



Indian Institute of Management Kashipur

**EXPRESSION OF INTEREST
FOR EMPANELMENT OF HOTELS
AT DEHRADUN, MUSSOORIE,
HARIDWAR AND RISHIKESH LOCATIONS**

Schedule of Events

Name of Work	PROVIDING HOTEL ACCOMMODATION WITH CATERING / RESTAURANT FACILITY TO VISITING FACULTY, STAFF AND GUESTS OF IIM KASHIPUR AT DEHRADUN, MUSSOORIE, HARIDWAR AND RISHIKESH LOCATIONS.
Reference No.	IIMKASHIPUR/EOI/02/2019 -20 DATED 01.08.2019
Tender Cost	₹ 500/- (Rupees Five Hundred Only) to be paid by means of a separate Demand Draft of ₹ 500/- drawn in favour of 'Indian Institute of Management Kashipur payable at Kashipur.
Estimated volume of business per annum	Appx ₹ 8,00,000/- (Rupees Eight Lakhs Only)
Contract Period	Two years.
Issue of Tender	The tender document can be downloaded from the Institute website – www.iimkashipur.ac.in . The tender cost of ₹ 500/- (non-refundable) is to be rendered through a demand draft as cited above. Please keep visiting our website for any corrigendum/amendments and submit the bid document accordingly.
Query (if any)	In case of any query, it may be clarified / asked till last date of submission of bids.
Submission / Receipt of Tender	Up to 1500 hrs on 26 Aug 2019 by Regd/Speed Post/Courier/By Hand to:- 'Store and Purchase Officer, C/O Chairperson, IIM Kashipur Dehradun Campus, 135, Vasant Vihar, Phase-I, Opposite FRI, Chakrata Road, Dehradun (Uttarakhand) – 248001'
Opening of Tender	26 Aug 2019 (1630 Hrs onwards). Any changes of the schedule will be notified on Institute's web site.
Contact Person (for any clarification)	Store and Purchase Officer, IIM Kashipur Phone: 09935099806, email: shivashish.tripathi@iimkashipur.ac.in
Proposed date to Commence the Operations	01 Sep 2019

Vendors to Sign and stamp on each page of this document and submit the same, duly completed in all respect before due date of submission.



Indian Institute of Management Kashipur

**EXPRESSION OF INTEREST FOR EMPANELMENT OF HOTEL FOR PROVIDING
ACCOMMODATION AT
DEHRADUN, MUSSOORIE, HARIDWAR AND RISHIKESH LOCATION**

Indian Institute of Management Kashipur invites Quotation from reputed 3 and/or 4 star/or 5 star equivalent categories of hotels in Campus for empanelment. IIM Kashipur for its Dehradun Campus at 135, Vasant Vihar, Dehradun is inviting EoIs in prescribed format along with documentary proof from registered hotels situated in Dehradun, Mussoorie, Haridwar and Rishikesh locations having fully furnished rooms with catering & restaurant facility for visiting faculty, staff and guests of IIM Kashipur.

Eligibility Criteria for Intending Hotel Empanelment and Rate Contract: The eligibility criteria will be as per the supporting documents and details required to be filled in Annexure I.

Terms & Conditions:

1. The EoIs are invited from reputed hotels for rate contract for the period of two years.
2. IIM Kashipur, Dehradun Campus is looking for hotels in Dehradun, Mussoorie, Haridwar and Rishikesh locations where per day room tariff is for 24 hours from the time of check-in with complimentary breakfast and free wifi/internet services. The expenses related to room rent and food on actual consumption basis will only be paid to the hotel. Hotels will have to collect all other expenses such as laundry, telephone usage charges and other expenses of personal nature from the room guest directly. Changes if any shall be authorised to hotel by institute officials from time to time.
3. The period of contract will be two years with a built-in scheme for review of the performance at the end of each year along with a provision for annual price escalation for maximum limit up to 10% per annum to absorb the increase in the input costs. The increase in tariff will be decided mutually. The activation of escalation clause must be requested by the contractor. However, the rates quoted shall remain fixed during the first year of the contract.
4. The IIM Kashipur or its Dehradun Campus shall book the different category of rooms on the basis of requirement of the Institute. The hotel shall be intimated for advance booking.
5. The food (Breakfast, Lunch and Dinner) may be provided as per requirement for accommodating guest on the intimation of IIM Kashipur's authorized officials. If any limit is set towards the food charges, it will be intimated by the Institute.

Vendors to Sign and stamp on each page of this document and submit the same, duly completed in all respect before due date of submission.

6. Based on the actual booking of rooms during the month, the empanelled hotel has to submit the bills addressing to “IIM Kashipur” with details on monthly basis. The bill if found correct for payment, will be paid within 30 days subject to bill being in order as required.

7. Tender forms can be downloaded from the Institute website www.iimkashipur.ac.in. Please refer IIM Kashipur NIT- IIMKPV/EOI/02/2019-20, EoI for Empanelment of Hotel, Tender section on the Home Page of the Website. Please keep visiting our website for any corrigendum / amendments and submit the bid documents accordingly. Completed application should be accompanied by Demand Draft for Rs. 500/-, drawn in favour of “Indian Institute of Management Kashipur”, towards the cost of the Tender Documents. This amount is non-refundable. Application without the prescribed tender submission fee will not be considered. One vendor/hotel is free to apply for various locations through one bid however Annexure I & II, duly signed by the vendor is required to be submitted for each location/proposed Hotel separately in the same envelope.

8. Tender/Offers may be sent by post /courier/by hand to the following address in a sealed envelope duly super scribed with ‘:

‘Store and Purchase Officer,
C/O Chairperson, IIM Kashipur Dehradun Campus,
135, Vasant Vihar, Phase-I, Opposite FRI, Chakrata Road,
Dehradun (Uttarakhand) – 248001

9. IIM, Kashipur accepts no responsibility for any loss/delay/non-receipt of offers not submitted in person. Offers received late/incomplete are liable for rejection.

10. The offers will be scrutinized by the committee constituted for the purpose. If required the committee will visit the hotels to inspect the facilities and amenities claimed in the offer. The committee will recommend the names of hotels suitable for empanelment separately for each location among Dehradun, Mussoorie, Haridwar and Rishikesh location. The decision of the committee duly approved by the competent authority of the institute will be final and binding to the bidders.

11. The financial offers will be invited only from those bidders whose names are recommended by the committee as per the process mentioned in the point no. 10 above. After evaluation of financial offers, the committee will recommend the names of hotels suitable for empanelment for Dehradun, Mussoorie, Haridwar and Rishikesh location. While recommending the names, the committee will put great emphasis on amenities (as prescribed in EoI – Annexure - I) available in the hotel at competitive rates.

12. The offer shall be valid for 3 (Three) months from the last date of submission of EoI / revised EoI (if any).

13. The Institute reserves the right to modify the conditions of the EoI, at any time, without assigning any reasons for the same.

14. IIM Kashipur reserves the right to accept/reject any offer in part or full, without assigning any reason whatsoever.

Vendors to Sign and stamp on each page of this document and submit the same, duly completed in all respect before due date of submission.

15. If the last date of receiving/opening of the offer coincides with a holiday, then the next working day shall be the receiving/opening date.

16. The final selection of vender will be as per the following selection process:

- (i) Verification of documents by committee constituted for the purpose 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 hotel by the committee constituted for this purpose for recommending the names of hotels suitable for inviting financial offers;
- (iii) The names of the suitable hotels will be recommended by the committee for inviting financial offers;
- (iv) Evaluation of financial offers by committee in view of amenities and competitiveness of rates;
- (v) Recommendation of names of hotels suitable for empanelment; and
- (vi) Approval of names of hotels suitable for empanelment by competent authority. The Institute may empanel one or more hotels for Dehradun, Mussoorie, Haridwar and Rishikesh location as per requirement.
- (vii) The decision of the Institute in the matter will be final and binding to all the bidders.

17. **Penalty** -- The tenderer should ensure regular and uninterrupted quality services at all 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 monthly bill payable by IIM Kashipur to the hotel. Failure of service and negligence shall be measured in terms of the following:

- (a) Not providing accommodation and services as per the booking;
- (b) Any other matter which is an act of negligence or breach of ethics by the hotel.

18. **Arbitration and Dispute Resolution** -

(a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives 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.

(b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's 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 the contract. Arbitration proceedings will be held at Kashipur only.

19. **Jurisdiction of Court-** All disputes arising out of this agreement between parties shall be subject to Kashipur jurisdiction.

Vendors to Sign and stamp on each page of this document and submit the same, duly completed in all respect before due date of submission.

PROFILE OF THE BIDDER

Expression of Interest submitted in response to enquiry notification issued by the Indian Institute of Management Kashipur for Empanelment of Hotel for accommodation separately at Dehradun, Mussoorie, Haridwar and Rishikesh location.

Sr. No.	Particulars	Description in details
1	Name of the Hotel	
2	Complete Contact details of Authorized Person of Hotel, including name, address, telephone, mobile number, Email id, website (if any)	
3	Hotel Situated at	
4	Complete Postal Address with Tel. No., Fax/Email	
5	Year of Registration / Establishment of Hotel (The hotel should be registered prior to 31.03.2019) _____ Year Please enclose self-attested copy of required documents- in case of Proprietor – Registration with Shop & Establishment Authorities or equivalent authorities, in case of Partnership – Partnership Deed, In case of company – Certificate of Registration and Memorandum of Association or any other document required for registration of hotel.	
6	PAN No. _____ (enclose copy)	
7	Service Tax Registration No. _____ (enclose copy)	
8	Details of Health/Food License No. _____ (enclose copy)	
9	Details of any other license required to run the hotel (please specify) Name of License _____ Name of License _____ of _____ License _____ (enclose copy)	

Vendors to Sign and stamp on each page of this document and submit the same, duly completed in all respect before due date of submission.

10	<p>Preferably, the bidders should have following amenities and services. Please specify availability of these amenities and facilities by writing Yes/No against it.</p>	<p>a) News Paper Yes / No b) Tea/Coffee Maker with Accompaniments Yes / No c) Mineral Water facility (daily two bottles of at least 200 ml) Yes / No d) Standard Toiletries (i) Soap Yes / No (ii) Tooth Paste Yes / No (iii) Tooth Brush Yes / No (iv) Comb Yes / No (v) Bath Towel Yes / No (vi) Hand Towel Yes / No (vii) Toilet Roll Yes / No (viii) Shampoo Yes / No (ix) Sewing Kit Yes / No (x) Shower Cap Yes / No (xi) Shower Gel Yes / No (xii) Shaving Kit Yes / No (xiii) Moisturiser Yes / No (xiv) Shoe Shiner Yes / No (xv) Room Slippers Yes / No (xvi) Any other please specify _____ e) Press Iron & Stand Yes / No f) Daily Housekeeping of room Yes / No g) 24 Hrs Room Service Yes / No h) 24 Hrs Hot and Cold Service Yes / No j) 24 Hrs power backup for all amenities Yes / No k) Restaurant/Dining facility Yes / No l) In Home Laundry facility Yes / No m) Digital Locker Yes / No n) Unlimited Wi-fi/Internet Service Yes / No o) Doctor on emergency Yes / No p) Parking facility Yes / No q) TV with cable connection Yes / No r) Refrigerator Yes / No s) Distance in Kilometers from Railway Station _____ t) Distance in Kilometers from nearest Airport _____ u) Any other facility (Please specify). _____ _____</p>
11	Enclosure brochure of your hotel (if any).	

Date:

Signature & Seal of the Applicant

Vendors to Sign and stamp on each page of this document and submit the same, duly completed in all respect before due date of submission.

**UNDERTAKING
(ON LETTER-HEAD OF THE HOTEL)**

To

Indian Institute of Management Kashipur

Name of the Hotel _____
Name of the Bidder _____ Due date: _____

Sir,

1. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions of the EoI.
2. I/We shall provide quality hotel accommodation to the Institute with amenities as mentioned in our technical bid.

(Signature of the Bidder)
Name and Address of the Bidder

Telephone Number

Vendors to Sign and stamp on each page of this document and submit the same, duly completed in all respect before due date of submission.