.
 16. Each page of this tender document should be signed and stamp by the authorized person.
 17. For any technical query, may contact by email to purchaseoffice@iimsirmaur.ac.in (01704-277312).



Details of Event to be organized by the respective Hotel

Sl. No.	Description	Quantity
1.	Hotel Rooms (Single Occupancy) <ul style="list-style-type: none"> · Accommodation in well-appointed rooms · Buffet breakfast for residential guest · Complimentary access to Gym & Swimming Pool · Access to high speed Wi-Fi 	15 rooms
2.	Transportation <ul style="list-style-type: none"> · Pick and drop service for guests from Airport. 	For 20 guests
3.	Conference Hall <ul style="list-style-type: none"> · Lunch · Hi-Tea · Water bottles · Professional setup 	For 160 people
4.	Dinner	For 25 people
4.	Meeting Rooms	2 Rooms
5.	Stage Setup <ul style="list-style-type: none"> · Stage setup · Audio/Visual · Decoration · Projector and mics 	



Food Menu for the Programme

ITEM	MENU
Lunch	01 Mock tails SNACKS 02 Vegetarian Starters 01 Non-Vegetarian Starters (Pass around for a duration of 90 mins) SOUP 01 Vegetarian Soup SALADS 02 Salads MAIN COURSE 02 Vegetarian Main Course 01 Non-Vegetarian Main Course 01 Paneer Preparation 01 Dal 01 Rice Assorted Breads & Indian Accompaniments Achar/Papad/Chutney Raita & Plain Curd DESSERTS 03 Desserts
Hi-Tea	01. Tea/ Coffee/ Assorted Cookies 02. 03 Hot Veg Snacks 03. 02 Veg Sandwiches 04. 02 Desserts

TECHNICAL BID FORMAT

Name of the Hotel with Star Rating and Address:

Please provide following Information by Company

SI. No.	Information Particular	Response
1	The hotel must be 4 Star Category or equivalent and above	Copy of Star Rating
2	Registration Certificate	Copy of Registration Certificate
3	Trade license	Copy of Trade license
4	Fire License from Fire Department	Copy of fire license from fire department
5	Tax Registration	Copy of 1. GST Registration 2. Income Tax/PAN number
6	Earnest Money Deposit	Rs. 25,000/- (Rupees twenty five thousand only)

We confirm that, all the details mentioned above are true and correct and if IIM Sirmour observes any misrepresentation of facts on any matter at any stage of evaluation, IIM Sirmour has the right to reject the proposal and disqualify us from the process.

We hereby acknowledge and unconditionally accept the IIM Sirmour can at its absolute discretion apply whatever criteria it deems appropriate, not just limiting to those criteria set out in the tender document, in short listing of vendors for providing the service.

Signature of vendor with seal Name of the Authorized Signatory



FINANCIAL BID FORMAT

No.	Item	Inclusion	Base Rate plus Service Charges	Taxes, as applicable	Total Cost (inclusive of all taxes, duties and service charges)
1	Hotel Accommodation as per Annexure-I & II.	Lunch, Hi-Tea & Dinner (Buffet for 25 guests), Wi-Fi, Complimentary Services, English Newspaper, Rooms (including buffets breakfast), Conference Hall, Meeting Rooms, Stage Setup, 2 one litre mineral water bottles in each room, pick up and Drop to & from the Airport.	Rs. In Words:		
Grand Total Amount (Inclusive of all taxes, duties and service charges)					

The bids will be evaluated based on the Grand Total figure. The bidder quoting the lowest will be declared the L-1 bidder.

Note: -

1. The bidders have to quote the rates inclusive of all service charges and taxes.
2. The bidders have to quote the rates as per given financial bid format and based on the requirement of the Institute.
3. The bidders may go through the entire tender for get the full scenario of the requirement and quote according to the Annexure-I & II.
4. The bidder who quote lowest in total shall declare the L-1 and consider for awarding the work order.
5. Additionally, one complementary room for the purpose of Control Room will also be required for each programme, for entire period.
6. The number of participants, consequently the number of room required, may vary at the time of actual programme/actual arrival of the participants. The billing will be done on actual basis.

Signature of vendor with seal Name of the Authorized Signatory