



भारतीय प्रबंध संस्थान काशीपुर
INDIAN INSTITUTE OF MANAGEMENT KASHIPUR
Kundeshwari, Kashipur – 244713
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Phone: +91-05947-262174, e-mail:- purchase@iimkashipur.ac.in
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BIDS ISSUED TO:

INVITATION OF BIDS FOR EMPANELMENT OF HOTELS FOR PROVIDING ACCOMODATION AND CATERING / RESTAURENT FACILITY TO VISITING FACULTY, STAFF AND GUESTS OF IIM KASHIPUR AT DEHRADUN

Request for Proposal (RFP) No. IIM-K/PURCHASE /RFP/ 01 / 2019-20 dated 23 Jan 2020.

1. Bids in sealed cover are invited for empanelment of hotels at Dehradun listed in this RFP. Please super scribe the above mentioned Title **“RFP FOR HOTELS AT DEHRADUN”**, **RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.** Bids not super scribed with the details mentioned above shall be declared invalid.

2. The address, contact numbers, date of issue of quotations document, last date of submission of bids, date and time of opening of bids for sending Bids or seeking clarifications regarding this RFP are given below –

a. Bids/queries to be addressed to: **STORES AND PURCHASE OFFICER**

b. Postal address for sending the Bids:

**INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR
BAZPUR ROAD, KASHIPUR
DIST. UDHAM SINGH NAGAR,
UTTARAKHAND (INDIA)
PIN – 244713
Website: www.iimkashipur.ac.in**

c. Name/Designation of the contact personnel: **STORE AND PURCHASE OFFICER**

d. Telephone numbers of the contact personnel: 91-7088270882, 7900444090 (Ext) : 321

e. e-mail ids of contact personnel: rakesh.tripathi@iimkashipur.ac.in

f. Date of Issue of Quotation Documents : 23 January 2020

g. Last date and time of submission of Quotations : 18 February 2020 at 11.00A.M. Any changes of the schedule will be notified on the Institute's website.

h. Date and time of opening of Quotations : 18 February 2020 at 11:30 A.M. Any changes of the schedule will be notified on the Institute's website. If the date is holiday, the next working day will be the opening date of the tender.

3. **Cost of Bid Document:** Bidders can download bid document from the website of IIM Kashipur and submit the non-refundable processing fee of ₹ 500/- (Rupees Five Hundred Only) in the form of Demand Draft or Banker's Cheque in favour of Indian Institute of Management, Kashipur".

4. **Estimated Volume of Business per annum:** Approx. Rs. 8,00,000/- (Rupees Eight lakh only)

5. **Issue of Tender:** The tender document can be downloaded from the Institute website –www.iimkashipur.ac.in. The tender cost is ₹ 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.

6. **Manner of depositing the Bids:** Sealed Bids should be sent by registered post/courier or in person at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal/courier delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency)

7. **The RFP is to be signed on all the pages by the bidder. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage without giving reasons thereon of withdrawing the RFP. The institute reserves the right to empanel or hire hotels subsequently as per the exigencies of the institute.**

8. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. This event will not be postponed due to non-presence of your representative.

9. **Forwarding of Bids** – Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like GST number, Bank address with EFT Account etc and complete postal, contact details & e-mail address of their office.

10. Clarification regarding contents of the RFP: A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 10 (ten) days prior to the date of opening of the Bids in case of limited tender enquiry only.

11. Modification and Withdrawal of Bids: A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice should on a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

12. Rejection of Bids: Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

13. Unwillingness to quote: Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.

14. Validity of Bids: The Bids should remain valid till 90 days from the last date of submission of the Bids.

15. Earnest Money Deposit :- N/A

16. The rate contract will be for two years starting from the date of awarding the contract. The contract may be extended for only one year on mutual consent basis (i.e. the total period of contract should not exceed three years from the award of rate contract).

17. Schedule of Requirements: List of items / services required is as follows:

Indian Institute of Management Kashipur invites Quotation from **preferably** reputed rated 3 star and above/ equivalent categories of hotels in Dehradun vicinity for empanelment. IIM Kashipur for its Dehradun location is inviting RFP in prescribed format along with documentary proof from registered hotels located in Dehradun having fully furnished rooms with catering & restaurant facility for visiting faculty, staff and guests of IIM Kashipur.

18 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 of the RFP. Annexure-II is to be signed and forwarded along the RFP.

19. TERMS AND CONDITIONS

(a) The Eols are invited from reputed hotels for rate contract for the period of two years.

(b) IIM Kashipur is looking for hotels in Dehradun location where per day room tariff is for 24 hours from the time of check-in with complimentary breakfast and free wi-fi /internet services and other essential services given herein. The expenses related to room rent and food on actual consumption basis will only be paid to the hotel as per the best discounted offer of the hotel agreed as rate contract by both the parties. 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.

(c) **The period of contract will be two years with a built-in scheme for review of the performance at the end of two years along with a provision for annual price escalation for maximum limit up to 10% for third year to absorb the increase in the input costs.** The total tenure of the rate contract should not exceed three years including the extension period, if any. **The increase/decrease in tariff will be decided mutually. The activation of escalation clause for third year agreement must be requested by the contractor. However, the rates quoted shall remain fixed during the two year of the contract.**

(d) The IIM Kashipur or its Dehradun Campus shall book the different category of rooms with or without meal plans based on requirement of the Institute. The hotel shall be intimated for advance booking.

(e) The food (Breakfast, Lunch and Dinner) may be provided 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.

(f) 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.

(g) Tender forms can also be downloaded from the Institute website www.iimkashipur.ac.in. Please refer Tender section on the Home Page of the 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. **The copy of RFP duly signed and stamped on each page as acceptance to the terms and conditions to be submitted along with Annexure I & II, duly signed by the vendor.**

(h) The offers will be scrutinized by the **committee constituted** for the purpose. The committee will visit the hotels **(if required)** to inspect the facilities and amenities claimed in the offer and to determine the availability of the other essential requisites for convenience of the guests of the institute. The rates of different type of requirements will be sought from the recommended hotels. Final empanelment will

be executed as per institute exigencies and economy. The recommendations of the committee duly approved by the competent authority of the institute will be final and binding to the bidders.

(i) **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. (h) above.** After evaluation of financial offers, the committee will recommend the names of hotels suitable for empanelment for Dehradun location. While recommending the names, the committee will put great emphasis on hotels offering adequate amenities and comforts with minimum rates. The hotels having legitimate star rating from Govt authorised agency will be given preference. The adequacy of the amenities and comfort (as per Annexure -I to this RFP document) will be solely on discretion of the committee and competent authority.

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

(k). The final selection of vender will be as per the following selection process:

(aa) Verification of documents by committee constituted for the purpose in support of eligibility criteria as mentioned in Annexure - I;

(ab) 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. The names of the suitable hotels will be recommended by the committee for inviting financial offers.

(ac) Evaluation of financial offers by committee in view of amenities and competitiveness of rates including other advantages.

(ad) Recommendation of names of hotels suitable for empanelment and

(ae) Approval of names of hotels suitable for empanelment by competent authority.

(af) The Institute may empanel one or more hotels for Dehradun location as per requirement. The empanelment may also be done category wise for each category of the hotel as per the institute requirements and budgetary constraints.

(ag)The decision of the Institute in the matter will be final and binding to all the bidders.

(l) **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:

**Not providing accommodation and services as per the booking.

**Any other matter/incident which an act of negligence or breach of ethics by the hotel end.

20. Standard Conditions of RFP: The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

(a). **Law:** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.

(b). **Effective Date of the Contract:** The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.

(c). **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through sole Arbitrator appointed by the Director of the Institute. 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 the contract. Arbitration proceedings will be held at Kashipur only.

PROFILE OF THE BIDDER

Request for Proposal submitted in response to enquiry notification issued by the Indian Institute of Management Kashipur for Empanelment of Hotel for accommodation at Dehradun 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 Name of _____ License (enclose copy)	

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

**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 RFP.
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