



भारतीय प्रबंध संस्थान विशाखपट्टणम
INDIAN INSTITUTE OF MANAGEMENT
VISA KHAPATNAM

Ref: Tender No: IIMV/PMO/T/02-2017-18

Date: June 7, 2017

Tender Document

for Providing Five/ Four Star Category Hotel Accommodation at Visakhapatnam

Invitation to Tender for Providing Five/Four Star Category Hotel Accommodation for Indian Institute of Management Visakhapatnam Guests at Visakhapatnam, for a period of one year.

Last date for Submission of Bids	June 16, 2017, 3:00 PM
Opening of Technical Bids	June 16, 2017, 4:00 PM
Opening of Commercial Bids	Subsequent to technical bids opening

Address:

Indian Institute of Management Visakhapatnam
Andhra Bank School of Business Building
Andhra University Campus
Visakhapatnam-530003
Phone: +91-891-282-4468

**INDIAN INSTITUTE OF MANAGEMENT VISAKHAPATNAM
ANDHRA BANK SCHOOL OF BUSINESS BUILDING
ANDHRA UNIVESITY CAMPUS
VISAKHAPATNAM530 003**

NOTICE INVITING TENDER (NIT)

IIMV/PMO/T/02-2017-18 dated June 7, 2017

SUB: REQUIREMENT OF FIVE/FOUR STAR HOTEL ACCOMMODATION AT VISAKHAPATNAM

Indian Institute of Management Visakhapatnam (IIMV), having its office at Andhra Bank School of Business Building, Andhra University Campus, Visakhapatnam - 530 003, is looking for Five/ Four Star classification hotel accommodation with restaurant facility to accommodate Visiting faculty and Guests of the Institute. Tenders are accordingly invited from reputed Five/ Four Star category hotels for rate contract for a period of one year.

1.0 Tender details:

1	Ref. No. IIMV/PMO/T/02-2017-18 dated June 7,2017				
2	Name of the work	Tender for hiring of Five/Four Star category hotel accommodation on need basis for its Visiting faculty/Guest Faculty/Guests at Visakhapatnam for a period for one year.			
3	Type of Tender	Cost of Tender In Rs	EMD in Rupees	Estimated number of days stay in one year period	Contract period
	Item Rate	500/-	1,00,000/-	750 to 1000 nights	One year
4.	Tender Cost / Tender document charges of Rs. 500/- & EMD of Rs. 1,00,000/- to be paid through e-Procurement portal while uploading documents.				
5.	Last Date for Submission of Tender and for payment of Tender Cost& EMD	June 16,2017 (Friday); 3:00 pm			
6.	Date and time of opening of tender (Technical Bid)	June 16, 2017; 4:00 pm			

7.	Date and time of opening of tender (Commercial Bid)	Subsequent to technical bids opening	
8.	Sale of Tender Document	The tender documents can be downloaded from the websites www.tenderwizard.com/IIMV or http://www.iimv.ac.in/tender-notices.html	
9.	Place of the submission	Submission through e portal : www.tenderwizard.com/iimv	
10.	Eligibility Criteria	The bidders must meet the eligibility criteria indicated in Technical Bid and general terms and conditions	
		The Bidder must have PAN Number & Service Tax/GST Registration Number	

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Tender Details:

Indian Institute of Management Visakhapatnam (IIMV, the Institute) was set up in 2015 in Visakhapatnam by the Government of India, Ministry of Human Resource Development. Presently, IIM Visakhapatnam operates from Andhra University Campus.

IIMV is desirous of hiring hotel rooms in Five/ Four Star hotels on need basis for its Visiting faculty/Guest Faculty/Guests at Visakhapatnam for a period of one year.

Offers are invited from eligible parties directly (no brokers, intermediaries or aggregators) based on the eligibility criteria and general terms and conditions mentioned below. Interested parties may download the copy of the document from websites, i.e. www.tenderwizard.com/IIMV or <http://www.iimv.ac.in/tender-notices.html>. Tender should be submitted through e-procurement portal only.

Interested bidders are required to pay a Tender Cost of Rs.500/- (Rupees Five hundred only) and Earnest Money Deposit (EMD) of Rs. 1,00,000/- as prescribed in the Notice Inviting Tender through e- procurement portal.

The last date for submission of Technical Bid along with Tender Cost & EMD is June 16, 2017 (Friday), 3 PM. All such received Technical Bids will be opened on the same day i.e. June 16, 2017 at 4 PM.

A Committee duly constituted by the Competent Authority would evaluate the technical bids submitted by the bidders and the financial bids of qualified (in technical bid) bidders.

Members of the Committee would visit for inspection the Hotels of those shortlisted bidders who meet the eligibility criteria.

The tender document can be downloaded from www.tenderwizard.com/IIMV or <http://www.iimv.ac.in/tender-notices.html>. Any corrigenda /amendments will be posted on the Institute's website only and the Bidders are advised to keep visiting the Institute's website regularly for updates/changes.

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General Terms and Conditions:

1. Indian Institute of Management Visakhapatnam reserves the right to accept or reject any or all the tenders or cancel this process at any time without assigning any reason whatsoever.
2. The bidders, who do not meet the eligibility criteria; or do not submit all the necessary documents in support of the eligibility criteria; or do not submit documents that are complete and valid - shall be disqualified.
3. Bidders are requested to download the documents from www.tenderwizard.com/IIMV or <http://www.iimv.ac.in/tender-notice.html> for submission. Cost of tender documents shall be deposited as given in the Notice Inviting Tender.
4. IIM Visakhapatnam's present requirement is approx. accommodation for 750 to 1000 person-nights in a period one year.
5. The Institute shall increase or decrease the requirement depending upon the changes in the class schedule, in-house faculty availability and other reasons.
6. The Hotel is required to bid for the entire room requirement. However, IIMV at its discretion may enter into one or more contracts with different hotels, depending on various factors such as proximity, availability of rooms, facilities provided etc. by each hotel.
7. IIMV shall be billed on the actual rooms utilized on a 24-hour check-in/check-out basis.
8. Room charges: The quotes for the room shall be on bed, breakfast and one major-meal basis and shall specify the details giving breakup for the room-rate, breakfast-rate, major-meal rate, taxes etc. as per the Financial Bid format.
9. Porter Services: If any concierge/porter services offered, the same shall be explicitly specified, along with applicable charges (if any).
10. Laundry Facility: The Hotel shall indicate the availability of Laundry/Dry cleaning facility. Delivery should be within a maximum of 12 hours for ironing and 48 hours for laundry / dry-cleaning. Iron and Iron-board shall be available in the room.
11. By default, room requirement is on single occupancy basis. However, please indicate additional charges for double occupancy as sometimes guests may come with their family for which the guest will pay the amount directly (split bill).

12. Health Club: The health-club /gym/fitness/Pool centre shall be made available to the IIMV Guests, without any additional charges.
13. Contract Period: The contract shall be for a period of one year from the date of award. IIMV reserves the right to extend the contract for a period of 3 months at the same rates, terms and conditions. The contract could be extended for a period of one year too, at the same rates, terms & conditions, if mutually agreeable.
14. In case of successful bidders, the existing contract with IIMV, if any, shall stand automatically terminated for the new contract to commence.
15. Exit Clause: The contract can be terminated by giving 60 day's notice by either party. However, IIMV shall be free to terminate the contract by giving notice for a lesser period, without any implications or liability of whatever nature, to IIMV.
16. Taxes and levies: The rates quoted in the commercial bid shall be on bed, breakfast and one major-meal basis, inclusive of taxes and levies. However, the tender shall indicate the taxes and levies applicable with breakup as on the due date of the tender. In case of any increase in the taxes and levies implemented by the Govt. during the contract period, the same shall be paid by IIMV at actuals, on production of Govt. Notification and proof of payment. Similarly, in case of any reduction in the taxes and levies, the same must be passed on to IIMV.
17. Validity of financial bids: The price quoted in the financial bid shall be valid for a period of 60 days from the date of opening of the financial bid.
18. The financial bids of only those short-listed Hotels that have qualified in the technical evaluation shall be opened. The decision of IIMV on technical bid evaluation shall be final. Only the short-listed Hotels upon technical evaluation shall be advised of the date of opening of the financial bids.
19. If the last date of opening of the offer coincides with a holiday, then the next working day shall be the receiving/opening date.
20. The hotel shall honour all the requirements (within the limits of the contracted number of rooms), even in case of a sold-out situation.
21. However, in the event of non-availability of committed rooms of the category of rooms contracted for, then the IIMV Guests shall be accommodated in a higher category room without any additional charges. In the event of no substitute higher category room being available to the IIMV guest for whatsoever reason, alternate accommodation is to be arranged by the Hotel in other Hotels / Rooms of comparable standard. Such instances should however be extremely rare and exceptional. If the Hotel is not able to arrange for alternate accommodation, the Institute shall arrange the accommodation and debit the difference in cost to the Hotel along with penalty, as deemed fit by

the Institute. The Hotel is normally required to notify IIMV at least two weeks in advance in case of non-availability of committed rooms.

22. In case at the last moment the hotelier denies even committed rooms, IIMV shall at its discretion accommodate its guests at any other suitable hotel of equivalent standard or higher category and debit the cost with a penalty of Rs.1000/- per day/night, per such denied room.
23. IIMV reserves the right to reject all or any of the Tenders at any stage without assigning any reasons whatsoever and the decision of IIMV in the matter shall be final and binding on the parties.
24. Conditional Offer shall not be accepted.
25. Arbitration: All disputes in connection with the execution of contract shall be settled under the provisions of Arbitration and Conciliation Act 1996 and the rules framed thereunder and in force shall be applicable to such proceedings. The Competent Authority of IIM Visakhapatnam or a person nominated by him/her shall be the sole Arbitrator. The cost of arbitration shall be borne equally by both the parties.
26. Jurisdiction: All disputes shall be subject to the Civil Court jurisdiction of Visakhapatnam, Andhra Pradesh, India only.
27. The Institute shall correspond only with the shortlisted bidders.
28. Any form of canvassing/influencing will attract rejection of bid submitted by the bidder and the Institute reserves the right to take such penal action (e.g. blacklisting the Bidder for the present and future etc.) as it deems fit.
29. Irrespective of the offers received or their competitiveness, the final decision on choosing a Hotel accommodation or no accommodation at all, will vest in entirety with the Institution.
30. The bidder is expected to examine all instructions, terms and specifications in the tender document. Failure to furnish all information required or to submit a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in the rejection of the bid. Prior to detailed evaluation, the Institute will determine the substantial responsiveness of each bid to the tender document. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding/tender document and is without any material defects and deviations. Deviations from, or objections or reservations to critical provisions such as those concerning qualification criteria, availability of facilities and amenities as needed, availability of government/statutory approvals and clearances, ready and explicit willingness to accept and honour the terms and conditions of contract etc. will be deemed to be material deviations. If a bid is not substantially responsive, it will be rejected by the Institute and may not subsequently be made responsive by the

bidder by correction of the non-conformity. Only those bidders whose Technical bids have been found substantially responsive would be informed by the Institute about their responsiveness. The Institute will evaluate and compare the Financial bids of only those Technical bids which have been determined to be substantially responsive. The Institute will award the contract to the successful bidder who has been determined to qualify to perform the Contract satisfactorily, and whose bid has been determined to be substantially responsive, and is the lowest evaluated bid.

31. If any stage it is found that any of the details/documents furnished by the bidder is false/misleading/fabricated, his/her/its bid would be liable for cancellation without intimation to the bidder.
32. The offer should remain valid for 60 days. During the validity period of the offer, the bidder should not withdraw/modify the offer in terms of terms and conditions quoted in the Technical Qualification.
33. Notwithstanding anything contained above, the Institute reserves the right to reject all or any bid as recommended by the Tender Committee and is not bound to divulge any reason to the unsuccessful bidders
34. Payments: Payments shall be made on monthly basis in online mode by IIMV against bills as per the contract executed between the IIMV and the Hotel. TDS and other taxes will be deductible as applicable as per government rules.
35. Mode of Issue of Notice: Any notice sent by Speed Post only by either party to the addresses recorded in the Contract shall be deemed to have been properly served for any of the purposes mentioned herein.
36. Security Deposit: IIM Visakhapatnam will not pay any deposits (security, advance etc.) to Hotel. Nor shall the guests of the Institute pay any deposits (security, advance etc.) to the Hotel on any matter regarding their stay in the Hotel or use of any of its facilities and amenities.
37. The rooms offered to IIMV guests shall be best-in-class and with a sea-view (if Hotel located near the sea).
38. Smoking/Non-smoking rooms shall normally be provided, as required by the Guests.
39. It is mandatory for the hotel to take Guest's signature on the bill without which the payment will not be made by IIMV. The Institute is not under any obligation to follow up with the hotel for complete documentation of bills.

40. Procedure for Opening & Evaluating of Tender Bids (Technical):

- The Committee or a Sub-Committee constituted by the Institute will open the Technical bids submitted through e-Procurement portal in the presence of the bidders or their duly authorized representatives (max one person/representative per bidder), on the date and at the time herein specified.
- Detailed evaluation of the Technical bids then follows, as regards their conformity to the requirement specifications as well as other relevant factors. For the bids that qualify in the first stage of evaluation, the second stage (spot study) follows, wherein, inspection of the Hotels offered along with facilities and amenities would follow. This will lead to a third-stage, where the finally short-listed bidder's price bids will be opened on the date and the time herein specified.

41. Additional facilities required without any additional payment, and covered within the quoted room rates.

- 24-hours room service facility.
- Provision of at least two complimentary mineral water bottles (1 ltr each) per day
- Provision for complimentary tea/coffee maker in the room along with sufficient supplies of consumables, every day.
- Provision of complimentary News Paper (generally of the Guest's choice) in the room.
- Iron and Iron board
- Complimentary Health club/Gym/Fitness centre usage.
- Free, premium quality In-Room Internet/ Wi-Fi for the entire duration of stay of the Guest
- Standard Toiletries: Soap, Tooth Paste, Tooth Brush, Comb, Bath Towel, Hand Towel, Bathrobe, Toilet Roll, Shampoo, Sewing Kit, Shower Cap, Shower Gel, Shaving Kit, Moisturiser, Shoe Shiner, Room Slippers etc. with supplies made good on day-to-day basis and also on demand, as per consumption / usage.
- Daily Housekeeping of room and change of bed linen and towels (bath and hand towels)
- 24-Hr Hot and Cold Water Service
- 24-Hrs power backup for all equipment incl. a/c, amenities, facilities
- Restaurant/Dining facility
- In-house Laundry facility
- Digital Locker in the room
- Doctor on Emergency
- Parking facility
- LED TV with cable connection (all channels free)
- Mini Refrigerator (with non-alcoholic supplies)
- Fruit Basket and / or light snacks

42. Other Additional Facilities to be quoted in Financial Bid

The hotel shall indicate percentage of discount offered in the following on chargeable basis, directly to IIMV guests:

- a. A-la-Carte' /Buffet/Room service for all food and beverage items, in case the same are not covered in the package.
- b. Pressing, Laundry and Dry-cleaning of Clothes, Item-wise
- c. Massage / Therapies /Saloons / Hair-cutting / Spa
- d. Pick-up and drop of guests at the Visakhapatnam Airport

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Technical Evaluation Criteria:

1. Proximity to IIMV AU Campus: Hotel needs to be in the range of 6 km radius(approx.) from IIMV - AU Campus
2. Rating: Five/Four star category with good reviews
3. Facility of 24-hr.Coffeeshop/ room-service & doctor availability on call.
4. Health Club facility
5. Food: Hotel shall be able to serve Indian vegetarian / Non vegetarian food.
6. Laundry: In-house laundry/dry-cleaning facility.
7. PAN and Service Tax / GST Registration.
8. Availability 24-Hour check-in/check-out facility
9. Coverage in the package of break-fast and one major meal.

Financial Bid Evaluation Criteria:

All calculations shall be done on net out go per room i.e. including all taxes and levies at the quoted rates and the lowest offer shall be selected and awarded with the contract (L1 basis). However, the Institute reserves the right to split the order quantity between/among two or more technically successful bidders, by normalizing the financial bids of all bidders to L1.

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Annexure-3

Technical Bid Pro-forma:

Sl No	Requirements	To be filled by Hotel	Remarks
1	Category of the Hotel		Attach proof issued by competent authority
2	No. of Rooms offered per week by the hotel. (Requirement is approx. 20 per week)		
3	Indicate total number of rooms available in the hotel		
4	Indicate Approximate distance from Visakhapatnam Airport to Hotel in KMs		
5	Approximate time taken for transportation (by four-wheeler) during peak hours from Airport to Hotel in minutes		
6	Approximate time taken for transportation (by four-wheeler) during non-peak hours from Airport to Hotel in minutes		
7	Whether 24 Hour check-in/check-out facility available (yes/No)		
8	Whether 24-hour Coffee Shop available (yes/no)		(if not indicate timings)
9	Whether hotel has in-house restaurant/facility for providing Indian food (Veg & Non Veg)		If yes, mention no. and type of restaurants and timings
10	Whether hotel has room service for providing Indian food (Veg & Non Veg)		If Yes, mention timings
11	Whether the licence of competent health authorities for food production and service in the hotel is current (Yes/No)		Mention validity date and Attach copy for proof
12	Whether adequate internal security/CCTV surveillance is available in the premises (Yes/No)		

13	Whether Doctor available on call round the clock (Yes/No)		
14	Whether fire-fighting detection and protection system is available, certified current (Yes/No)		Attach copy as proof
15	Whether all the floors have proper emergency exits & same are notified clearly & lighted (Yes/No)		Furnish details of evacuation plan in case of emergency
16	Whether the hotel has the facilities of Health club/Gym/Fitness centre (yes/No)		
17	Whether alternative source of electricity is available in case of power failure (Yes/No)		
18	Indicate any other (additional) facilities being offered on complementary basis		
19	Privacy/Safety/Security of IIMV Guests and their belongings, when in the hotel premises, during their stay in the Hotel shall be sole responsibility of the Hotel (Accepted / Not-accepted)		
20	Whether it is confirmed that the Bidder has read and understood all the terms and conditions of this tender and confirms acceptance to abide by the same (Yes/No)		
21	Whether it is confirmed that all the details furnished are complete and true (Yes / No)		

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Annexure - 4

Financial Bid:

(Per-person basis, for estimated 750 to 1000 person-nights of stay, in a period of one-year)

Item No	Description of Item	Rate (INR)
1	Room Rate per day (24-Hour check-in and check-out), Base Category of Room	
2	Sum of all applicable Taxes for Room	
3	Amount per Buffet breakfast	
4	Sum of all applicable Taxes for Buffet Breakfast	
5	Amount for one major-meal (Lunch/Dinner)	
6	Sum of all applicable Taxes for major-meal	
7	Total (1+2+3+4+5+6)	

(Discounted) rates offered for (other) services/amenities, which are not part of the package being offered in this tender to IIMV and/or directly chargeable to IIMV guests (Refer Annexure-1 for guidance)

Item No	Description of Item	Rate (INR)
1		
2		
3		
4		
5		
6		
7		

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Bidder's Particulars:

Sl.No	Particulars	Details
1	Bidder's name/ Hotel Name	
2	Address for communication	
3	Contact Details	
	Name of the contact person	
	Designation	
	Telephone Number (Office)	
	Mobile Number	
	Email Id	
4	PAN Number	
5	Service Tax / GST registration number	
7	Bank Particulars	
	Account name	
	Type of A/C : (SB/CA/CC)	
	A/C No.	
	IFS code	
	Name of the Bank	
	Branch	

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CERTIFICATE
(To be provided on letter head of the Hotel)

I hereby certify that our Hotel at Visakhapatnam has never been black-listed by any Central/State Government/Public Undertaking/Institute on any account.

I also certify that the above information is true and complete in any every respect and explicitly agree that in case at a later date it is found out by the Institute (IIMV) that any details provided herein by us are incomplete/incorrect, any contract given to us may be summarily terminated forthwith, our Hotel may be blacklisted, and that the Institute may also initiate any other legal/penal proceedings, as deemed fit by it.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

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