

**भारतीय प्रबंध संस्थान जम्मू**  
**Indian Institute of Management Jammu**

ओल्ड यूनिवर्सिटी कैंपस, कैनाल रोड, जम्मू (जम्मू-कश्मीर) – 180016 भारत  
Old University Campus, Canal Road, Jammu (J&K) - 180016 India  
Phone: +91-191-2585837 Email: cao@iimj.ac.in Url: www.iimj.ac.in



**EXPRESSION OF INTEREST (EOI)**

**FOR**

**EMPANELMENT OF HOTELS / RESORTS FOR  
BOARDING, LODGING AND IN-HOUSE / OUT-  
DOOR CATERING SERVICES**

**TO IIM JAMMU**

**EOI Ref No: IIMJ/EOI/Hotel-Service/2022-23/01**

**Dated: 13.07.2022**

EOI Document can be downloaded from following websites:

<http://www.iimj.ac.in/tender-and-notice>

<https://www.eprocure.gov.in/epublish/app>

Address To:

Chief Administrative Officer  
Indian Institute of Management Jammu  
Old University Campus, Canal Road  
Jammu- 180016 (J&K)

## TABLE OF CONTENTS

EOI SCHEDULE:.....	1
1. BACKGROUND: .....	2
2. SCOPE OF WORK:.....	2
3. TERMS AND CONDITIONS OF CONTRACT/ EMPANELMENT: .....	6
4. ELIGIBILITY CRITERIA: .....	9
5. TENDER PRECESSING FEE & EARNEST MONEY DEPOSIT (EMD):.....	10
6. SUBMISSION OF BID / QUOTATION:.....	10
7. BID OPENING / EVALUATION AND AWARD OF EMPANELMENT:.....	12
7.5 AWARD OF EMPANELMENT:.....	12
8. PERFORMANCE SECURITY:.....	13
ANNEXURE-I.....	14
ANNEXURE-II.....	15
ANNEXURE-III.....	19
ANNEXURE-IV .....	20
ANNEXURE-V .....	21



## EXPRESSION OF INTEREST (EOI)

EOI Ref No: IIMJ/EOI/Hotel-Service/2022-23/01

Dated: 13.07.2022

### For Empanelment of Hotels for Boarding, Lodging and In-House / Out-Door Catering Services

Indian Institute of Management Jammu, an autonomous body, under the Ministry of Education, Government of India invites EOI under two bid system Technical Bid (Part-I) & Financial Bid (Part-II) for Empanelment of Hotels for Boarding, Lodging and In-House / Out-Door Catering Services as per the requirement of the Institute. Interested Agencies meeting the eligibility criteria as per EOI document may submit their Bids complete in all respect.

### EOI SCHEDULE:

The Important information related to EOI schedule is as follows:

Date of Issue/Publishing	:-	13.07.2022
Start date and time of submission of Bid	:-	14.07.2022 @9.00 am
Last Date and Time for Submissions of Bids	:-	05.08.2022 upto 5.00 pm
Last Date and Time for receipt of queries	:-	25.07.2022 upto 5.00 pm
Date and Time of Opening of Bids	:-	07.08.2022 @ 3.00 am
Tender Processing Fee (Non Refundable)	:-	Rs. 590/- (Rupees Five Hundred and Ninety Only only) Including GST
EMD	:-	Rs. 10000/- (Rupees Ten Thousand Only)
Performance Security	:-	EMD shall be converted in to Performance Security
No. of Covers (Two Bid System)	:-	02
Bid Validity	:-	120 days (From date of opening of Bids)
Contact detail	:-	Chief Administrative Officer 0191-2585837 cao@iimj.ac.in
Location of the Service	:-	Indian Institute of Management Jammu, Old University Campus Canal Road, Jammu-180016 (J & K)

#### Note:

**TWO BID SYSTEM**, Technical Bid (Part-I) & Financial Bid (Part-II) shall be followed for this EOI. Bidder should take due care to submit application in accordance with requirement in sealed covers. **EOI not submitted as per the procedure of Two Bid System, as explained in EOI document, will be summarily rejected.**

The bidders are requested to read the EOI document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the selection process.

**\*\*Sd/-\*\***

**Chief Administrative Officer**

## 1. BACKGROUND:

- 1.1 Indian Institute of Management Jammu, hereinafter known as IIM Jammu is one of the Institutions of National Importance (INIs) in India governed by the Indian Institute of Management Act 2017 under the Ministry of Education (MOE), Government of India. The Institute imparts quality education in Management and conducts postgraduate programme in management equivalent to MBA, Doctoral level programmes and executive training programs in all the functional areas of Management.
- 1.2 IIM Jammu is operating from its temporary campus at the Old University Campus, Canal Road, Jammu, since August 2016. Indian Institute of Management Jammu has setup a new extension transit campus to accommodate new students, staff and faculty at Jallo Chak, Jammu, which will be used for residential and academic purposes.
- 1.3 IIM Jammu is also operating its transit Satellite campus for Executive's Education Programs at Pohroo Chowk, Nowgam Bypass, Srinagar-190015 J&K.
- 1.4 The proposed 200 acres of state-of-the-art campus is coming up at Jagti, 14 Kms. from Jammu City, about 16 Kms. from Jammu Railway Station and 18 Kms. from Jammu Airport. The proposed Campus will be a blissful mix of modern architecture, culture and heritage of Jammu and Kashmir.
- 1.5 IIM Jammu invites EOI under two bid system Technical Bid (Part-I) & Financial Bid (Part-II) for Empanelment of Hotels for Boarding, Lodging and In-House / Out-Door Catering Services as per the requirement of the Institute.
- 1.6 Interested Agencies meeting the eligibility criteria as per EOI document may submit their Bids complete in all respect

## 2. SCOPE OF WORK:

- 2.1 **Name of Service:** Empanelment of reputed experienced **3 and / or 4 star and / or 5 Stars equivalent categories** of hotels / resorts located and functioning in Jammu city (having valid licenses and sanctions and qualified experience in the field of Hotel accommodation and catering services) for Boarding, Lodging and In-House / Out-Door Catering Services as per requirement of the Institute.
- 2.2 **Location for which services are required:** The Services are required for following two locations:
  - i) **Address 1:-** Indian Institute of Management Jammu, Old University Campus, Canal Road Jammu 180016.
  - ii) **Address 2:-** Indian Institute of Management Jammu, Srinagar Off Campus, Pohroo Chowk, Nowgam Bypass, Srinagar-190015 J&K.
- 2.3 **Hotel Accommodation / Booking of Rooms:**
  - 2.3.1 To provide accommodation on Single/ Double occupancy/ Twin Sharing basis in well-appointed standard accommodation with amenities inclusive of facilities like air conditioning, 24-hour hot water and cold water facility and power supply, cleaned pressed bed sheet, bath towel, hand towel, 2 soaps, Two (02) Mineral water bottles, daily in each rooms, each day to each occupant / s.
  - 2.3.2 The hotel room tariff should be for 24 hours cycle with complimentary services like breakfast, free wi-fi / internet services, coffee / tea maker, newspaper, two mineral water bottles in room daily and such like facilities. The tariff should include room rent as applicable with basic catering facilities as available to other guests. However, expenses on account of individual needs like laundry, telephone usage

charges and such other expenses of personal nature should be billed directly to the occupant.

- 2.3.3 The check-in time as on or after 12:00 noon and the check-out time from the hotel are before 12:00 noon. Flexibility of check-in / out timing should be considered subject to exigencies.
  - 2.3.4 IIM Jammu shall book different categories of rooms on the basis of its requirement.
  - 2.3.5 Complimentary Serving of Tea / coffee / beverages in the room. These should be served in the room. Alternately, Tea / Coffee maker must be provided in each room Complimentary.
  - 2.3.6 Buffet Breakfast, Lunch & Dinner with a good spread of itemized menu (veg. and non-veg.) must be provided.
  - 2.3.7 Complimentary Wi-Fi facility must be provided in every room.
  - 2.3.8 Requirement of rooms may vary from time to time and depends on the requirement of IIM Jammu. Rooms for guest on single / double occupancy or Rooms in bulk quantity for participants of any programme may be booked.
  - 2.3.9 IIM Jammu will pay only for the boarding and lodging for the Guests / participants. Any personal expense would be borne by the individuals only and to be collected by the Hotel / Resort.
  - 2.3.10 IIM Jammu will not commit to any minimum guarantee for number of Rooms to be booked. However regular update of increase / decrease in room requirements will be made to the Contact person of the Hotel / Resort by the IIM Jammu in advance.
  - 2.3.11 Complimentary use of facilities like Gym, Swimming Pool and other amenities available at Hotel / Resort premises, if any, needs to be mentioned by Agency / Hotel.
  - 2.3.12 The Hotel accommodation must have the facility to provide first aid and doctor on call facility for medical emergencies.
- 2.4 **Bookings for Conducting the Management Development Program / Residential Training Program:**
- 2.4.1 **Duration:** The residential training / conference programme will be for duration of 2 to 15 days approximately. The tentative dates will be informed prior to the commencement of the programme.
  - 2.4.2 **Attendees:** The total number of participants would approximately be between 15 to 120 per Training Programme. In addition up to three Resource persons from IIM Jammu (Programme Director / Coordinator and Guest Faculty) would also attend, depending on actual number of participants. These details will be finalized two days before the commencement of the programme.
- 2.5 **Conference Hall/ Training Hall:**
- 2.5.1 Broadband and Wi-Fi facility in the Conference hall.
  - 2.5.2 Conference Hall with desired U or ROUND tables seating arrangements and stage arrangement.
  - 2.5.3 Uninterrupted Power supply during the class/ Training Session.

- 2.5.4 Arrangement of Black Masking Box screen with projection, LCD / LED Projector with Screen or LCD / LED / Plasma 55'for Dias, white Board / Flip Charts, Markers, Podium Microphone, Collar Mike / Cordless mike, Sound System, Splitter, Switcher, Writing Pads & Pen, Toffees / Mints to be provided by the hotel for the Conference hall.
- 2.5.5 Two (02) Services of tea / coffee with cookies / snacks during the conference with alterations and One (01) Mineral water bottle to each participant during conference.
- 2.6 **Catering Services in the premises of Hotel or Out Door Catering Services at IIM Jammu Campus or the place designated by IIM Jammu:**
- 2.6.1 The food serving stalls have to be arranged by the Hotel as per the instructions provided by IIM Jammu. The serving stalls should be equipped to serve hot food. The containers used for serving should have continuous heating facility.
- 2.6.2 Buffet stall with necessary arrangements like top cover, three side cloth covering etc to serve the food. Two counters for starter items, two counters for main course, Four live counters and Four dessert counters.
- 2.6.3 Complete water used in cooking needs to be done with filtered and hygienic water.
- 2.6.4 The Agencies have to provision for printed display boards for the food items served during the dinner. In the display boards, vegetarian and non-vegetarian items should be clearly marked with green and red- coloured circles as per prevailing norms.
- 2.6.5 Waiters / service staff should be well groomed, shaved and properly dressed up. Good quality photographs of waiters / service staff fully dressed should be provided for technical evaluation.
- 2.6.6 Sufficient personnel should be available for cooking, service etc.
- 2.6.7 The Agency / Hotel will be responsible for safety and security of their personnel and material and IIM Jammu will not be responsible for any damage / theft of material of the Agency / Hotel.
- 2.6.8 For any emergency situation, the Agency / Hotel will provide solution related to his / her work at no extra cost.
- 2.6.9 All material used should be of very high quality. Deviations will attract penalty in the form of deductions from the amount payable to the Agency / Hotel.
- 2.6.10 In case catering Services in the premises of Hotel, the agency may be asked to arrange the High Tea Lunch / Dinner either in covered area - Banquet Hall or in Party Lawn. No Extra payment shall be done for Venue/ Banquet Hall/ Party Lawn.

**Additional requirement / conditions for Out Door Catering Services at IIM Jammu Campus or the place designated by IIM Jammu:**

- 2.6.11 All utensils, cooking resources, as well as containers, bone china crockery and any other items required for cooking should be brought by the Agency / Hotel. IIM Jammu will only provide the necessary space for cooking. However if the outdoor catering service is required for Srinagar, the crockery may be provided by IIM Jammu.
- 2.6.12 Agency / Hotel will be responsible for placing garbage bins and subsequent removal and disposal of garbage as per municipal norms. In case the event is conducted

inside IIM Jammu campus, then the wastage will be disposed off at a safe site outside IIM Jammu campus.

- 2.6.13 Any non-compliance in the form of deficiency or discrepancy in the quantity and quality of food, other arrangements, service, hygiene and punctuality or non-adherence to any term of the contract will result in imposition of penalty as decided by IIM Jammu.
- 2.6.14 For arranging the above, the entrusted Agency / Hotel should discuss and take approval from Authorize person of IIM Jammu.
- 2.6.15 There should be provision of lighting and cooling / heating arrangements in the Food stall enclosures during the events.
- 2.6.16 The Agency / Hotel will be responsible for transportation of all materials related to them and no extra payment will be made by the IIM Jammu on this account.
- 2.6.17 The Agency / Hotel shall take all necessary precautions to prevent any damage that may cause towards any Institute's property during the course of execution of the contract and they will be liable to make good the same at their cost.

## 2.7 Menu for Catering Services for Events / Special Occasions:

S.No	Item	Menu
1.	High Tea	(a) Assorted Pastry (Black Forest or Pineapple or Chocolate or Butter Scotch) / Cake. (b) Veg Pakoda (Paneer / Cheese) or Kachori or Samosa or Veg Cutlet or fried Snacks / Paties / Vegetable puff/ Dhoklas (c) Assorted Cookies / Biscuits (Bakery / Monaco / Parle / Krack Jack / Sunfeast) (d) Wafers (branded) with different flavors. (e) Assorted Sandwiches (f) Tea / Coffee (Nescafe) (g) Cold Drinks or Juices (h) Water Bottles (small) (i) Mock tails
2.	Lunch / Dinner <b>(Special)</b>	(a) <b>Welcome drinks</b> - 4 varieties (b) <b>Soups</b> 2 Varieties of soup(Vegetable Sweetcorn Soup / Hot and Sour Soup, Veg Manchao, Clear, Tomato, Mushroom, Vegetable) (c) <b>Non-Veg Soup-</b> Chicken etc (d) <b>Starters- 3 veg varieties</b> (Hara bara kabab, Mushroom Dynamite and cheese corn roll, Roasted Paneer, Paneer Tikka, Spring Roll etc) (e) <b>Starters- 2 Non- veg varieties</b> - Chicken Tikka (Boneless), Chicken Kabab, Fish Tikka (Boneless), etc. (f) <b>Main Course</b> (g) <b>1X Paneer dish</b> (Paneer do piazza / Paneer dilruba / paneer pasanda / paneer butter masala) (h) <b>2x Vegetable dishes-</b> Tawa Veg (5 / 6 Veg) (i) Vegetable Jalfrezi / Palak with corn / Dum Aloo (Kashmiri) / Matter malai methi / Navratan Korma / Malia kofta (j) <b>Dal-1 variety-</b> Dal Makhni / Dal Rajmah / Dal Panchrangi / Dal Tadka / Dal fry (k) <b>2X Non-Veg items</b> (chicken, Mutton, Fish, Prawn) (l) <b>Rice 2 varieties-</b> Rice- Plain / Jeera / Pulao

S.No	Item	Menu
		(m) <b>Salad- Salad bar</b> , Green Salad and Sprouts, Raita, pappad & Pickles, Saunf & Mishri (n) <b>Assorted Indian Bread-</b> Butter Naan, Lachcha Paratha, Tandoori, Missi roti and Roti-Plain Tawa, (o) <b>Deserts-</b> Any 2 varieties (Butter scotch, Vanilla Ice Cream with chocolate syrup and nuts, Moong Dal Halwa, GulabJamun, Rasmalai)
3.	Lunch / Dinner <b>(Normal)</b>	a) Rice-Plain or Jeera or Biryani or Pulao or Equivalent. b) Roti-Plain Tawa or Tandoori or Naan on Paratha. c) One Seasonal vegetable dry and One Vegetable with gravy and Daal fry / Daal Makhani. or Chinese or Continental or South Indian (Weekly one / two times). d) <b>1 Non-Veg item for non-vegetarian</b> (Chicken/Mutton/Fish) and <b>1 Veg special item for</b> vegetarian Paneer varieties dishes. e) Papad or Frymes or French Fries or Pakoda. f) Salad- Green Salad/ Russian/ Pasta. g) Pickles (Two Types) h) Plain Curd or Raita or Equivalent. i) Sweet Dish (includes Ice-Cream/Pastries/kheer/halwa) (a) Sauf/Mishri

- **No of Persons for special occasion program may vary and will depend on the nature of the program and requirement of the institute.**

### 3. TERMS AND CONDITIONS OF CONTRACT/ EMPANELMENT:

- 3.1 **Period of Empanelment:** Empanelment period will be initially for Two years from the date of accepting the terms and conditions by the empanelled agency / hotel. This period may be extended on yearly basis extension based on periodic reviews by the institute to assess the performance during the specified duration of empanelment at **same rates, terms and conditions and mutual consent of the parties**. However, the revision of rates are subject to the completion of at least three years of empanelment and once in three years on mutual agreement and on approval of competent authority of IIM Jammu.
- 3.2 **Sub-Contracting:** The Agency / Hotel shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of an unavoidable circumstance, the Agency / Hotel may be permitted to do so with the prior approval of the Institute. However, the job shall be sublet only to the party approved by the Institute.
- 3.3 **Exit Clause:** The contract can be terminated by giving one-month's notice period by the Institute and three-month notice by the Agency / Hotel. However, the Institute reserves the right to terminate the contract immediately in case of any non-compliance / deviation of the contract terms & conditions by the Hotel / Agency.
- 3.4 IIM Jammu shall be free to cancel the empanelment at any time during the period of empanelment, without assigning any reason.
- 3.5 IIM Jammu shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by the empanelled hotel in the course of their performing the functions / duties or for payment towards any compensation.



- 3.6 Work order will be issued in advance after checking the availability and in case the Agency / Hotel fails to conduct the programme as per the above specifications and scope of work, the contract of Agency / Hotel will be liable to be terminated.
- 3.7 A nodal officer from the hotel must be deputed for the coordination purpose. The person must be a senior officer, who can coordinate with IIM Jammu and offer his / her availability as and when required by the IIM Jammu throughout the programme.
- 3.8 In case of unsatisfactory service provided by the Agency / Hotel or due to other administrative reasons, if the period of stay at the hotel is terminated before the completion of the programme, payment will be released to the hotel / Resort on Pro-rata basis for the actual period of stay of the participants.
- 3.9 All the empanelled agencies will be allotted work based on the availability of hotel / Resort accommodation, type of program, location of hotel / resort, performance, etc. This allotment will be carried out at the sole discretion of IIM Jammu.
- 3.10 The agreed rates and all the terms and conditions will be applicable to IIM Jammu and all the other Govt. organizations and bodies with which IIM Jammu has a Memorandum of Understanding (MoU).
- 3.11 IIM Jammu reserves the right to verify the credentials of the Agency / Hotel from the third party.
- 3.12 Any defect found in the work carried out by the Agency / Hotel will have to be rectified free-of-cost by the Agency / Hotel.
- 3.13 PAYMENTS TERMS**
- 3.13.1 Billing will be on actual check-in / check-out basis for bookings of rooms or on Program basis as per the instruction provided by IIM Jammu.
- 3.13.2 Payment shall be made on the basis of actual rooms occupied.
- 3.13.3 Payment will be made after the completion of the program. Payment shall be made on the basis of actual rooms occupied.
- 3.13.4 The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes etc.) Check-in, Check-out details of guest(s).
- 3.13.5 Separate bills shall be raised for Room Booking, Food (Break Fast, Lunch and Dinner) and other arrangements.
- 3.13.6 IIM Jammu will normally settle the bill within 30 days from the receipt of the bill. However for delayed payment, the Agency / Hotel will not charge any penalty or interest to IIM Jammu.
- 3.13.7 The payment under this contract shall be made on satisfactory completion of job contract services to be certified by the Administration / concerned department, through NEFT / RTGS / IMPS (online transfer). The final payment shall, however, be made only after adjusting all the dues / claims of the IIM JAMMU.
- 3.13.8 Bill to be made in the name of Indian Institute of Management Jammu.
- 3.13.9 No advance payment will be made under any circumstances.

- 3.13.10 TDS / Income Tax etc. are to be deducted at source from the bills of Agency / Hotel as per rule.
- 3.13.11 No Retention Charges / Surcharges are payable by IIM Jammu.
- 3.14 **PENALTIES:** In the event of the Agency / Hotel failing, declining, neglecting or delaying in providing services or breaching any terms and condition of contract, IIM Jammu may impose a penalty up to 10% of the total value of the order.
- 3.15 **TERMINATION:** IIM Jammu may terminate the contract if any of the following events occur:–
- 3.15.1 The Agency / Hotel has neglected or failed persistently to observe or perform his obligations under the contract or performs unsatisfactorily
- 3.15.2 The Agency / Hotel is found to have acted in breach or violation of any of the terms & Conditions of the contract and his obligations therein.
- 3.15.3 Empanelment shall cease to exist automatically at the end of the date mentioned in the contract without any separate notice.
- 3.15.4 The Hotel / Agency will be bound by the details furnished by them to IIM Jammu, while submitting the EOI document or at subsequent stage. In case of any such documents furnished by the Agency / Hotel is found to be false at any stage, it would be deemed to be a breach of terms of contract making the Agency / Hotel liable for legal action besides termination of contract.
- 3.15.5 IIM Jammu reserves the right to terminate any Agency / Hotel at any point of time, in case of negative feedback from the users.
- 3.15.6 IIM Jammu reserves the right to cancel the contract at any time without assigning any reason whatsoever.
- 3.16 **Governing Language:** All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in English language.
- 3.17 **Notices:** Any notice given by one party to the other pursuant to this contract / order shall be sent to the other party in writing through registered post / speed post or by e-mail and confirmed in writing to the other party's address. A notice shall be effective when delivered or on the notice's effective date, whichever is later.
- 3.18 **Work at Risk and Cost:** The institute reserves the right to get the whole or part of the work executed by some other Agency / Hotel / Firm at the risk and cost of the Agency / Hotel if it is found that the quality and / or the progress in respect of whole or part of the work is not satisfactory.
- 3.19 **Non-disclosure of Contract documents:** Except with the written consent of the Buyer, the Seller / Service provider / other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
- 3.20 **FORCE MAJURE:** If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by Force Majeure situation. The Agency/ Firm shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- 3.20.1 For purposes of this Clause, "Force Majeure" means an event beyond the control of the Agency/ Firm and not involving the Agency/ Firm's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Institute either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 3.20.2 If a Force Majeure situation arises, the Agency/ Firm shall promptly notify the Institute in writing of such conditions and the cause within 7 days from the date of occurrence thereof. Unless otherwise directed by the Institute in writing, the Agency/ Firm shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 3.20.3 Neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance.
- 3.21 The decision of IIM Jammu in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
- 3.22 With mutual consent between the IIM Jammu and the Contractor, any other point can be included in the agreement at the time of its execution.
- 3.23 In case of any disputes on execution of the work during the period of contract, the decision of the Director, IIM Jammu shall be binding and final, agreeable in full by both the parties.
- 3.24 **ARBITRATION CLAUSE:** In the event of any dispute or difference(s) between the vendee Institute (IIM Jammu) and the vendor(s) arising out of non-supply of material or supplies not found according to specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to "The Director, IIM Jammu", who may decide the matter himself or may appoint arbitrator(s) under the Arbitration and Conciliation Act,1996. The decision of the arbitrator shall be final and binding on both the parties.
- 3.24.1 The venue of the arbitration shall be the place from where the order is issued.
- 3.24.2 The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
- 3.24.3 Further, any legal dispute arising out of any breach of contract shall be settled in the court of competent jurisdiction located within the local limits of Jammu, J&K.

#### 4. ELIGIBILITY CRITERIA:

- 4.1 Agency / Hotel / Resorts should be of **3 or 4 or 5 star** or **equivalent category** located and functioning in Jammu city and/ or Srinagar city, having valid licenses and sanctions and qualified experience in the field of Hotel accommodation and catering services. Copy of Certificate from appropriate Authority regarding category / Star Rating of Hotel, must be submitted along with the technical bid in this regard.
- 4.2 The Agency / Hotel should have Trade License issued by the appropriate Authority to carry out the business of Hotel and Outdoor Catering Service.
- 4.3 Should have Food License from FSSAI / appropriate authority.
- 4.4 The Firm should have PAN Number and GST Registration.

- 4.5 The Hotel property should be located within 10KM from Jammu location and 15 KM from Srinagar Location.

## 5. TENDER PREPROCESSING FEE & EARNEST MONEY DEPOSIT (EMD):

- 5.1 The Bidder should submit Tender Processing Fee of Rs. 590/- (Rupees Five Hundred and Ninety only) – Non-Refundable / Not-Exempted and Earnest Money Deposit (EMD) of 10,000/- (Rupees Ten Thousand only) separately payable in the form of two separate Demand Drafts from any scheduled commercial Bank in favor of '**Indian Institute of Management Jammu**' payable at Jammu.
- 5.2 The Technical Bid without Tender Processing Fee and EMD would be considered as UNRESPONSIVE and will not be accepted. NSIC / MSME registered bidders must submit copy of valid NSIC / MSME Registration Certificate for exemption of EMD only.
- 5.3 The Tender Processing Fee and EMD shall be denominated in Indian Rupees only. No interest will be payable to the bidders on the amount of the EMD.
- 5.4 **Refund of EMD:** The EMD will be refunded without any interest to the unsuccessful Bidders only after the empanelment are finalized.

## 6. SUBMISSION OF BID / QUOTATION:

- 6.1 Bidders are required to submit their bids under **Two Bid System** Technical Bid (Part-I) & Financial Bid (Part-II). Both the bids (Technical and Financial) duly signed Authorised Signatory should be submitted in two separate sealed envelopes as described below:

- 6.1.1 **Envelope 1:** containing Technical Bid in **Annexure-II** duly completed in all respects all relevant documents and the envelope should be super-scribed in bold letters with the statements '**TECHNICAL BID for Empanelment of Hotels for Boarding, Lodging and In-House / Out-Door Catering Services**' with Reference No. of EOI.
- 6.1.2 **Envelope 2:** containing the Financial Bid, as prescribed in the **Annexure-IV** and the envelope should be super-scribed in bold letters with the statements '**FINANCIAL BID for Empanelment of Hotels for Boarding, Lodging and In-House / Out-Door Catering Services**' with Reference No.
- 6.1.3 Finally, the above-mentioned envelopes should be kept in a single sealed cover/envelop and the envelope super-scribed in bold letters with the statements - '**Application for Empanelment of Hotels for Boarding, Lodging and In-House / Out-Door Catering Services**' with Reference No. and to be submitted at:

Chief Administrative Officer,  
Indian Institute of Management Jammu,  
Old University Campus, Canal Road,  
Jammu- 180016.

- 6.2 The bidders are required to submit two separate bids (Technical Bid as well as Financial Bid Both) for both the locations (Jammu as well as in Srinagar) as mentioned above.
- 6.3 Separate Bids are required to be submitted for both the locations (**Jammu or Srinagar**) and the Bidders are required to mention the location on main sealed envelope, for which the bid being submitted (**Jammu or Srinagar**).
- 6.4 Bidder should number the pages submitted in form of Technical Bid and provide an INDEX/ COMPLIANCE SHEET (**As per Annexure-I**) indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid, without which the proposal will be considered incomplete and hence, summarily rejected.

- 6.5 The Technical Bid should be accompanied by the relevant documents duly signed and stamped by Authorised Signatory on each page of Technical Bid & relevant documents and all supportive documents to be attached with related annexure only, without which the application will be considered incomplete and hence, summarily rejected.
- 6.6 Bids must reach on or before the closing time and date as indicated in the beginning of this document. Any bid received after closing date/time shall not be considered.
- 6.7 Bids received by REGISTERED POST/SPEED POST/COURIER/BY HAND (dropped in the Box entitled 'Purchase Section' kept in Admin Office of the Institute) will only be accepted. Bids received by any other mode like FAX, EMAIL etc will not be accepted. IIM Jammu will not be responsible for any postal delay.
- 6.8 Bids not submitted, as per the above Performa will be summarily rejected.
- 6.9 The bid should be clear and without any condition. Conditional bids shall be summarily rejected.
- 6.10 **Prices:** The bidders should quote their rates in INR in the prescribed format as per **Annexure-V**. The Bidder shall not tamper/modify Financial Bid Format in any manner. In case, if the same is found to be tempered/modified in any manner, application will be completely rejected and EMD would be forfeited.
- 6.11 Rates of all items should be **inclusive of all taxes, duties and service charges except GST**. GST shall be paid extra as per actual.
- 6.12 The Bidder shall not tamper/modify Financial Bid Format in any manner. In case, if the same is found to be tempered/modified in any manner, application will be completely rejected and EMD would be forfeited.
- 6.13 **Bid Validity:** The bids shall remain valid for a period of 120 days from the date of opening of Bids. In case the Agency / Hotel withdraws, modifies or changes his offer during the validity period, bid is liable to be rejected without assigning any reason thereof.
- 6.14 The submission of EOI does not entitle any Agency / Hotel for automatic grant of award of Empanelment.
- 6.15 Any enquiry after submission of the proposal will not be entertained.
- 6.16 **List of documents to be submitted with the application (as applicable):** The Technical Bid and relevant documents should be as per sequence mentioned as below, without which the application will be considered incomplete and hence, summarily rejected.
- (i) INDEX/ COMPLIANCE SHEET as per **Annexure-I**.
  - (ii) Technical Bid as per **Annexure-II**.
  - (iii) Demand Draft of Tender Processing Fee and EMD.
  - (iv) EOI Acceptance Letter as per **Annexure-III**.
  - (v) Copy of Permanent Account Number (PAN) in the name of the firm, if not proprietorship firm.
  - (vi) Copy of GST Registration Certificate.
  - (vii) Copy of valid Trade License issued by the appropriate Authority to carry out the similar business of Hotel and Outdoor Catering Service.
  - (viii) Copy of Certificate from appropriate Authority regarding category / Star Rating of Hotel.\
  - (ix) Copy of Food License from FSSAI / appropriate authority.

- (x) MANDATE FORM FOR Electronic Fund Transfer/ RTGS TRANSFER As per **Annexure- IV.**
- (xi) Duly signed and stamped of the entire EOI document along with its addendum / corrigendum, if any.

## **7. BID OPENING / EVALUATION AND AWARD OF EMPANELMENT:**

- 7.1 The online bids will be opened by a Tender Process Committee duly constituted for this purpose. Online bids (complete in all respect) received along with Tender Processing Fee and EMD (if any) will be opened as mentioned at “EOI Schedule” in presence of bidders representative if available.
- 7.2 The Agencies may depute their authorized representatives to remain present during the Proposal opening process subject to submission of valid authorization letter in the name of the representative to attend the Proposal opening process. Only one representative will be allowed to participate in the Bids opening.
- 7.3 **Place for opening of Bids:** Indian Institute of Management Jammu, Old University Campus Canal Road, Jammu-180016 (J & K)
- 7.4 **The Technical bid** will be opened first and evaluated. In the primary screening, technical bid of only those who satisfy the eligibility criteria will be evaluated. **The Financial bid** of only those bidders whose technical bid is found to be technically responsive by the Committee will be opened. The Financial bids of ineligible bidders will not be opened.
- 7.5 **AWARD OF EMPANELMENT:** The final selection of vender will be as per the following selection process:
  - 7.5.1 Verification of documents by committee constituted for the purpose in support of eligibility criteria with Financial Effect.
  - 7.5.2 Physical visit of hotel premises (if required) will be carried out by IIM Jammu 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 Jammu as recommended by the committee, the same may not be considered for empanelment.
  - 7.5.3 Evaluation of financial effect by committee in view of amenities and competitiveness of rates. Recommendation of the committee on the names of hotels suitable for empanelment and approval of competent authority for the same.
  - 7.5.4 IIM Jammu may empanel more than one hotel if required, who meets the criteria for empanelment even in the similar category.
  - 7.5.5 The decision of the Institute in the matter will be final and binding to all the bidders/empanelled hotels.
- 7.6 IIM Jammu reserves the right to negotiate the quoted price, with the successful Agency / Hotel to arrive at the fair and reasonable price.
- 7.7 IIM Jammu reserves the right to decide on fair and reasonable price of the services offered and may also give counter offer to the Agencies for the services offered. All other terms and conditions of this EOI document shall remain operative even if a counter offer rate is offered to the Agencies.
- 7.8 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.

- 7.9 The Successful Agency / Hotel should accept the offer within 10 days from the date of receipt of "Letter of Offer", failing which the offer will be cancelled.
- 7.10 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 Jammu will have right to forfeit the EMD.
- 7.11 IIM Jammu reserves the right to modify / change / delete / add any further terms and conditions prior to the issue of work order.
- 7.12 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 / resorts.
- 7.13 In case, the last date of receipt of applications and / or the day of opening of bids is declared as a Public Holiday or there is non- functioning of the Institute due to any unavoidable reason, the next working day will be treated as a day for the purpose at same time. No separate intimation will be given.
- 7.14 Any act on the part of the bidder to influence anybody in the institute is liable to rejection of his bid.
- 7.15 IIM Jammu reserves the right to reject any application without assigning any reason.
- 7.16 The decision of Competent Authority, IIM Jammu will be final in all matters relating.

## **8. PERFORMANCE SECURITY:**

- 8.1 The EMD of empanelled agency/ies shall be automatically converted to Performance Security. In case of exemption of EMD, The successful bidder is required to deposit an amount, equal to EMD through NEFT as security deposit, within 30 days from the date of award of empanelment.
- 8.2 In case of breach of contract, performance security shall be forfeited and the agency shall be blacklisted for such period as decided by the competent authority in addition to termination of the contract.
- 8.3 Performance Security shall be returned to the empanelled agency without any interest, whatsoever, after completion of one year or any extension of empanelment period.

**\*\*Sd/-\*\***

Chief Administrative Officer  
Indian Institute of Management Jammu

## ANNEXURE-I

### INDEX / COMPLIANCE SHEET

(To be submitted on the letterhead of the Agency/ Firm/ Hotel)

Sr. No	Document Name	Compliance (Yes / No)	Page No		Remarks
			From	To	
1.	Technical Bid as per <b>Annexure-II</b>				
2.	Demand Draft of Tender Processing Fee and EMD				
3.	Tender Acceptance Letter as per <b>Annexure-III</b>				
4.	Copy of Permanent Account Number (PAN)				
5.	Copy of GST Registration Certificate				
6.	Copy of valid Trade License issued by the appropriate Authority to carry out the similar business of Hotel and Outdoor Catering Service.				
7.	Copy of Certificate from appropriate Authority regarding category / Star Rating of Hotel.				
8.	Copy of Food License from FSSAI / appropriate authority.				
9.	Duly signed and stamped of the entire EOI document along with its addendum/corrigendum, if any				
10.	All other documents, as required to claim eligibility				

Place:

(Signature with stamp of the Agency)

Date:



## TECHNICAL BID

(To be submitted on the letterhead of the Agency/ Firm/ Hotel)

**Copies of all supporting documents duly signed and stamped by the bidder in support of below particulars must be attached along with this checklist**

	<b>Location For which the Bid is being submitted (Please mention the city name Jammu/ Srinagar)</b>	::	
1.	Name of the Agency / Hotel (In Block Letters)	::	
2.	Registered Office Address (with telephone no. & email address)	::	
3.	Address of property at Jammu / Srinagar (With telephone no. & email address) As Applicable	::	
4.	Status of the organization Proprietary / Partnership / Pvt. Ltd. / Public Ltd. Company	::	
5.	Year of incorporation / constitution of Agency / Hotel	::	
6.	Registration No. / Trade License No.	::	
7.	PAN No.	::	
8.	GST No.	::	
9.	Authorized Signatory Details	::	Name: _____ Designation: _____ Mobile No: _____ Email: _____
10.	Details of Single Point Contact for All Purpose:	::	Name: _____ Designation: _____ Mobile No: _____ Email: _____

11. Total No. of Year of Similar Experience ::	
12. Annual Business turnover for last three financial years, duly certified by the Chartered Accountant	FY 2020-21 Rs _____ (in Lakhs) FY 2019-20 Rs. _____ (in Lakhs) FY 2018-19 Rs _____ (in Lakhs)
13. Website, if any	::
14. Details of Infrastructure available at Jammu	::
15. Name of the cities where Agency / Hotel / Firm / Company is having branches	::
16. Category of Hotel	:: 3 Star category / Equivalent <input type="checkbox"/> 4 Star category / Equivalent <input type="checkbox"/> 5 Star category / Equivalent <input type="checkbox"/>
17. Number of Restaurants with capacity to accommodate more than 30 people at the same time.	:: Number of restaurant Two or more <input type="checkbox"/> Number of restaurant Only One <input type="checkbox"/> No restaurant facility <input type="checkbox"/>
18. Availability of in-house travel desk for management of local transportation towards local sightseeing arrangements & for pick- up & drop from the nearest major Airport / Railway station / Bus stand.	:: If owned, in-house local transportation facility <input type="checkbox"/> If hired, local transportation facility <input type="checkbox"/> If No transportation facility <input type="checkbox"/>
19. No of Rooms  <b>Twin Sharing = Two separate Single Bed</b>  <b>Double Bed = One King Size Double Bed</b>  If the double beds are convertible into two single bed, please write “Y” for Yes and “N” for No, in the Box.	<b>Deluxe Room (Twin Sharing):</b> ..... <b>Deluxe Room (Double Bed):</b> ..... Whether double beds are convertible into two single beds? <p style="text-align: right;"><b>Yes/ No</b></p> <b>Super Deluxe Room (Twin Sharing):</b> ..... <b>Super Deluxe Room (Double Bed):</b> ..... Whether double beds are convertible into two single beds? <p style="text-align: right;"><b>Yes/ No</b></p> <b>Suite (Twin Sharing):</b> ..... <b>Suite (Double Bed):</b> ..... Whether double beds are convertible into two single beds? <p style="text-align: right;"><b>Yes/ No</b></p>

<p>20. Whether the Agency / Hotel faced any litigation with any organization earlier, if yes, kindly furnish the same with name of the organization and brief details of litigation.</p>	<p>::</p>
<p>21. Conference Hall with capacity to accommodate participants in U-shaped setting with chair and table along with LCD projector, Screen, Sound Systems, Cordless mike, white board, marker, Flip Charts, Marker– (for entire duration of residential training / conference).</p>	<p>::</p> <p>Conference Hall with capacity of 1 to 30 Participant <b>Yes/ No</b></p> <p>Conference Hall with capacity of 31 to 50 Participant <b>Yes/ No</b></p> <p>Conference Hall with capacity of 51 to 100 Participant <b>Yes/ No</b></p>
<p>22. Preferably, the Agencies should have following in room amenities and services. Please specify availability of these amenities and facilities by writing Yes / No against it. Pleas also mention whether the facility is complimentary of chargeable.</p>	<p>a) News Paper <b>Yes / No</b></p> <p>b) Tea / Coffee Maker with Accompaniments <b>Yes / No</b></p> <p>c) Mineral Water facility (daily two bottles of at least 200 ml) <b>Yes / No</b></p> <p>d) <b>Standard Toiletries:</b></p> <p>(i) Soap <b>Yes / No</b></p> <p>(ii) Tooth Paste <b>Yes / No</b></p> <p>(iii) Tooth Brush <b>Yes / No</b></p> <p>(iv) Comb <b>Yes / No</b></p> <p>(v) Bath Towel <b>Yes / No</b></p> <p>(vi) Hand Towel <b>Yes / No</b></p> <p>(vii) Toilet Roll <b>Yes / No</b></p> <p>(viii) Shampoo <b>Yes / No</b></p> <p>(ix) Sewing Kit <b>Yes / No</b></p> <p>(x) Shower Cap <b>Yes / No</b></p> <p>(xi) Shower Gel <b>Yes / No</b></p> <p>(xii) Shaving Kit <b>Yes / No</b></p> <p>(xiii) Moisturiser <b>Yes / No</b></p> <p>(xiv) Shoe Shiner <b>Yes / No</b></p> <p>(xv) Room Slippers <b>Yes / No</b></p> <p>(xvi) Any other please specify _____</p> <p>e) Press Iron &amp; Stand <b>Yes / No</b></p> <p>f) Daily Housekeeping of room <b>Yes / No</b></p> <p>g) 24 Hrs Room Service <b>Yes / No</b></p> <p>h) 24 Hrs Hot and Cold Service <b>Yes / No</b></p> <p>i) 24 Hrs power backup for all amenities <b>Yes / No</b></p> <p>j) Restaurant / Dining facility <b>Yes / No</b></p> <p>k) In Home Laundry facility <b>Yes / No</b></p> <p>l) Digital Locker <b>Yes / No</b></p> <p>m) Unlimited Wi-fi / Internet Service <b>Yes / No</b></p> <p>n) Conference hall with the seating capacity of 40 in cluster style seating (Round Table) <b>Yes / No</b></p> <p>o) Conference Hall equipped with Audio &amp; Visual facility <b>Yes / No</b></p> <p>p) Doctor on emergency <b>Yes / No</b></p> <p>q) Parking facility for Guest <b>Yes / No</b></p> <p>r) TV with cable connection in room <b>Yes / No</b></p> <p>s) Refrigerator <b>Yes / No</b></p> <p>t) Complimentary Airport &amp; Railway Station Transfer Facility <b>Yes / No</b></p>

	<p>u) Distance in Kilometers from Railway Station____</p> <p>v) Distance in Kilometers from Bus Depot ____</p> <p>w) Distance in Kilometers from Airport</p> <p>x) Distance in Kilometers from IIM Bodhgaya present campus _____</p> <p>y) Any other facility (Please specify).</p> <p>_____</p> <p>_____</p>
23.	<p>Kindly mention Complimentary use of facilities in Hotel / Resort like Gym, Swimming Pool and other amenities available at Hotel / Resort premises. ::</p>
24.	<p>Details of Demand Drafts of Tender Processing Fee (Application Fee) of Rs. 590/- (Rupees Five Hundred and Ninety only) and EMD of Rs. 10,000/- (Rupees Ten Thousand Only): ::</p> <p><b>Details of Tender Processing Fee:</b></p> <p>Amount: Rs. 590/-</p> <p>DD No:</p> <p>Date:</p> <p>Bank &amp; Branch:</p> <p><b>Details of EMD:</b></p> <p>Amount: Rs. 10,000/-</p> <p>DD No:</p> <p>Date:</p> <p>Bank &amp; Branch:</p>
25.	<p>Any other information ::</p>

Verification:

The details furnished in the application are true and correct to the best of my / our knowledge and that in case of furnishing any false information or suppression of any material information. The application shall be liable to be rejected besides initiation of panel proceedings by IIM Jammu, if it deems fit.

Signature of authorized signatory

Name:

Seal:

## ANNEXURE-III

### EOI ACCEPTANCE LETTER

(On the letter head of the Agency/ Firm/ Hotel)

To

Date:

Chief Administrative Officer,  
Indian Institute of Management Jammu  
Old University Campus, Canal Road  
Jammu-180016 (J&K)

**Sub: Acceptance of Terms & Conditions of EOI for 'Empanelment of Hotels for Boarding, Lodging and In-House / Out-Door Catering Services' vide EOI Ref No: IIMJ/EOI/Hotel-Service/2022-23 /01**

Dear Sir,

I/We have downloaded / obtained the EOI document(s) for the above mentioned "Work" from the web site(s) namely as per your notice given in the above mentioned website(s).

1. I/We hereby certify that I / we have read the entire terms and conditions of the EOI documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organization with this EOI has also been taken into consideration, while submitting this acceptance letter.
3. I/We hereby unconditionally accept the EOI conditions of above mentioned EOI document(s) / corrigendum(s) in its totality / entirely.
4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. No employee or direct relation of any employee of IIM Jammu is in way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Agency / Firm / Company.
6. I/We certify that all information and data furnished and attachments submitted with the application by our Agency / Firm / Company are true & correct.
7. I/We are aware that if any information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason thereof summarily reject our bid or terminate our contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money Deposit/ Performance Security absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

## ANNEXURE-IV

### MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

(To be submitted on the letterhead of the Agency/ Firm/ Hotel)

The Chief Administrative Officer  
 Indian Institute of Management Jammu  
 Jammu

Date: / /

Sub: Authorization for release of payment / dues from Indian Institute of Management Jammu through Electronic Fund Transfer/RTGS Transfer.

1. **Name of the Firm/Company/Institute:**
2. **Address of the Firm/Company/Institute:**

City \_\_\_\_\_

Pin Code \_\_\_\_\_

E-Mail ID \_\_\_\_\_

Mob No: \_\_\_\_\_

Permanent Account Number \_\_\_\_\_

3. **Particulars of Bank**

Bank Name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)			
IFS Code:(11 digit alphanumeric code)			
Account Type	Saving	Current	Cash Credit
Account Number:			

**DECLARATION:**

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Chief Administrative Officer, Indian Institute of Management Jammu responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature & Seal of the Authorized Signatory of the Firm/Company/Institute:**

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: \_\_\_\_\_

**Signature of the Authorized Official from the Bank**

**N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.**

## ANNEXURE-V

### FINANCIAL BID

(To be submitted on the letterhead of the Agency/ Firm/ Hotel)

<b>Location :</b> .....	
<b>For which this Financial Bid is Applicable (Please mention the city name Jammu/ Sri Nagar)</b>	
<b>EOI: For Empanelment of Hotels for Boarding, Lodging and In-House / Out-Door Catering Services.</b>	
EOI Ref. NO: IIMJ/NIT/Hotel-Service/2022-23/01	dated: .... / .... / .....
Name of the Agency / Hotel:	

Sl. No	Item	Qty.	Unit	Rate In (Rs.)	Amount in words	in
1.	<b>Deluxe Room</b> (Single Occupancy) with Break Fast only	1	Per Night			
2.	<b>Deluxe Room</b> (Double Occupancy) with Break Fast only	1	Per Night			
3.	<b>Deluxe Room</b> (Single Occupancy) with Break Fast and Meal one time (Lunch or Dinner)	1	Per Night			
4.	<b>Deluxe Room</b> (Double Occupancy) with Break Fast and Meal one time (Lunch or Dinner)	1	Per Night			
5.	<b>Deluxe Room</b> (Single Occupancy) with Break Fast and Meal two time (Lunch & Dinner)	1	Per Night			
6.	<b>Deluxe Room</b> (Double Occupancy) with Break Fast and Meal two time (Lunch & Dinner)	1	Per Night			
7.	<b>Super Deluxe Room</b> (Single Occupancy) with Break Fast only	1	Per Night			
8.	<b>Super Deluxe Room</b> (Double Occupancy) with Break Fast only	1	Per Night			
9.	<b>Super Deluxe Room</b> (Single Occupancy) with Break Fast and Meal one time (Lunch or Dinner)	1	Per Night			
10.	<b>Super Deluxe Room</b> (Double Occupancy) with Break Fast and Meal one time (Lunch or Dinner)	1	Per Night			
11.	<b>Super Deluxe Room</b> (Single Occupancy) with Break Fast and Meal Two time (Lunch & Dinner)	1	Per Night			
12.	<b>Super Deluxe Room</b> (Double Occupancy) with Break Fast and Meal Two time (Lunch & Dinner)	1	Per Night			
13.	<b>Premium Suite</b> (Single Occupancy) with Break Fast only	1	Per Night			
14.	<b>Premium Suite</b> (Double Occupancy) with Break Fast only	1	Per Night			
15.	<b>Premium Suite</b> (Single Occupancy) with Break Fast and Meal one time (Lunch or Dinner)	1	Per Night			
16.	<b>Premium Suite</b> (Double Occupancy) with Break Fast and Meal one time (Lunch or Dinner)	1	Per Night			

Sl. No	Item	Qty.	Unit	Rate In (Rs.)	Amount in words
17.	<b>Premium Suite</b> (Single Occupancy) with Break Fast and Meal two time (Lunch & Dinner)	1	Per Night		
18.	<b>Premium Suite</b> (Double Occupancy) with Break Fast and Meal two time (Lunch & Dinner)	1	Per Night		
19.	Conference Hall for residential training program of 15 to 30 participants including seating arrangement, Conference tea & cookies during morning and evening sessions. (as per clause 2.4 and 2.5).	15-30 participants and 3 resource persons from IIM Jammu	Per day		
20.	Conference Hall for residential training program of 31 to 50 participants including seating arrangement, Conference tea & cookies during morning and evening sessions (as per clause 2.4 and 2.5).	31 to 50 participants and 3 resource persons from IIM Jammu	Per day		
21.	Conference Hall for residential training program of 51 to 100 participants including seating arrangement, Conference tea & cookies during morning and evening sessions (as per clause 2.4 and 2.5).	51 to 100 participants and 3 resource persons from IIM Jammu	Per day		
22.	Conference Hall for residential training program of 101 to 150 participants including seating arrangement, Conference tea & cookies during morning and evening sessions (as per clause 2.4 and 2.5).	101 to 150 participants and 3 resource persons from IIM Jammu	Per day		
23.	Break Fast for Extra Guests/ Nonresident participants	1	Per Meal		
24.	Lunch or Dinner for Extra Guests/ Nonresident participants	1	Per Meal		
25.	Conference tea & cookies during morning and evening sessions for Extra Guests (as per clause 2.4 and 2.5).	1 (Twice in a day)	Per Person per time		
26.	Airport / Railway Station / Bus stand / Pick-up & drop	1	Per Trip		
27.	Other Arrangement for Conference / Residential Training Programs as per point 2.4 (iii)	1	Per day		
<b>In House catering:</b>					
28.	<b>Hi-Tea : In House catering</b> As per Menu for Special Occasions, mentioned at point no 2.6 and 2.7. <b>(If Venue is in the premises of Hotel only)</b> <b>The Rate should be inclusive of Venue/ Banquet Hall/ Party Lawn</b>	50 to 100 Persons	Per Plate		
		101 to 150 Persons	Per Plate		
		151 to 200 Persons	Per Plate		
		201 to 250 Persons	Per Plate		
		250 to 300 Persons	Per Plate		



Sl. No	Item	Qty.	Unit	Rate In (Rs.)	Amount in words
		300 to 350 Persons	Per Plate		
		350 to 400 Persons	Per Plate		
29.	<b>Lunch / Dinner (Special Menu): In House Catering</b> As per Menu for Special Occasions, mentioned at point no 2.6 and 2.7 <b>(If Venue is in the premises of Hotel only)</b> <b>The Rate should be inclusive of Venue/ Banquet Hall/ Party Lawn</b>	50 to 100 Persons	Per Plate		
		101 to 150 Persons	Per Plate		
		151 to 200 Persons	Per Plate		
		201 to 250 Persons	Per Plate		
		250 to 300 Persons	Per Plate		
		300 to 350 Persons	Per Plate		
		350 to 400 Persons	Per Plate		
		30.	<b>Lunch / Dinner (Normal Menu): In House Catering</b> As per Menu for Special Occasions, mentioned at point no 2.6 and 2.7 <b>(If Venue is in the premises of Hotel only)</b> <b>The Rate should be inclusive of Venue/ Banquet Hall/ Party Lawn</b>	50 to 100 Persons	Per Plate
101 to 150 Persons	Per Plate				
151 to 200 Persons	Per Plate				
201 to 250 Persons	Per Plate				
250 to 300 Persons	Per Plate				
300 to 350 Persons	Per Plate				
350 to 400 Persons	Per Plate				
<b>Out-Door Catering with Crockery:</b>					
31.	<b>Hi-Tea : Out-Door Catering with Crockery</b> As per Menu for Special Occasions, mentioned at point no no 2.6 and 2.7. (If Venue is IIM Jammu Campus or the place designated by IIM Jammu with additional requirement for Out-Door Catering as per point no 2.6 and 2.7)  <b>Note: Refer clause 2.6.11, Rate for outdoor catering with Crockery.</b>	50 to 100 Persons	Per Plate		
		101 to 150 Persons	Per Plate		
		151 to 200 Persons	Per Plate		
		201 to 250 Persons	Per Plate		
		250 to 300 Persons	Per Plate		
		300 to 350 Persons	Per Plate		
		350 to 400 Persons	Per Plate		
32.	<b>Lunch / Dinner (Special Menu): Out-</b>	50 to 100	Per		

Sl. No	Item	Qty.	Unit	Rate In (Rs.)	Amount in words
	<b>Door Catering with Crockery</b> As per Menu for Special Occasions, mentioned at point no no 2.6 and 2.7. (If Venue is IIM Jammu Campus or the place designated by IIM Jammu with additional requirement for Out-Door Catering as per point no 2.6 and 2.7)  <b>Note: Refer clause 2.6.11, Rate for outdoor catering with Crockery.</b>	Persons	Plate		
		101 to 150 Persons	Per Plate		
		151 to 200 Persons	Per Plate		
		201 to 250 Persons	Per Plate		
		250 to 300 Persons	Per Plate		
		300 to 350 Persons	Per Plate		
		350 to 400 Persons	Per Plate		
33.	<b>Lunch / Dinner (Normal Menu): Out-Door Catering with Crockery</b> As per Menu for Special Occasions, mentioned at point no no 2.6 and 2.7. (If Venue is IIM Jammu Campus or the place designated by IIM Jammu with additional requirement for Out-Door Catering as per point no 2.6 and 2.7)  <b>Note: Refer clause 2.6.11, Rate for outdoor catering with Crockery.</b>	50 to 100 Persons	Per Plate		
		101 to 150 Persons	Per Plate		
		151 to 200 Persons	Per Plate		
		201 to 250 Persons	Per Plate		
		250 to 300 Persons	Per Plate		
		300 to 350 Persons	Per Plate		
		350 to 400 Persons	Per Plate		
<b>Out-Door Catering without Crockery:</b>					
34.	<b>Hi-Tea : Out-Door Catering without Crockery</b> As per Menu for Special Occasions, mentioned at point no 2.6 and 2.7. (If Venue is IIM Jammu Campus or the place designated by IIM Jammu with additional requirement for Out-Door Catering as per point no 2.6 and 2.7)  <b>Note: Refer clause 2.6.11, Rate for outdoor catering without Crockery.</b>	50 to 100 Persons	Per Plate		
		101 to 150 Persons	Per Plate		
		151 to 200 Persons	Per Plate		
		201 to 250 Persons	Per Plate		
		250 to 300 Persons	Per Plate		
		300 to 350 Persons	Per Plate		
		350 to 400 Persons	Per Plate		
	<b>Lunch / Dinner (Special Menu): Out-Door Catering without Crockery</b> As per Menu for Special Occasions, mentioned at point no no 2.6 and 2.7. (If Venue is IIM Jammu Campus or the place designated by IIM Jammu with additional requirement for Out-Door	50 to 100 Persons	Per Plate		
		101 to 150 Persons	Per Plate		
		151 to 200 Persons	Per Plate		

Sl. No	Item	Qty.	Unit	Rate In (Rs.)	Amount in words
	Catering as per point no 2.6 and 2.7) <b>Note: Refer clause 2.6.11, Rate for outdoor catering without Crockery.</b>	201 to 250 Persons	Per Plate		
		250 to 300 Persons	Per Plate		
		300 to 350 Persons	Per Plate		
		350 to 400 Persons	Per Plate		
	<b>Lunch / Dinner (Normal Menu): Out-Door Catering without Crockery</b> As per Menu for Special Occasions, mentioned at point no no 2.6 and 2.7. (If Venue is IIM Jammu Campus or the place designated by IIM Jammu with additional requirement for Out-Door Catering as per point no 2.6 and 2.7) <b>Note: Refer clause 2.6.11, Rate for outdoor catering without Crockery.</b>	50 to 100 Persons	Per Plate		
		101 to 150 Persons	Per Plate		
		151 to 200 Persons	Per Plate		
		201 to 250 Persons	Per Plate		
		250 to 300 Persons	Per Plate		
		300 to 350 Persons	Per Plate		
		350 to 400 Persons	Per Plate		

**Note:**

1. The financial proposal should be expressed both in words and figures. If any discrepancy is found between figure and words in the financial proposal, the value in words shall prevail.
2. The rate quoted by the Agency / Hotel shall also be inclusive of transportation charges, labour – cooking / serving, service charges, taxes and other statutory payments and will not subject to any fluctuation due to any increase in any effect. However the GST shall be paid extra as per actual.
3. Tariff rates for booking of rooms should be including all Complimentary services as per clause 2.2 (ii) of this EOI document.
4. No of Persons for special occasion program may vary and will depend on the nature of the program and requirement of the institute. No of persons may increase / decrease by 10-20%.

Place:  
Date:

(Signature with stamp of the Agency / Hotel)