

**NOTICE INVITING TENDER FOR EMPANELMENT OF HOTELS TO
IIM TIRUCHIRAPPALLI**

Tender No. 23SP283T dated: 10.11.2023

Details	Date	Time	Venue
Name of Work/ Service	“Tender for Empanelment of Hotels to IIM Tiruchirappalli”		
Date of issue of Tender Document	10.11.2023	18.00 Hrs. onwards	-
Pre bid Meeting	21.11.2023	11.00 Hrs.	Deans Office Meeting Room, Administrative Block, IIM Tiruchirappalli.
Last date for Submission of Tenders	02.12.2023	17.30 Hrs.	-
Opening of Technical Bid (<i>Tentative</i>)	04.12.2023	11.00 Hrs.	
Opening of Price Bid	<i>To be informed later</i>		
Tender Document	The tender document can be downloaded from the IIM Tiruchirappalli website https://www.iimtrichy.ac.in/tender-published .		
EMD Amount	EMD Amount Rs. 25,000/- to be remitted in the below IIM Tiruchirappalli Bank Account through online mode. Bank Account Details Name of the Beneficiary: IIM Tiruchirappalli Bank Name: State Bank of India SB A/c. No: 32170808935 IFSC Code: SBIN0071187		
Copies of payment transaction receipt for EMD has to be attached with the application form, without which the bid won't be considered. The payment of EMD is exempted for MSME Bidders. Bidders claiming exemption should attach necessary document proof should be attached with tender document.			
SD Amount	Rs. 25,000/- to be remitted by the Each empaneled vendor to IIM Tiruchirappalli as SD. The SD amount will have to be remitted to IIM Tiruchirappalli within ten days along with the letter of acceptance from the receipt of the Purchase Order, failing which the Purchase order will stand cancelled.		
Address for submission of Tender	The Chief Administrative Officer (i/c) Indian Institute of Management Tiruchirappalli Trichy - Pudukkottai Main Road Chinna Sooriyur Village, Trichy - 620 024.		
Mode of Submission of Tender	Speed Post/Registered Post/Courier or Hand delivery – during office hours (9.30 to 17.00 hrs) only (To be submitted at Dispatch Section of IIM Tiruchirappalli @ Administrative Wing – 2 nd Floor and obtain acknowledgement)		

Contents

OVER VIEW	3
BROAD SCOPE OF WORK.....	3
PERIOD OF CONTRACT:.....	3
Requirement for Hotel Accommodation / Booking of Rooms:.....	3
Eligibility Conditions for Bidders	4
Instructions to Bidders.....	5
1. Downloading of Tender Document	5
2. Earnest Money Deposit	5
3. Relationship Certificate	6
4. Amendment to Bid Document	6
5. Conditional Bids.....	7
6. Technical Bids Criteria	7
7. Price Bid Details:.....	7
8. Validity of Bids and Rates:.....	8
Procedure for Submission of Bids.....	8
1. Bid Submission:	8
a. Technical Bid – (Cover 1):.....	8
b. Price Bid - (Cover 2):	9
Pre-Bid Meeting.....	10
Opening of Technical Bid	10
Evaluation of Bids	10
Opening of Price Bid and Award of Empanelment.....	11
General Term & Conditions.....	11
1. Payment Terms.....	11
2. Performance Security Details	12
3. Termination of Services.....	12
4. Penalty Clause	13
5. Forfeiture of Earnest Money:.....	13
6. SIGNING OF CONTRACT:.....	13
ANNEXURE – I: PROFILE OF THE BIDDER	16
ANNEXURE-II: PRICE BID - BOQ.....	19
ANNEXURE – III: SUBMISSION OF TENDER DOCUMENT	20
ANNEXURE – IV: LETTER OF AUTHORISATION	22
CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE TENDER.....	23

NOTICE INVITING TENDER

OVER VIEW

Indian Institute of Management Tiruchirappalli (IIM Tiruchirappalli) is an Institute of National Importance, established by the Ministry of Education (Shiksha Mantralaya), Government of India. More details about IIM Tiruchirappalli are available on our website www.iimtrichy.ac.in.

IIM Tiruchirappalli invites sealed tenders for the Empanelment of Hotels to IIM Tiruchirappalli from reputed, luxurious, spacious and with good ambience Hotels located in Tiruchirappalli (comparable to 3 star / 4 star rating), not more than 30 kms from IIMT Campus to accommodate the training participants.

BROAD SCOPE OF WORK

IIM Tiruchirappalli invites tender for Empanelment from reputed, luxurious, spacious and with good ambience Hotels (comparable to 3 and/or 4 star rating) equivalent categories of hotels for empanelment & selection of Hotels towards accommodating participants of various Training Programmes.

- i. **Duration:** The training programme will be for the duration of 3 to 5 days. The tentative dates will be informed one month prior to the commencement of the programme.
- ii. **Attendees:** The total approximate participants (Male & Female) would be 90 participants per Training Programme. The details of participants will be advised three days before the commencement of the programme.
- iii. **No of Rooms and days:** The total approximate Number of Rooms (Twin Sharing basis with two persons in a room with two separate beds in every room) in requirement is 45 rooms on an average per day for approximately 50 days in a year.
- iv. **Dinner:** The total approximate participants is 90 for a period of 50 days. Buffet Dinner will be at the option of the participants during the stay in the Hotel.

PERIOD OF CONTRACT:

The empanelment period is initially for a period of 1 (One) Year . However, the contract shall be extended for a further period of up to 3 (three) more years on a yearly basis if the services provided by the Agency is found to be satisfactory, on the same terms and conditions and at the sole discretion of the Institute.

Requirement for Hotel Accommodation / Booking of Rooms:

The Hotel shall be required to adhere to the following requirements for the accommodation for the participants training programmes:

- a) Accommodation on Twin Sharing basis (two persons in a room with two separate beds in every room) in well-appointed standard accommodation with amenities inclusive of

facilities like air conditioning, TV with pan India cable connection, 24-hour hot water facility and power supply, cleaned pressed bed sheet, bath towel, hand towel, 2 soaps, Two (02) Mineral water bottles (one Litre each), daily in each rooms, each day to each occupant/s.

- b) The room size should be minimum 250 sq ft excluding attached bath/toilet.
- c) The check-in time should be 24 hours. Billing would be on 24 hrs basis. However, if the additional stay is less than 12 hrs, only half day charges will be billed.
- d) Complimentary serving of Bed Tea and Tea/Coffee maker in each room.
- e) Complimentary Buffet Breakfast.
- f) Buffet Dinner with a good spread of itemized menu (Veg. and one Non-Veg.)
- g) Complimentary Wi-Fi facility in every room.
- h) The number of rooms may decrease / increase at the time of arrival of the guests/participants. In such cases, billing will be on actual basis.
- i) IIM Tiruchirappalli will pay only for the accommodation for the guests/participants. Any personal expense would be borne by the individuals only and to be collected by the Hotel.
- j) There must be no hidden charges, IIM Tiruchirappalli will pay only the charges for items included in the bid Document. A nodal officer from the hotel must be deputed for coordination purpose at all times for all purposes.
- k) In case 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 the actual period of stay of the participants.

Eligibility Conditions for Bidders

The tendering Agency must fulfil the conditions mentioned in the succeeding paras in order to be eligible for technical evaluation of the bid:

- a) The bidder should have at least 15 rooms on twin sharing basis (two persons in a room with two separate beds) for the participants and The room size should be at least 250 sq ft excluding attached bath/toilet.
- b) The offered property of the bidder should have an adequate parking facility for a bus for the participants alight and embark in front of the property. Self Declaration needs to be submitted along with Technical Bid for the points mentioned in a & b.
- c) The bidder(s) should be registered with the Goods and Services Tax council for the purpose of Goods & Service Tax (GST). A copy of the GST registration certificate has to be submitted with the tender document. A copy of GST Registration Certificate, PAN and Bank account details should be submitted along with the Technical Bid. The names appearing on all these documents and tender document should be same or linked.
- d) The Bidder(s) should be either:
 - i A company registered under Indian Companies Act, 1956/2013
(OR)
 - ii A partnership firm registered under Indian Partnership Act, 1932. LLP (Limited Liability Partnership)

(OR)

- iii 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)
- e) The Bidder(s) should have Trade License for hotel from concerned Municipal Corporation/appropriate authority.
- f) The Bidder(s) should have Health License from concerned Authorities.
- g) The Bidder(s) should have Food License from FSSAI/appropriate authority.
- h) The Bidder(s) should have Fire Safety License from Fire Department/appropriate authority.
- i) The average annual turnover of the bidder(s) should be atleast Rs. 10 Lakhs (Rupees Ten Lakhs Only) in the last 5 financial years ended as on 31st March 2023 (2018-19 to 2022-23). The year in which no turnover is shown would also be considered for working out the average. Copies of duly audited statement of accounts (Balance Sheet with Profit & Loss accounts) are to be submitted with the Technical Bid for the last five (5) years as above.
- j) Bidders should be regular in filing Income-Tax returns. A copy of the Income tax returns filed for the last five financial years (2018-19 to 2022-23) should be submitted with the Technical Bid.
- k) The bidders should not be blacklisted by any department of the Government of India and Private organization in the past. There should not be any criminal case registered against the bidding firm or its owners/partners anywhere in India. An undertaking to this effect and should give self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the [Annexure-III](#) in the Company letterhead duly signed by the owner / partner or both to be enclosed.

Instructions to Bidders

1. Downloading of Tender Document

Tender Documents are to be downloaded from the Institute's website <https://www.iimtrichy.ac.in/tender-published>. No Tender fee is payable.

2. Earnest Money Deposit

- a. The Bidder (s) should remit an Earnest Money Deposit (EMD) of **Rs. 25,000/- (Rupees Twenty-five Thousand only)** at the bank account mentioned in **Page 1**. A copy of the payment transaction receipt has to be attached with the Tender application form, without which the bid will not be considered for the bidding process.
- b. The EMD of the successful Bidder will be adjusted against the interest-free security deposit.
- c. The EMD of the unsuccessful bidders will be released after the finalization of the Tender. No interest is payable on the Earnest Money Deposit (EMD).
- d. Micro and Small Enterprises (MSEs) firms as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organization or the concerned Ministry or Department or Startups

as recognized by Department of Industrial Policy & Promotion (DIPP) for all these items only, are exempted from EMD. However, they have to enclose valid self-attested registration certificate(s) along with the Tender to this effect, without which the bid won't be considered for further process.

- e. The bidders who seeks exemption from EMD as per clause above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the bid document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.

3. Relationship Certificate

- a. The bidder should give a certificate that none of his/her near relative is working in the units as defined below where he is going to apply for the Tender. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the company. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and IIM Tiruchirappalli will not pay any damage to the company or firm or the concerned person.
- b. The company or firm or the person will also be debarred for further participation in the concerned unit.
- c. The near relatives for this purpose are defined as follows: -
- Members of a Hindu undivided family,
 - Spouse,
 - The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).
- d. The Relationship Certificate ([Annexure-III](#)) needs to be placed in the Technical bid cover.

4. Amendment to Bid Document

- a. At any time prior to the date of submission of bids, IIM Tiruchirappalli shall modify the bid document with amendments on its own.
- b. Such amendments shall be notified on IIM Tiruchirappalli website only and these amendments will be binding on all prospective bidders.
- c. The Institute may at its own discretion extend the last date for the receipt of bids.
- d. IIM Tiruchirappalli reserves the right to cancel the tender without assigning any reason at any stages of evaluation before finalization.
- e. IIM Tiruchirappalli also reserves the right to, at any time and in its absolute discretion the following:
- i. Accept or reject all bids.
 - ii. To obtain further clarification or supporting documents during the technical bid evaluation.
 - iii. To suspend, discontinue, modify and/or terminate the Tendering process at any time.

- iv. To reject any unreasonable bid.
- v. To modify/change/delete/add any further terms and conditions prior to opening of Price Bid.

5. Conditional Bids

Conditional bids or Bids based on the process / basic schemes other than mentioned and / or not conforming to the technical specifications / requirements of the Bidding documents will not be considered.

6. Technical Bids Criteria

- i. The technical bid shall contain all the relevant information which forms part of the technical bid. The information provided in the technical bid will be used for understanding and assessing/evaluating the quality of solution being proposed by the Bidder.
- ii. All the information should be organized in logically structured form and attached as a technical bid with an index. Bidders should comply with eligibility criteria and technical requirements. The detailed formats are attached at [Annexure-I](#). The Bidder is to complete the same in all respect and submit accordingly. No deviations are acceptable in [Annexure-I](#).

7. Price Bid Details:

- i. The Price Bid should be submitted strictly as per the BoQ attached in ([Annexure-II](#)) format, failing which the offer will be rejected. (renaming or changing the format of BoQ) will not be acceptable.
- ii. The quantities mentioned in Price Bid are tentative and shall be increased or decreased depending upon the requirements of the Institute.
- iii. The quantities mentioned in Price Bid are tentative and shall be increased or decreased depending upon the requirements of the Institute.
- iv. Bids must be submitted with the rates for all the item(s) of the work involved and any incomplete bid will not be considered.
- v. Buffet dinner would be availed by the participants depending upon their choice. Payment will be made for actual dinner availed by Institute participants.
- vi. Evaluation of the tender will be made only on room rent without considering the cost of the dinner.
- vii. The Rates quoted by the tenderer should be inclusive of all charges except GST and must hold good till the completion of work and should not be subjected to any escalation. No claim on this account what so ever shall be entertained at any stage including the extended period, if any.
- viii. Vendor should quote rates in the Price Bid ([Annexure-II](#)) format only, bids indicating rates anywhere else will be rejected.

8. Validity of Bids and Rates:

- i. All the quoted rates would be valid until the completion of the contract. No escalation of price whatsoever would be allowed during the currency of the contract, including extended period if any.
- ii. The quote shall remain valid and open for acceptance for a period of 90 days from the date of opening of price bid.

Procedure for Submission of Bids

- i. The tender document should be downloaded from the IIM Tiruchirappalli website <https://www.iimtrichy.ac.in/tender-published>.
- ii. The Bidder needs to fill, sign and seal the required bid documents as indicated in the tender document.
- iii. The Bidder should submit the Bid in two parts viz. **Technical Bid** and **Price Bid**. Technical Bid along with required documents should be attached in Cover-1. **Price Bid as per Annexure-II** only should be submitted in Cover- 2.
- iv. All the pages of the tender document being submitted must be duly signed as per the procedures and requirements stipulated herein.
- v. The Bidder (s) shall not make any changes or amendments in the tender document as published in the IIM Tiruchirappalli website.
- vi. All correspondence and documents relating to the Tender shall be written in English.
- vii. No addition or alteration should be made in the tender document.
- viii. The tender document should be filled in legible handwriting/printing/typing without ambiguity.
- ix. If any correction is necessary in the information provided by the Bidder, the same should be made after scoring out the old entry. In any case, there should not be any overwriting. All the corrections should be attested with the full signature of the Bidder with date.
- x. It is construed that the Bidder has read all the terms and conditions before submitting their offer. An undertaking as given in **Annexure-III** to the effect of stating that all the terms and conditions of the Tender have been read and abided by the tenderer shall be furnished.
- xi. Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.
- xii. The bidders are cautioned that furnishing of incomplete/ambiguous information, suppression of facts and any alteration of the prescribed tender format will entail outright rejection of the bid application.
- xiii. Bidders should note that they should submit their price bids in the prescribed format given by IIM Tiruchirappalli, and no other format is acceptable.

1. Bid Submission:

Since this tender is based on two bid system, the bids (complete in all respect) must be submitted in **Three Separate Sealed Envelopes** as explained below:

a. Technical Bid – (Cover 1):

The following documents are to be submitted along with Technical Bid (**Annexure-I**), as per the tender document;

- i. Self Declaration for Number of Rooms, area of the room and Parking Facility.
- ii. Application form, Near Relative Certificate as per [Annexure - III](#).
- iii. Copy of PAN and GST Registration.
- iv. Copy of constitution or legal status of the bidder /Sole proprietorship / firm agency etc., like an Attested copy of the deed of partnership, if the firm is a partnership concern. Certificate of Incorporation duly certified in case of Company.
- v. Copy of Trade / Food / Health and Fire safety License.
- vi. Copy of work orders and testimonials/completion /performance certificate from the present and past clients of equivalent order / SLA (executed the work(s) received in the last 5 years) with verifiable contacts need to be attached with the Tender document to prove their competency.
- vii. A copy of Income tax returns filed and audited accounts statement for the last Five financial years (2018-19 to 2022-23).
- viii. Signed Tender document and its all annexures.
- ix. All other document mentioned in the tender document, except Price Bid document.

The Technical Bid Cover with the aforementioned required enclosures should be in sealed condition and SUPERSCRIBED with the following text: “**Technical Bid for the Empanelment of Hotels to IIM Tiruchirappalli**”

b. Price Bid - (Cover 2):

- i. Price bid (As per [Annexure-II](#) duly filled and signed)- Price must be quoted as per the format specified for all the items, failing which tender shall be rejected.
- ii. Only duly filled Price Bid as per [Annexure-II](#) should be put in a separate cover and the cover should be in sealed condition.

This envelope should be SUPERSCRIBED with the following text: “**Price Bid for the Empanelment of Hotels to IIM Tiruchirappalli**”

All the Two sealed envelopes should carry the name and address of the bidder and be placed/kept inside a LARGER Size Master Envelope with the following text SUPERSCRIBED on the master envelope:

“**Tender for the Empanelment of Hotels to IIM Tiruchirappalli**”- **23SP283T dated: 10.11.2023**

- i. The master envelope containing the three envelopes should be delivered at the below mentioned address on or before deadline
**The Chief Administrative Officer i/c
Indian Institute of Management Tiruchirappalli
Trichy – Pudukkottai Main Road, Chinna Sooriyur
Tiruchirappalli– 620 024.**
- ii. If the two inner envelopes A(Technical Bid) & B (Price Bid) and the outer envelope (i.e., larger envelope) are not marked as instructed, IIM Tiruchirappalli will assume no responsibility for the misplacement of the envelopes. Any bid received in unsealed condition will be rejected.

- iii. The tender should be submitted either through Registered Post/Speed Post/Courier or delivered to IIM Tiruchirappalli in hand on working days during office hours (9.30 hrs. to 17.00 hrs.). IIM Tiruchirappalli will not accept any responsibility or grant any relaxation of time for any Postal delay in submission of tender.

Pre-Bid Meeting

A Pre-Bid Meeting with the intending bidders will be conducted in person at Deans Office Meeting Room, Administrative Block, IIM Tiruchirappalli on 21.11.2023 at 10.30 Hrs. to clarify doubts that shall arise before submitting the bids.

If the bidders, who are unable to visit IIM Tiruchirappalli in person to attend the pre-bid meeting, can join the meeting through virtual mode.

The bidders need to send the scanned copy of the letter of authorization from their firm (or firms they are representing) to purchase@iimtrichy.ac.in before 15.30 Hrs., on 20.11.2023 to attend the Pre-bid meeting as per the format enclosed vide [Annexure-IV](#).

The Bidders are requested to mail their doubts/queries to purchase@iimtrichy.ac.in before the pre-bid meeting, i.e. by 15.30 hrs, 20.11.2023, to enable us to clarify the doubts in the pre-bid meeting itself.

Opening of Technical Bid

The Technical bid will be opened by the Tender Opening Committee on **04.12.2023 at 11.00 Hrs.** in the presence of the bidders or their authorized representatives through physical/video conferencing mode. A maximum of two representatives per bidder shall be authorized and permitted to attend the bid opening. Bidders / Representatives have to send the scanned copy of letter of authorization from their firm (or firms they are representing) to purchase@iimtrichy.ac.in before attending the Opening of Master envelope & Technical bid meeting on the given date (to be informed later) in the opening of Technical Bid as per the format enclosed vide [Annexure -IV](#).

Evaluation of Bids

- a. Physical visit of hotel premises (if required) will be carried out by IIM Tiruchirappalli to check the services, amenities and credentials of the hotel by the committee constituted for this purpose for ground validation. If the property is not found suitable as per the requirement of IIM Tiruchirappalli as recommended by the committee, the price bid of the bidder will not be opened.
- b. The Technical bid will be opened first and evaluated. The Financial bid of only those bidders whose technical bid is found to be technically qualified by the Committee will be opened. The bidders are therefore advised to check the contents of the Technical bid documents to ensure that all requirements as per the tender have been provided in the **Cover 1 (Technical Bid)**.
- c. The institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose.

Opening of Price Bid and Award of Empanelment

The price bids of all the technically eligible bidders will be opened. The date and time for opening of the Price Bid will be informed to all the technically qualified bidders.

- a. **AWARD OF EMPANELMENT:** The final selection of vendor will be as per the following selection process:
 - *Evaluation of the tender will be made only on room rent without considering the cost of the dinner.*
 - Bidder who has quoted the lowest rate shall be declared as L1 vendor and others will be declared as L2, L3 etc based on the ascending order of the rates quoted by them.
 - If the rooms offered by L1 is not adequate, then the L2 vendor will be offered the balance rooms upto the number of rooms offered by him. In this process, successive vendors will be approached till the full requirement of the rooms is met.
- b. IIM Tiruchirappalli reserves the right to negotiate the quoted price, with the successful Agency / Hotel to arrive at the fair and reasonable price.
- c. IIM Tiruchirappalli reserves the right to give counter offer to the negotiated L1 rates to other bidders for matching the L1 rates. All other terms and conditions of this document shall remain operative even if a counter offer rate is offered to the Agencies.
- d. The Successful bidder/s should accept the offer within 10 days from the date of receipt of "Letter of Offer", failing which the offer will be cancelled.
- e. In case the successful bidder backing out before actual award or execution of agreement or declines the offer of empanelment, for whatsoever reason(s), IIM Tiruchirappalli will have right to forfeit the EMD.
- f. It is clearly understood by the parties that no financial liability of any type is created by issuance of work order. The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and the performance of the agency / hotel.
- g. Any act on the part of the bidder to influence anybody in the institute is liable to rejection of his bid.
- h. The decision of Competent Authority, IIM Tiruchirappalli will be final in all matters relating to this tender.

The Institute reserves the right to accept or reject all the offers including the lowest without assigning any reason.

General Term & Conditions

1. Payment Terms

- a. No advance payment will be made in any case.
- b. The Service Provider should submit the bill in the form of Tax Invoice containing the details of GST Registration number of the Service Provider and IIM Tiruchirappalli (33AAAAI5004RIZO) along with HSN/SAC code every month.
- c. Billing will be on actual check-in/check-out basis for bookings of rooms or on program basis as per the instructions provided by IIM Trichy. However, if the additional stay is less than 12 hrs, only half day charges will be billed.

- d. No Retention Charges/ Cancellation Charges/Surcharges are payable by IIM Tiruchirappalli.
- e. Payment will be made within 25 days from the date of submission of the bill after the completion of the program.
- f. Billing to be done to: INDIAN INSTITUTE OF MANAGEMENT, TIRUCHIRAPPALLI.
- g. The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes etc.)
- h. TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from Service Provider's bills.

2. Performance Security Details

- a. The successful bidder shall remit **Rs. 25,000/-** as interest free Performance Security Deposit within 10 days of receipt of the order. Security Deposit has to be remitted through online transfer to IIM Trichy Bank Account. The security deposit will remain with the Institute during the contract period and will be returned to the service provider after 60 days from the expiry of the contract, after adjusting deducting the liabilities, if any.
- b. If the successful bidder had remitted EMD, the same will be converted to an interest free Performance Security Deposit.
- c. Performance Security will be forfeited if the Vendor fails to perform/abide by any of the terms or conditions of the contract.
- d. In case, the Vendor fails to provide the rooms as committed, the same services will be obtained from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting vendor or from both in case the recoverable amount exceeds the amount of Performance Security.

3. Termination of Services

- a. Empanelment shall cease to exist automatically at the end of the date mentioned in the empanelment work order without any separate notice.
- b. Contract can be terminated by IIM Tiruchirappalli by giving one-month notice in advance.
- c. The tenderer will be bound by the details furnished by him/ her to IIM Tiruchirappalli, while submitting the EOI/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.
- d. In case of dispute, interpretation /decision of IIM Tiruchirappalli will be treated as final.
- e. Work Order will be issued one week in advance after checking the availability, and in case the agency fails to provide as per above specifications and scope of work, the empanelment of agency will liable to be terminated.
- f. IIM Trichy may, without prejudice to any other remedy for breach of contract, terminate the contract in whole or in parts in the event of the following:
 - i. If the Service Provider fails to provide the services as detailed in the Tender within the period (s) specified in the contract or any extension thereof granted by the Institute.
 - ii. If the Service Provider fails to perform any other obligation(s) under the contract.
 - iii. If the Service Provider being declared insolvent by the competent Court of Law

without any notice.

4. Penalty Clause

- a If it is observed at any stage during execution / defect liability period that the quality of the work is not satisfactory, the contract/ work order as a whole shall be terminated and Security deposit forfeited. Applicable penalties would be levied from the amount payable to the vendor on such termination and the balance amount, if any, would be paid. The decision of the Institute in the matter of penalties, would be final and binding.
- b Deficiency in services listed in the Scope of Work, will be construed as lapses on the part of the Vendor. Such lapses due to Vendor will be viewed seriously and penalties will be imposed up to 5% of the total value of the order on the vendor in case of any delay/deviation in service. IIM Tiruchirappalli reserves the right to impose the penalty and the quantum of the penalty will be decided in individual cases and decision of the Institute, shall be final and binding.
- c In case of failure to carry out the services to the satisfaction of IIM Tiruchirappalli as per the terms and conditions, the Institute will be free to get services done by any other agency at the cost and risk of the service provider.

5. Forfeiture of Earnest Money:

The earnest money will be forfeited in the following cases:

- i. Earnest Money is liable to be forfeited and the bid is liable to be rejected, if a bidder withdraws or amends or impairs or derogates from the Tender in any respect within the period of validity and/or after opening the Tender. Such bidders will also be blacklisted.
- ii. When information/certificate/document furnished is found to be false at any stage.
- iii. When the bid documents have been manipulated or altered after they are downloaded from the website.

6. SIGNING OF CONTRACT:

- a. The Empanelled bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a non-judicial stamp paper of Rs. 100/- (Rs. one hundred only) within 10 working days from issue of the Work Order along with interest free performance security deposit. In the event of failure on the part of the successful bidder to sign the Contract within the period stipulated above, the EMD shall be forfeited and the acceptance of BID shall be considered as cancelled.
 - b. The Bidder shall certify that change in ownership is not anticipated in the proposed period of contract. If such a change is anticipated, the scope and effect thereof shall be defined. IIM Tiruchirappalli shall file a suit against the bidder for breach of this clause requesting damages and / or specific performance remedies therefrom.
7. **Last Payment:** The last payment of the service provider will be cleared only after obtaining clearance of any liabilities pending of Institute.
8. **Firm Price:** The Price quoted by the bidder will be firm through out the Empanelment Period. There will be no increase in the prices under any circumstances.

9. Canvassing in connection with the tenders is strictly prohibited and tenders submitted by the tenderers who resort to canvassing will be liable to rejection. Any bribe, commission or advantage offered or promised by or on behalf of the tenderer to any officer or staff of IIM Tiruchirappalli shall block his/ her Tender from being considered. Canvassing on the part or on behalf of the tenderer will also make his Tender liable to rejection.
10. **Authority of person signing document:** A person signing the tender application or any documents forming part of the contract on behalf of another shall be deemed to warranty that he/she has authority to bind such other and if, on enquiry, it appears that the person so signing had no authority to do so, IIM Tiruchirappalli may without prejudice to other Civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.
11. In respect of services rendered to IIM Tiruchirappalli, the Service Provider shall be liable for depositing all taxes, levies, cess, etc. to the concerned tax collection authorities from time to time as per existing rules and regulations on the matter.
12. While making payment to the Service Provider, TDS and other statutory deductions will be effected by the Institute.
13. The Income Tax (TDS) shall be deducted at prevailing rate from the bills, as amended from time to time in accordance with the provisions of Income Tax Department, and the relevant certificate to this effect shall be issued by IIM Tiruchirappalli to the Agency.
14. In case, the vendor fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIM Tiruchirappalli is put to any loss / obligation, monetary or otherwise, IIM Tiruchirappalli shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms. This shall be in addition to the right of IIM Tiruchirappalli to initiate penal measures against the Service Provider including the termination of the contract.
15. **Subletting of Work:** The firm/agency should not assign or sublet the work/job or any part of it to any other person or party. The Tender is not transferable. Only one Tender shall be submitted by one tenderer.
16. The Bidder should have requisite licenses from appropriate governmental regulatory bodies for operating the services in India, if applicable. (License documents obtained from Government authorities should be attached).
17. **Arbitration:** In case of any unreconciled disputes between the parties IIM Tiruchirappalli and the agency/firm to whom the contract had been awarded, arising out of any of the terms of the Contract Agreement, the dispute shall be referred to a single Arbitrator mutually agreed, as per Arbitration and Reconciliation Act 1996, in Tiruchirappalli jurisdiction. The decision of the Arbitrator shall be final and binding on the both parties.
18. **Jurisdiction:** All disputes arising out of this contract shall be subjected to the Courts at Tiruchirappalli.
19. **Force Majeure:**

- a. Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- b. Force Majeure shall mean fire, flood, natural disaster, or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

ANNEXURE – I: PROFILE OF THE BIDDER

EMD Transaction/Exemption Eligibility Details		Transaction Ref No: _____ dated: _____	
		If exempted Provide Valid Certificate Number: _____	

SI. No.	Information Particulars		Response
1	Name of the agency / firm /company		
2	Address of the agency / firm /company		
3	Legal status (Individual, proprietary, partnership firm, limited company, etc.) Document to be attached.		
4	Authorized Signatory Details	Name	
		Designation	
		Email	
		Phone	
	Details of Contact other than Authorized Signatory	Name	
		Designation	
		Email	
		Phone	
5	Month and Year of commencement business.		
6	Registration number of the firm. (as per Shops and establishment act.).	Copy of the certificate to be attached	
		PAN No. of the Agency	
		GST No. of the Agency	
7	Star Rating, Trade/Food/Fire / Health License Copies of the approval / license to be attached.		
8	Have your firm/company ever changed its name any time? If yes, provide the previous name and the reasons there for?		
9	Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.		

10	Brief details of Litigations, if any, Connected with related work, Current or during the last three years, the opposite party and the disputed amount.	
11	Give details of Termination of previous contract, if any	
12	Details of bank mandate; Name of the Bank	
	Name of the Branch	
	Account No.	
	Type of Account	
	IFSC Code No. (copy of the cancelled cheque should be enclosed)	
13	Total experience (years/ months) in the Related work	

Turnover for the last 5 years (from 2018-19 to 2022-23). Please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

Financial Years	2018-19	2019-20	2020-21	2021-22	2022-23
Details of Gross Annual Turnover - (Rs. in Lac)					
Average Turnover in last five years	INR _____ in Lakhs				

Technical Criteria

Kindly indicate the answers against each Technical Criteria below:

Particulars	Answers
Category of Hotel (3 Star & equivalent or 4 Star & equivalent).	
Number of Restaurants with capacity to accommodate more than 50 people at the same time.	
Availability of Twin Sharing Room (with two separate beds) with standard accommodation amenities (No of Rooms)	
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 Less than 7 & more than or equal to 5 years	
Number of years Less than 5 & more than or equal to 3 year	
Number of years below 3 year	

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

ANNEXURE-II: PRICE BID - BOQ

S. No	Description of Items	No of rooms offered	Rate per room/Night (INR) (exclusive of GST)	Total Amount(Rs.) (Excluding GST)
1	<p>Accommodation on Twin Sharing Basis</p> <p>Inclusions a. Complimentary Breakfast b. Complimentary Services like Wi-Fi facility c. TV with pan India cable connection d. Coffee/Tea maker e. Newspaper f. Two Mineral Water Bottles (One Litre Each) in room daily</p>			
2	<p>Accommodation on Single Room</p> <p>Inclusions a. Complimentary Breakfast b. Complimentary Services like Wi-Fi facility c. TV with pan India cable connection d. Coffee/Tea maker e. Newspaper f. One Mineral Water Bottle (One Litre) in room daily</p>			
3	<p>Buffet Dinner with a good spread of itemized menu (Veg. and one Non-Veg.) for per person</p>			

ANNEXURE – III: SUBMISSION OF TENDER DOCUMENT

The Chief Administrative Officer (i/c),
Indian Institute of Management Tiruchirappalli,
Trichy-Pudukkottai Main Road,
Chinna Sooriyur Village,
Tiruchirappalli 620 024.

Date:

Subject: “Tender For Empanelment of Hotels to IIM Tiruchirappalli”

Reference: Tender Notice published in IIM Tiruchirappalli website. - ***Tender No: 23SP283T dated: 10.11.2023***

Dear Sir,

With reference to the tender notice published in above mentioned website, I / We hereby submit my/ our Tender in a required format. I / We have carefully gone through the terms and conditions and prescribed given and I / We accept the same without any alterations / modifications.

It is certified that I, _____ (name of the person)

S/o Shri _____

r/o _____

a) am authorized to sign this document on behalf of M/s.

(the name of the firm / company which is bidding in this tender) and that our firm / company have never been blacklisted by any of the Government Organization / Agencies in the past and there is no criminal case registered against our firm / company or its owner / partners anywhere in India.

b) hereby certify that none of my relative (s) as defined in the tender document is / are employed in IIM Tiruchirappalli as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, IIM Tiruchirappalli shall have the absolute right to take any action as deemed fit / without any prior intimation to me.

c) further declare that:

1. All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our Agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/ terminated.
2. I understand that the decision taken by the IIM Tiruchirappalli is final and binding in all matters.
3. I hereby agree to work as per the terms and conditions stipulated by IIM Tiruchirappalli.
4. I understand that the IIM Tiruchirappalli reserves the right to accept or reject and to cancel the Tender and reject all bids at any time prior to the award of the contract, without detailing any specified reasons whatsoever

Place: _____

Signature _____

Name _____

Date: _____

Designation: _____

Seal of agency / Firm / Company

ANNEXURE – IV: LETTER OF AUTHORISATION

**LETTER OF AUTHORISATION FOR ATTENDING PRE-BID/PRICE
BID OPENING MEETING (in bidder’s letterhead)**

To

The CAO (i/c)

IIM Tiruchirappalli

Pudukkottai Main Road,

Chinna Sooriyur Village,

Tiruchirappalli - 620 024

Subject: Authorization for attending Pre Bid/Price Bid Opening Meeting on
(date) in the “**Tender For Empanelment of Hotels To IIM Tiruchirappalli**”.

Following persons are hereby authorized to attend the Pre Bid for the Tender mentioned above on behalf of.(Bidder) in order of preference given below.

Order of preference	Name	Designation	Contact No	Specimen Signatures
I				
II				

Alternate Representative

Signatures of Bidder

or

Officer authorized to
sign the bid Documents
on behalf of the Bidder.

Notes:

1. Maximum of **two representatives** will be permitted to attend Pre Bid Meeting / bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.

CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE TENDER

Sl. No	Covers	Details	Remarks	Tick (√)
1	(Cover 1)	All the documents and Annexures, except Price Bid document.		
2	(Cover 2)	Only Price Bid documents as per the Annexure-II		
3		Whether GST Registration Certificate is enclosed.		
4		Whether PAN is enclosed.		
5		Whether duly filled in Technical Bid documents (i.e., Annexure-I to the tender document) along with all the related enclosures have been enclosed with the Tender: <ul style="list-style-type: none"> i. Registration/ Incorporation details of the bidding firm/Agency/ Company ii. Documents in support of Legal Status of the Bidder. Copy of Registered Partnership Deed or Articles / Memorandum of Association in the case of partnership firm or Private Limited Company. iii. Authorization / Power of attorney for signing the tender document iv. Audited Annual Accounts and Income Tax Return for the last five consecutive financial years i.e., 2018-19 to 2022-23 v. Details of completed contracts in the prescribed format during the last three years along with proof with verifiable contacts. vi. Details of ongoing contracts in the prescribed format along with proof with verifiable contacts. vii. All other information/ details/ supporting documents/proof desired in the viii. Tender document. 		
6		Whether Technical Bid documents as per Annexure-I of the tender document is submitted.		
7		Whether Near Relative Certificate, Declration, Undertaking Certificate as per Annexure-III to the effect that the Bidder had never been blacklisted by any of the Government Organization / Agencies is submitted.		
8		Whether Technical Bid documents and all the required enclosures to the Technical Bid are serially numbered and over writing/ erasures, if any, in the technical bid duly been signed and endorsed with seal?		
9		Whether an Index or Table of Content of all enclosures to the Technical bid has been prepared and attached with the Technical bid, to facilitate quick reference?		
10		Whether Tender documents have been signed with seal in all the pages by the Bidder.		