



Indian Institute of Management Kashipur

**EXPRESSION OF INTEREST FOR EMPANELMENT OF
HOTELS/RESORTS FOR BOARDING, LODGING AND CONFERENCE
SERVICES FOR TWO YEARS**

Schedule of Events

Name of Work	EXPRESSION OF INTEREST FOR EMPANELMENT OF HOTELS/RESORTS FOR BOARDING, LODGING AND CONFERENCE SERVICES FOR TWO YEARS.
Reference No.	IIMKASHIPUR/EOI/07/2018-19 DATED 26.03.2019
Tender Cost	₹ 1500/- (Rupees One Thousand Five Hundred Only) to be paid by means of a separate Demand Draft of ₹ 1500/- drawn in favour of 'Indian Institute of Management Kashipur payable at Kashipur. The same is to be attached and kept in Technical Bid envelope only.
EMD	Rs.30,000/- (Rupees Thirty Thousand Only) by Demand Draft/Banker's Cheque in favour of Indian Institute of Management Kashipur payable at Kashipur to be attached and kept in side Technical Bid envelope only.
Performance Security	Each empaneled hotel/resort shall deposit a Performance security of a sum equivalent to 5% of the contract amount by means of FDR/DD/Performance bank guarantee of any Commercial bank pledged in favor of IIM Kashipur.
Contract Period	The period of contract will be initially for two years . The contract may be extended by another one year on the basis of satisfactory performance and mutual consent of the parties.
Issue of Tender	The tender document can be downloaded from the Institute website – www.iimkashipur.ac.in . The tender cost of Rs. 1500/- (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 16 th April 2019 at IIM Kashipur.
Opening of Tender	The tenders shall preferably be opened on the last date of submission for bids i.e. 16 April 2019 after 1530 Hrs. 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	As per the schedule and requirement of the Programme 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.

1. DEFINITIONS OF TERMS

- 1.1. IIM means '**Indian Institute of Management Kashipur**' located at Kashipur, Dist. Udham Singh Nagar, Uttarakhand – 244713.
- 1.2. Bidder shall mean any applicant who is submitting the bid in reference to this document.
- 1.3. Agency/Hotel shall mean the 'Bidder' whose bid will be accepted by IIM Kashipur as per this tender and shall include such successful Bidder, its legal representatives, successors and permitted assigns.

2. SCOPE

Expression of Interest invited from the interested hotels or firms for the Empanelment at the following places:

Kashipur	Ramnagar	Jim Corbett	Nainital
Rudrapur	Dehradun	Haridwar	Rishikesh
Delhi (NCR)	Mumbai	Kolkata	Chennai
Hyderabad	Pune	Bengaluru	* (Defined below)

(*) -Places with Tourist attractions, proximity to industries in Uttarakhand and Metropolitan cities of India. Potential Hotels/Resorts capable of rendering the required services at such places may also participate/bid for instant/future empanelment.

3. ELIGIBILITY CRITERIA

S. No.	Basic Requirements	Specific Requirements
1.	Legal Entity	The Interested Party should be either: A company registered under Indian Companies Act, 1956/2013 OR A partnership firm registered under Indian Partnership Act, 1932. LLP (Limited Liability Partnership) OR A Proprietorship firm duly registered either under the suitable act or any other Act of State/ Union, as applicable for dealing in the subject matter of procurement (Note: A self-certified declaration regarding the non-applicability of registration to any Act should be submitted by the Bidder)

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2.	Certification of Star Rating/Performance Assessment	Should have certification from HRACC, Ministry of Tourism, Govt. of India or any other legitimate agency for such ratings
3.	Trade Licence from Concerned Authorities	Should have Trade License for hotel/resort from concerned Municipal Corporation/appropriate authority
4.	Health Licence from Concerned Authorities	Should have Health License from concerned Authorities
5.	Food Licence from FSSAI	Should have Food License from FSSAI/appropriate authority
6.	Registration with Fire Department for Fire Safety Licence	Should have Fire Safety License from Fire Department/appropriate authority.
7.	Tax Registration	The party should be registered for GST/ Income Tax, for his business/firm <ul style="list-style-type: none"> ▪ GST Registration ▪ Income Tax/PAN Number

4. BACKGROUND

Indian Institute of Management Kashipur invites Quotation from reputed 3 and/or 4 star equivalent categories of hotels/resorts for empanelment & selection of Hotels towards conduction of the Management Development Program / Residential Training Programmes to be held during FY 2019-2020 & 2020-2021.

4.1. Duration: The residential training/conference programme will be for the duration of 2 to 5 days. The tentative dates will be informed prior to the commencement of the programme.

4.2. Attendees: The total approximate participants would be between approx. 15 – 30 per Training Programme Plus Two Resource persons from IIM Kashipur (Programme Director/ Coordinator and Guest Faculty) depending on actual number of participants finalized two days before the commencement of the programme.

5. IIM KASHIPUR STANDARD PACKAGE REQUIREMENTS

The Hotel shall be required to adhere to the following IIM Kashipur standard package requirements for the conduction of residential training programmes:

5.1 Accommodation on Single or Double occupancy (As per Annexure II, Column – 5, Format A) in well-appointed standard accommodation amenities inclusive of facilities like air conditioning, 24-hour hot water and cold water facility and power

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- supply, cleaned pressed bed sheet, bath towel, hand towel, 2 soaps, Two (02) Mineral water bottles, daily in each rooms, each day to each occupant/s.
- 5.2 The check-in time as on or after 12:00 noon and the check-out time from the hotel are before 12:00 noon. Flexibility of check-in/out timing may be considered subject to exigencies.
 - 5.3 Either the service of Bed Tea in Rooms or Tea/Coffee maker in each room.
 - 5.4 Buffet Breakfast, Lunch & Dinner with a good spread of itemized menu (veg. and non-veg.)
 - 5.5 Complimentary Wi-Fi facility in every room.
 - 5.6 Broadband and Wi-Fi facility in the Conference hall.
 - 5.7 Conference Hall with desired U or ROUND tables seating arrangements.
 - 5.8 Arrangement of LCD Projector with Screen, white Board/Flip Charts, Markers, Collar Mike / Cordless mike, Writing Pads & Pen, Toffees/Mints to be provided by the hotel for the Conference hall
 - 5.9 Two (02) Services of tea/coffee with cookies/snacks during the conference with alterations and One (01) Mineral water bottle to each participant during conference.
 - 5.10 One Half Day Sightseeing/Field visits by AC Deluxe Bus/Innova or Scorpio/Tavera Vehicles to all the prominent destinations associated with the place of programme (Mention the name of Sightseeing places)
 - 5.11 EoI bids along with the Financial Implications should be inclusive of all applicable taxes.

6. IIM KASHIPUR PAYMENT TERMS AND CONDITIONS

Indian Institute of Management, Kashipur will give an undertaking towards Hotel Expenses in connection with the conference for the below mentioned terms and conditions:

- 6.1. Billing will be on actual check-in/check-out basis
- 6.2. No advance payment would be made by IIM Kashipur.
- 6.3. No Retention Charges/ Surcharges are payable by IIM Kashipur.
- 6.4. Payment will be made after the completion of the program.
- 6.5. The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes etc.) Check-in, Check-out details of guest(s).
- 6.6. Billing to be done to: **INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR**

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.

7. AMENDMENTS TO TENDER DOCUMENTS

At any time prior to the last Date and Time for submission of bids, IIM Kashipur may, for any reason, modify the Bidding Document by amendments at the sole discretion of IIM Kashipur. All amendments shall be conveyed through e-mail or by publishing on website to the prospective tender. In order to provide, prospective tender, reasonable time to take the amendment if any, into account in preparing their bid, IIM Kashipur may, at its discretion, extend the deadline for submission of bids.

8. PREPARATION OF TENDER

- 8.1.** The Bidders are required to submit the completed Bid documents only after satisfying each and every condition laid down in the Bid documents.
- 8.2.** No Bidder should have been blacklisted /debarred from participating or executing contract with any of PSU or Public Agency or Institution, as the case may be during the last 3 years for the reason whatsoever.
- 8.3.** All the terms and conditions for- "**EOI for empanelment of Hotels/Resorts for providing Boarding, Lodging and Conference Services for Two Years)**" will be as those mentioned in this EOI document, and no change in the terms and conditions will be acceptable except amendments made in exercise to para 7 above.
- 8.4.** Conditional bids or the bids not accepting the terms and conditions will be rejected.
- 8.5.** In the event of the Bidder's Company or the concerned Division of the Company is taken over / bought over by another company, all the obligations under the agreement with IIM Kashipur should be passed on for compliance by the new company/ division in the negotiation for their transfer.
- 8.6.** The Bidder shall honour all aspects of fair trade practices in all their dealings with IIM Kashipur.
- 8.7.** The Bidder will indemnify IIM Kashipur of all legal obligations to its employees deputed to work on IIM Kashipur training programme.
- 8.8.** No deviations from these terms and conditions will be accepted. Any violation thereof will lead to rejection of the bid.
- 8.9.** Ambiguities in specifications and in price quotes should be strictly avoided.
- 8.10.** Subletting: Selected Bidder shall not assign or sublet this contract or any part of it to any other agency in any form. In the event of doing so, it shall result in termination of empanelment

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.

8.11. Miscellaneous: Any other terms & condition, mutually agreed to, prior to finalization of the contract shall be binding on the Agency and IIM Kashipur, during the period of the contract. Default of any terms and conditions will result in rejection of the bid.

9. COST OF BIDDING

The Bidder shall bear all the costs associated with the preparation and submission of bid. Tender Cost and EMD shall be payable as per the terms given herein at Page 2 of this EOI document under sub heading Schedule of Events. IIM Kashipur will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process. Additionally, the performance security of 5% of the contract value agreed by the parties shall be payable by the Hotel/Resort in form of Demand Draft drawn in favour of ‘Indian Institute of Management Kashipur’ payable at Kashipur. The performance security shall be refunded on expiry of the contract only.

10. SUBMISSION OF BID

The tender offer should be submitted in one sealed **envelope super-scribed** with **"EOI for empanelment of Hotels/Resorts for IIM Kashipur vide IIMKASHIPUR/EOI/07/2018-19"** which should in turn contain 2 sealed envelopes super-scribed as Envelope 'A' and Envelope 'B'.

Main Envelope	Sub Envelopes	Contents
‘EOI for Empanelment of hotels for providing boarding and lodging Services’	Sub-Envelope ‘A’	Technical Bid
[Single Main Envelope should contain both the Sub-Envelopes ‘A’ and ‘B’]	Sub-Envelope ‘B’	Financial Bid

10.1. Sub-Envelope ‘A’

The Sub-Envelope ‘A’ should contain the document listed below:

- 10.1.1. Technical Bid Format as per Annexure - I and all the duly signed documents including documentary evidences mentioned in Eligibility Criteria.
- 10.1.2. Undertaking by bidder as per Annexure-IV

10.2. Sub-Envelope ‘B’

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.

This envelope should contain the Financial Bid as per the formats (Annexure II) as above as per eligibility.

The Bidder is expected to quote price for all the items and services as mentioned in the Financial Bid Formats in Annexure II. The bidders may quote for any of the categories (3 or 4 Star or equivalent). It is mandatory to bid/quote for all components in a category (tender bids not quoting/ bidding for all the components would be rejected).

The main envelope containing Envelopes A, and B, duly super-scribed as "**EOI for empanelment of hotels/Resorts**" Tender No. (IIMKASHIPUR/EOI/07/2018-19)" and addressed to the Purchasing Officer, Indian Institute of Management Kashipur, should be posted to below address,

Address:

*To,
The Store and Purchase Officer
Indian Institute of Management Kashipur
Kundeshwari, Dist. Udham Singh Nagar
Kashipur – 244713
Uttarakhand (India)*

11. SUBMISSION GUIDELINES

- 11.1.** Any offer beyond the stipulated date and time for submission of bid or received through fax and email will not be accepted.
- 11.2.** No further discussion/ interface will be granted to Bidder whose bids have been disqualified. IIM Kashipur reserves the right to accept or reject in part or full, any or all the Bids without assigning any reason whatsoever.
- 11.3.** IIM Kashipur will not entertain claim of any nature, whatsoever, including without limitations, any claim seeking expenses in relation to the preparation of Bids or any other expense till award of contract.
- 11.4.** The Technical Specification & Scope of Work and Special Terms and Conditions of the Contract as mentioned in this document should be read carefully and followed by the vendor.

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.

12. GENERAL TERMS AND CONDITIONS

- 12.1. IIM Kashipur will pay only for the boarding and lodging for the participants. Any personal expense would be borne by the individuals only and to be collected by the Hotel/Resort.
- 12.2. No Min Guarantee for number of Rooms, however regular update of increase/decrease in room requirements will be made to the Contact person of the Hotel/Resort by the IIM Kashipur in advance.
- 12.3. Separate mention of rates for the charges for Extra Breakfast, Lunch & Dinner for non-residential participant.
- 12.4. Separate mention of Rates for the charges per person per night towards spouse/Family members including Child with or without extra bed (Nominal/discounted rates), but not to exorbitant, so as to encourage the participants to bring their spouses/other family members. Accordingly, some of them may come with families and they will clear the bill individually with the hotel directly for their family members/accompanied persons.
- 12.5. Kindly mention Complimentary use of facilities in Hotel/Resort like Gym, Swimming Pool and other amenities available at Hotel/Resort premises.
- 12.6. The Hotel accommodation will have facility to provide first aid and doctor on call facility for medical emergencies.
- 12.7. IIM Kashipur may empanel more than one hotel if required, who meets the criteria for empanelment.
- 12.8. IIM Kashipur shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by the empanelled hotel in the course of their performing the functions/duties or for payment towards any compensation.
- 12.9. Work order will be issued one week in advance after checking the availability and in case the agency fails to conduct the programme as per the above specifications and scope of work, the empanelment of agency will liable to be terminated.
- 12.10. Rates of all items should be **inclusive of all taxes, duties and service charges**.
- 12.11. A nodal officer from the hotel must be deputed for the coordination purpose. The person must be a senior officer, who can coordinate with IIM Kashipur and offer his/her availability as and when required by the IIM Kashipur throughout the programme.

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- 12.12.** In case if unsatisfactory feedback and other administrative reasons, if the period of stay at the hotel is terminated before the completion of the programme, payment will be released to the hotel/Resort on Pro-rata basis for the actual period of stay of the participants.

13. INSTRUCTIONS TO HOTELS/RESORTS

- 13.1.** The last date of submission of EoI bids is 16 April 2019.
- 13.2.** The Hotel/Resort shall provide necessary information/details as per the format provided in the Annexure I, II.
- 13.3.** The Hotel shall provide signed and scanned copy of valid registration certificate for PAN, TAN & GST/Service Tax. In case both Service tax and GST are not applicable the same may be intimated.
- 13.4.** The Hotel shall send the EoI bids in ‘sealed envelopes’ duly super scribed **“EoI for Empanelment of Hotels/Resorts -IIMKASHIPUR/EOI/07/2018-19”**
- 13.5.** IIM Kashipur reserves the right to further negotiate the financial terms / other facilities with the Hotels as per the specific requirement of the residential training programme.
- 13.6.** The Hotel/Resort shall submit the requisite Tender Cost and EMD through separate Demand Drafts, each drawn in favour of “Indian Institute of Management Kashipur” payable at Kashipur.

14. REJECTION OF TENDERS

The tender is liable to be rejected due to any one of the following reasons:

- 14.1.** If it is received after the expiry of the due date and time.
- 14.2.** If it is not received in sealed condition.
- 14.3.** If the bid is conditional.
- 14.4.** If it is not in conformity with the instructions mentioned herein.
- 14.5.** If it is not properly signed by the Bidder as required.
- 14.6.** If it is incomplete including non-furnishing of the requisite documents.

IIM Kashipur reserves the right to reject the tender without assigning any reasons whatsoever and the decision of IIM Kashipur is final and no communication would be entertained.

15. EVALUATION PROCESS

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In order to empanel the hotels, during evaluation of proposals, IIM Kashipur, may, at its discretion, ask the bidders for clarification on their applications. The process for empanelment is as given below.

Below will be the broad steps of complete evaluation process from scrutiny of eligibility criteria to work allocation.

Step 1: Scrutiny against Eligibility Criteria

Step 2: Financial Evaluation

Step 3: Empanelment

15.1. Scrutiny Against Eligibility Criteria

Scrutiny of eligibility criteria for responsiveness to the tender will be done by the IIM Kashipur, to determine whether the documents have been properly signed, qualification criteria fulfilled, all relevant papers submitted and whether the response to tender is generally in order. The Evaluation Committee can seek additional information from the bidders, if needed. The response to the tender not conforming to requirements will be rejected.

*****The proposals, which clear the Technical Criteria given in Annexure I, will be eligible for financial evaluation.***

IIM Kashipur reserves the right to accept or reject any technology proposed by the tender without assigning any reason thereof.

15.2. Financial Evaluation

Bidders who clear the scrutiny against eligibility criteria, shall be eligible for opening of financial bid. Financial evaluation will be done separately on the basis of quotation submitted.

15.3. Empanelment

All the empanelled agencies will be allotted work based on the availability of hotel/Resort accommodation, type of program, location of hotel/resort etc. Agencies shortlisted for empanelment will be required to agree to the terms and conditions laid down by IIM Kashipur for work allotment. The empanelment shall be initially for Two years from the date of accepting the terms and conditions by the empanelled

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agencies. It can be extended through mutual consent for a further period of one year based on periodic reviews by the institute to assess the performance during the specified duration of empanelment at **same rates, terms and conditions and mutual consent of the parties**. IIM Kashipur shall be free to curtail the empanelment at any time during the period of empanelment, without assigning any reason.

15.4. Legal

- 15.4.1.** The law which is to apply to the Contract and under which the Contract is to be constructed shall be Indian Law. The Courts of Nainital shall have exclusive jurisdiction in all the matters arising in the Contract including the Arbitration process.
- 15.4.2.** The Bidder shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to IIM Kashipur to concerned tax collection authorities from time to time as per the extant rules and regulations on the matter.
- 15.4.3.** The Bidder shall maintain all statutory registers under the applicable law. The Bidder shall produce the same on demand to the concerned authority of IIM Kashipur or any other authority under law.
- 15.4.4.** The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the IIM Kashipur by the Bidder.
- 15.4.5.** In case, the Bidder fails to comply with any statutory/ taxation liability under appropriate law and as a result thereof the IIM Kashipur is put to any loss/ obligation, monetary or otherwise, IIM Kashipur will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the tender to the extent of the loss or obligation in monetary terms.

15.5 Arbitration

- 15.5.1.** In the event of any question, dispute or difference arising under this agreement or in connection there-with (except as to the matters, the decision to which is specifically provided under this agreement), the same shall be referred to the sole arbitration of the Director/CAO (IIM Kashipur) or in case his designation is changed or his/her office is abolished, then in such cases to the sole arbitration of the officer for the time being entrusted (whether in

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addition to his own duties or otherwise) with the functions of the Director/CAO (IIM Kashipur) or by whatever designation such an officer may be called (hereinafter referred to as the said officer), and if the Director/CAO (IIM Kashipur) or the said officer is unable or unwilling to act as such, then to the sole arbitration of some other person appointed by the Director/CAO (IIM Kashipur) or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act 1996. There will be no objection to any such appointment on the ground that the arbitrator is a Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as a Government Servant he has expressed his views on all or any of the matters in dispute. The award of the arbitrator shall be final and binding on both the parties to the agreement. In the event of such an arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reason whatsoever, the Director/CAO (IIM Kashipur) or the said officer shall appoint another person to act as an arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.

15.5.2. The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to the aforesaid, Arbitration and Conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

15.5.3. The venue of the arbitration proceeding shall be the office of the Director/CAO (IIM Kashipur) or such other places as the arbitrator may decide.

16. SET OFF

Any sum of money due and payable to the bidder (including security deposit refundable to him) under this contract may be appropriated by the purchaser or the IIM Kashipur or any other person(s) contracting through the IIM Kashipur and set off the same against any claim of the Purchaser or IIM Kashipur or such other person or person(s) for payment of a sum of money arising out of this contract or under any other contract made by the supplier with the Purchaser or IIM Kashipur or such other person(s) contracting through the IIM Kashipur.

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17. SPECIAL TERMS AND CONDITIONS

- 17.1.** The Bidder should submit Technical Bid and Financial Bid separately, as per format along with all the Annexures. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet may be attached.
- 17.2.** The period of empanelment of Hotel/Resort Services would initially be for **Two years** from the date of signing of contract which can be renewed for further one year or lesser period depending on the satisfactory service delivery on agreed terms & conditions with mutual consent. The bidders shall quote the price and other components of price as per the format for financial offer attached.
- 17.3.** The prospective bidders should have the compliance of all the relevant Laws, Acts and regulations as applicable from time to time.
- 17.4.** All the rates quoted must be including all taxes and service charges.
- 17.5.** The contracting Company/ Firm/ Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Company/ Firm/ Agency without the prior written consent of IIM Kashipur.
- 17.6.** IIM Kashipur reserves the right to verify the credentials of the Bidder from the third party.
- 17.7.** Bidders submitting a bid would be presumed to have considered and accepted all the terms and conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the Bid. Bidder shall have to furnish an undertaking as per the format prescribed in Annexure 'IV'. Bids received on Condition basis (Conditional Bid) shall be summarily rejected.
- 17.8.** Since the EOI document itself gets converted into contract, it is necessary for the Authorized Signatory to sign in each and every page of the tender document with seal and return the same as a part of Technical Bid.
- 17.9.** IIM Kashipur may empanel more than one hotel/resorts in given location, if required, who meets the criteria for empanelment as mentioned in the tender document.
- 17.10.** IIM Kashipur shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by the empanelled Company/ Firm/ Agency in the course of their performing the functions/ duties or for payment towards any compensation.

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- 17.11.** Bid must be unconditional. Each Bidder should submit only one bid. No alternate bids from the same Bidder will be considered. In such a case all the bids of the Bidder will be rejected out rightly.

18. TERMINATION OF SERVICES

- 18.1.** Empanelment shall cease to exist automatically at the end of the date mentioned in the contract agreement without any separate notice.
- 18.2.** Contract can be terminated by IIM Kashipur by giving one-month notice in advance.
- 18.3.** The tenderer will be bound by the details furnished by him/ her to IIM Kashipur, while submitting the tender document or at subsequent stage. In case of any such documents furnished by him/ her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/ her liable for legal action besides termination of contract.
- 18.4.** Any act or the part of the Bidder to influence anybody in IIM Kashipur at any stage is liable to rejection of the Bid or termination of contract.
- 18.5.** In case of dispute, interpretation /decision of IIM Kashipur will be treated as final. IIM Kashipur reserves the right to accept or reject in part or full any or all the Bids without assigning any reason whatsoever.
- 18.6.** IIM Kashipur reserves the right to terminate any agency at any point of time, in case the feedback from participants is not excellent.
- 18.7.** Work Order will be issued one week in advance after checking the availability, and in case the agency fails to conduct the programme as per above specifications and scope of work, the empanelment of agency will liable to be terminated.

19. CHARGES AND PAYMENTS

Bills chargeable to the IIM Kashipur shall be paid after completion of program. Income tax or any other applicable taxes shall be deducted at source at the time of payment to the agency in accordance with the provisions of the relevant Acts as applicable.

20. REQUIREMENTS AND SCOPE OF WORK

IIM Kashipur requests bids from Hotels under following categories.

- 3 Star Properties/Equivalent

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- 4 Star Properties/Equivalent

Scope of work is as under:

- 20.1.** Room charge should include the following.
- a) Breakfast
 - b) Lunch
 - c) Dinner
 - d) Wi-Fi in room
 - e) Complimentary Services like tea/coffee maker, Newspaper, Two mineral water (1- Litre) bottles in room daily.
- 20.2.** 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.
- 20.3.** IIM Kashipur may/ may not require conference hall and conference lunch during some of the programs as per the need. Hotel will charge for the facilities utilized only for such programs.
- 20.4.** Sightseeing and the transport facilities to and from for the sightseeing, will have to be arranged by the hotel.
- 20.5.** Rates for all items should be inclusive of all taxes, duties and service charges.
- 20.6.** There must be no hidden charges, IIM Kashipur will pay only the charges for items included in the bid document.
- 20.7.** A nodal officer from the hotel must be deputed for coordination purpose. The person must be senior officer who can coordinate with the IIM Kashipur team and offer his/ her assistance when required by the IIM Kashipur team throughout the program, beginning from Airport pick up and drop after completion of the program.
- 20.8.** In case the of unsatisfactory feedback and other administrative reasons if the period of stay at the hotel is terminated before completion of the program, payment will be released to the hotel on pro-rata basis for actual period of stay of the participants.

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TECHNICAL BID (PROPOSAL) FORMAT**❖ Hotel/Resort Profile & Other Information:**

S. No.	Information Particulars	Response
1.	Hotel/Resort Name	
2.	Hotel/Resort Address	
3.	Hotel/Resort Contact Person (Single Point of Contact for all Purpose)	
4.	Hotel/Resort Phone No.	
5.	Hotel/Resort Fax No.	
6.	Copy of valid Registration Certificates (As Applicable) <ul style="list-style-type: none"> • Copy of Certificates of incorporation • Copy of Registered Partnership deed • Copy of LLP Agreement (<i>Technical Criteria 1</i>) 	
7.	Certification of Star Rating/Equivalent (<i>Technical Criteria 2</i>)	Copy of Certification from HRACC, Ministry of Tourism, Govt. of India or any other legitimate agency for such ratings.
8.	Trade Licence (<i>Technical Criteria 3</i>)	Trade License for hotel/resort from concerned Municipal Corporation/appropriate authority
9.	Health Licence from Municipal/Police Department (<i>Technical Criteria 4</i>)	Copy of Licence
10.	Food Licence from FSSAI (<i>Technical Criteria 5</i>)	Copy of Licence
11.	Fire Safety Licence from Fire Department (<i>Technical Criteria 6</i>)	Copy of Licence
12.	Tax Registration (<i>Technical Criteria 7</i>)	Copy of <ul style="list-style-type: none"> • GST Registration • Income Tax/PAN 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.

❖ **Technical Criteria**

Kindly select only one appropriate option against each Technical Qualifying Criteria below:

1. Category of Hotel/ Resort (3 Star & equivalent or 4 Star & equivalent).

4 Star category/Equivalent	<input type="checkbox"/>
3 Star Category/Equivalent	<input type="checkbox"/>

2. Number of Restaurants with capacity to accommodate more than 30 people at the same time.

Number of restaurant Two or more	<input type="checkbox"/>
Number of restaurant only one	<input type="checkbox"/>
No restaurant facility	<input type="checkbox"/>

3. Availability of in-house travel desk for management of local transportation towards local sightseeing arrangements & for pick- up & drop from the nearest major Airport/Railway station/Bus stand.

If owned, in-house local transportation facility	<input type="checkbox"/>
If hired, local transportation facility	<input type="checkbox"/>
If No transportation facility	<input type="checkbox"/>

4. Availability of double rooms with standard accommodation amenities on single occupancy basis with breakfast, Lunch and dinner for 2 to 5 Days

Number of standard double rooms 30 and above	<input type="checkbox"/>
Number of standard double rooms less than 30	<input type="checkbox"/>

5. Conference Hall with capacity to accommodate participants in U-shaped setting with chair and table along with LCD projector, Screen, Sound Systems, Cordless mike, white board, marker, Flip Charts, Marker– (for entire duration of residential training/conference).

Conference Hall capacity for 30 plus/ above participants in U-shaped setting	<input type="checkbox"/>
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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. Number of years of experience in conducting similar residential trainings/ conferences for State Govt. /Central Govt. / PSU's/ Public Sector Bank/ National Institute of repute during preceding 5 years. (List of the Clients may be attached)

Number of years 7 & above	<input type="checkbox"/>
Number of years Less than 7 & more than or equal to 5 years	<input type="checkbox"/>
Number of years Less than 5 & more than or equal to 3 years	<input type="checkbox"/>
Number of years Less than 3 & more than or equal to 1 year	<input type="checkbox"/>
Number of years below 1 year	<input type="checkbox"/>

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

We hereby acknowledge and unconditionally accept that IIM Kashipur can at its absolute discretion apply whatever criteria it deems appropriate, not just limiting to those criteria set out in the tender document.

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Location: _____

Date: _____

(Signature of Authorized Signatory)

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.

FINANCIAL BID FORMAT

Bidders are requested to quote for two seasons - October to March & April to September. No. of participants / room as mentioned in the format below is only for the purpose of calculations. Tentative requirement is as given in the requirement and scope of work.

❖ **SEASON- FROM OCTOBER TO MARCH:****1. Format A**

S. No.	Item	Inclusion	Rate per participant/room /night (INR) (Inclusive of all taxes, duties and service charges)	No. of Participants/rooms Min -15 Max -30	Total Cost (INR) (Inclusive of all taxes, duties and service charges)
1.	Accommodation	Breakfast, Lunch, Dinner, Wi-Fi Complimentary Services like, coffee/tea maker, newspaper, two mineral water bottles in room daily		15-30	
2.	Airport/Railway Station/Bus stand/ Pick-up & drop			15-30	
3.	Conference Hall			15-30	
4.	Conference Lunch including tea & cookies during morning and evening sessions			15-30	
5.	Welcome so Dinner (at the same venue or any other restaurant/ Hotel suggested by IIM Kashipur			15-30	
6.	Sightseeing facility			15-30	
Total					

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.

2. Format B

S. No.	Item	Rate per Hall (INR) (Inclusive of all taxes, duties and service charges)	No. of Participants	Total Cost (INR) (Inclusive of all taxes, duties and service charges)
1.	Conference Hall		30	
2.	Conference Lunch Tea & Snacks during morning and evening sessions		30	
Total				

3. Format C

S. No.	Item	Rate (INR) (Inclusive of all Taxes, duties and service charges)	Quantity (No's.)	Total Cost (INR) (Inclusive of all taxes, duties and service charges)
1.	Black Masking Box screen with projection		1	
2.	LCD/LED Projector		1	
3.	LCD/LED/Plasma 55' for Dias		1	
4.	Podium Microphone		1	
5.	Table Microphone		2	
6.	Cordless Microphone		2	
7.	Collar Microphone		1	
8.	Sound System		1	
9.	Splitter		1	
10.	Switcher		1	
Total				

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.

4. Format D

S. No.	Total	Amount (Rs.) (Inclusive of all taxes, duties and service charges)
1.	Total of Format A	
2.	Total of Format B	
3.	Total of Format C	
Grand Total		

❖ SEASON- FROM APRIL TO SEPTEMBER:**1. Format A**

Sl No.	Item	Inclusion	Rate per participant/room/night (INR) (Incl. of all taxes, duties & service charges)	No. of Participants/rooms Min – 15 Max - 30	Total Cost (INR) (Inclusive of all taxes, duties and service charges)
1.	Accommodation	Breakfast, Lunch, Dinner, Wi-Fi, Complimentary Services like, coffee/tea maker, newspaper, two mineral water bottles in room daily		15-30	
2.	Airport/Railway Station/Bus stand/ Pick-up & drop			15-30	
3.	Conference Hall			15-30	
4.	Conference Lunch including tea & cookies during morning and evening sessions			15-30	
5.	Welcome so Dinner (at the same venue or any other restaurant/ Hotel suggested by IIM Kashipur			15-30	
6.	Sightseeing facility			15-30	
Total					

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.

2. Format B

S. No.	Item	Rate per Hall (INR) (Inclusive of all taxes, duties and service charges)	No. of Participants	Total Cost (INR) (Inclusive of all taxes, duties and service charges)
1.	Conference Hall		30	
2.	Conference Lunch Tea & Snacks during morning and evening sessions			
Total				

3. Format C

S. No.	Item	Rate (INR) (Inclusive of all Taxes, duties and service charges)	Quantity (No's.)	Total Cost (INR) (Inclusive of all taxes, duties and service charges)
1.	Black Masking Box screen with projection		1	
2.	LCD/LED Projector		1	
3.	LCD/LED/Plasma 55' for Dias		1	
4.	Podium Microphone		1	
5.	Table Microphone		2	
6.	Cordless Microphone		2	
7.	Collar Microphone		1	
8.	Sound System		1	
9.	Splitter		1	
10.	Switcher		1	
Total				

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.

4. Format D

S. No.	Total	Amount (Rs.) (Inclusive of all taxes, duties and service charges)
1.	Total of Format A	
2.	Total of Format B	
3.	Total of Format C	
Grand Total		

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.

Annexure – III

AUTHORIZATION LETTER

It is certified that Mr./Ms. _____ is the authorized signatory who will sign and take part in the bidding process on behalf of our organization confirming with its byelaws.

(Specimen Signature of Authorized Signatory)

Name of the Head (Not below the rank of proprietor/Director of the organization) _____

Name _____

Date _____

Designation _____

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.

Annexure – IV

UNDERTAKING BY THE BIDDER

I, _____ on behalf of _____

(Name of the Tender) hereby declares that

- a) I hereby accept all the Terms and Conditions mentioned in the Tender document including all Annexures unconditionally. We are aware that conditional bids if quoted shall be summarily rejected. (Acceptance of all the terms and conditions as mentioned in the tender to be duly signed and enclosed with Undertaking).
- b) Our organization or the staffs to be provided has no business or direct family relationship with member(s) of IIM Kashipur employees or persons positioned in or on the Board of these two organizations by whatever process.
- c) We will comply with all the applicable/prevaling statutory provisions, laws, Acts and Government orders amended/notified during the period of agreement.
- d) There is no legal suit/criminal case pending or contemplated or legal notice having been served to this effect against the Proprietor of the Tender (In case of Proprietorship), Partner of the Tender (In Case of Partnership), any of its Directors (In case of Pvt. Ltd. Company) or against the Tender on grounds of moral turpitude or for violation of any of the laws in force.
- e) If the above declaration is found incorrect, the present engagement would be terminated and _____ (Name of the Bidder) would be debarred from any further engagement by IIM Kashipur ever.
- f) We have disclosed all the information and the information so provided is true, correct, complete and nothing has been concealed thereof.
- g) No action of debarring/blacklisting of our company/hotel has been done by any of the Government Organisation, PSUs or Public Authority/Institutions of repute during the last 3 years.

Authorised Signatory

Designation
Name of the Firm:
Address:
Place:
Date:

Enclosed:

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.