

Indian Institute of Management Sambalpur

C/o. Silicon Institute of Technology
Silicon West. P.O Sason, Sambalpur (Odisha)-768200
Tel: 9437114388

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Tender No. IIMS/Hotel/2015-16/2

January 14, 2016

EXPRESSION OF INTEREST (EoI) FOR EMPANELMENT OF HOTELS AT SAMBALPUR & BHUBANESWAR (ODISHA) AND RAIPUR (C.G.)

Name of the Work	Providing hotel accommodation with catering / restaurant facility to visiting faculty, staff and guests of IIM Sambalpur at Sambalpur & Bhubaneswar (Odisha) and Raipur (Chhatisgarh)
Estimated Volume of Business Per Annum Per Location	Sambalpur (Odisha) – Rs, 16.50 lakh per annum Bhubaneswar (Odisha) – Rs, 04.50 lakh per annum Raipur (Chhatisgarh) – Rs, 04.00 lakh per annum
Duration of Contract	Two years
Opening Date & Time for submission of EoI	14. Jan.2016 (10.30 a.m.)
Closing Date & Time for submission of EoI	27. Jan.2016 (15.00 p.m.)
Opening Date & Time of EoI	27. Jan.2016 (16.30 p.m.)
Proposed Date to Commence the Operations	01.Feb.2016
EoI to be submitted to	Store and Purchase Officer, Indian Institute of Management, Prabandh Shikhar, Rau-Pithampur Road, Indore-453556 (M.P)
Place of opening of EoI	Conference Hall, Administrative Block, Indian Institute of Management, Prabandh Shikhar, Rau-Pithampur Road, Indore-453556 (M.P.)
EoI Submission Cost (Rs.) Non-Refundable	Rs. 500/- (Rupees Five Hundred Only) by Demand Draft / Pay Order in favor of Indian Institute of Management Indore payable at Indore. This amount is non-refundable.
Issue of Tender	The Tender document can be downloaded from the Institute website – www.iimidr.ac.in and www.iimsambalpur.ac.in Please refer Tender Section on the Home Page of Website of IIM Indore. Please keep visiting our website for any corrigendum / amendments and submit the bid documents accordingly.
Contact Person (for any clarification during the tendering process)	Officer (Outsourced Activities), Indian Institute of Management Indore, Prabandh Shikhar, Rau-Pithampur Road, Indore- 453 556. Tel -0731-2439636 /798 and Fax: 2439800

Expression of Interest for Empanelment of Hotel for providing accommodation at Sambalpur and Bhubaneswar (Odisha) and Raipur (C.G)

Background:

Mentored by IIM Indore, IIM Sambalpur was registered as a Society under Societies Registration Act, XXI of 1860 on August 19, 2015. The present campus of IIM Sambalpur has been setup at Silicon Institute of Technology, Sason, Sambalpur, Odisha. IIM Sambalpur has been allotted a piece of land measuring over 237 acres in Basantpur, for the permanent campus by the Government of Odisha. The first batch of Post Graduate Programme (PGP) with 49 students commenced at IIM Sambalpur on September 23, 2015.

IIM Sambalpur is looking for hotel accommodation for its Visiting Faculty, Staff and other visitors in Sambalpur and Bhubaneswar (Odisha) and Raipur (C.G)

IIM Indore is a mentor institute for IIM Sambalpur. IIM Indore is inviting EoIs on behalf of IIM Sambalpur in prescribed format along with documentary proof from registered hotels situated in Sambalpur & Bhubaneswar (Odisha) and Raipur (C.G) having fully furnished rooms with catering & restaurant facility for visiting faculty, staff and guests of IIM Sambalpur.

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. The bidder is free to bid for one or more locations.
2. We are looking for hotels where per day room tariff is for 24 hours from the time of check-in with complementary 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. You will have to collect all other expenses such as laundry, telephone usage charges and other expenses of personal nature from the room guest directly.
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 Sambalpur 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, Dinner) may be provided as per requirement for accommodating guest on the intimation of IIM Sambalpur's authorized officials. If any limit is set towards the food charges, it will be intimated by the Institute.
6. Based on the actual booking of rooms during the month, the empanelled hotel has to submit the bills addressing to "IIM Sambalpur" 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.iimidr.ac.in. Please refer

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 Indore”, towards the cost of the Tender Documents. This amount is non-refundable. Application without the prescribed tender submission fee will not be considered.

8. Tender/Offer may be sent by post /courier to the office of the Tender submission authority namely, Stores & Purchase Officer, Indian Institute of Management Indore, Prabandh Shikhar, Rau-Pithampur Road, Indore-453 556.
9. IIM, Indore 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 for each location. The decision of the committee 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 each 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 Indore reserves the right to accept/reject any offer in part or full, without assigning any reason whatsoever.
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 each 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 Sambalpur to the hotel.

Failure of service and negligence shall be measured in terms of the following:

1. Not providing accommodation and services as per the booking;
2. Any other matter which is an act of negligence or breach of ethics by the hotel.

18. 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' 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.
- (ii) 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 Sambalpur, Odisha only.

19. Jurisdiction of Court

The courts at Sambalpur, Odisha shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

Professor Pawan Kumar Singh
Nodal Officer
Indian Institute of Management Sambalpur
Prabandh Shikhar, Rau-Pithampur Indore (M.P)

Annexure -I Profile of the Bidder

Expression of Interest submitted in response to enquiry notification issued by the Indian Institute of Management Indore on behalf of Indian Institute of Management Sambalpur for Empanelment of Hotel for accommodation at Sambalpur & Bhubaneswar (Odisha) and Raipur (C.G). **The bidder is free to apply for any one or all the locations i.e. Sambalpur and Bhubneswar (Odisha) and Raipur (Chhatisgarh).**

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.	EoI for Hotel Situated at (Please tick the location of your hotel)	Sambalpur (), Bhubaneswar (), Raipur ()
4.	Complete Postal Address with Tel. No., Fax/Email	
5.	Year of Registration / Establishment of Hotel (The hotel should be registered prior to 31.03.2012)	_____ 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.	Please enclose last three years copy of IT return / acknowledgement	2012-13 2013-14 2014-15
8.	Please enclose last three financial years copy of annual accounts (balance sheet and profit & loss account)	2012-13 2013-14 2014-15
9.	Service Tax Registration No.	_____ (enclose copy)
10.	Details of Health/Food License No.	_____ (enclose copy)

11.	Details of any other license required to run the hotel (please specify)	Name of License _____ Name of License _____ Name of License _____ (enclose copy)
12.	Preferably, the bidders should have following amenities and services. Please specify availability of these amenities and facilities by writing Yes/No against it.	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 i) 24 Hrs power backup for all amenities Yes / No j) Restaurant/Dining facility Yes / No k) In Home Laundry facility Yes / No l) Digital Locker Yes / No m) Unlimited Wi-fi/Internet Service Yes / No n) Doctor on emergency Yes / No o) Parking facility Yes / No p) TV with cable connection Yes / No q) Refrigerator Yes / No r) Distance in Kilometers from Railway Station____ s) Distance in Kilometers from Airport _____ t) Any other facility (Please specify). _____ _____
13.	Enclosure brochure of your hotel (if any).	

Date:

Signature & Seal of the Applicant

Annexure-II
UNDERTAKING
(ON LETTER-HEAD OF THE HOTEL)

To
Indian Institute of Management Sambalpur
C/o. Indian Institute of Management Indore (IIM Indore)
Prabandh-Shikhar
Rau-Pithampur Road
Indore 453 556
Madhya Pradesh

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

ANNEXURE – III

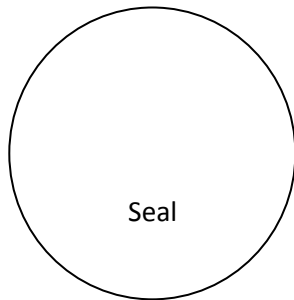
CERTIFICATE

(to be provided on letter head of the firm)

I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

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.

Date:



Place:

Authorized Signatory

Name:

Designation:

Contact No.: