



**NOTICE INVITING TENDER (NIT) FOR
EMPANELMENT OF HOTELS / RESORTS FOR
BOARDING, LODGING AND CONFERENCE SERVICES
TO INDIAN INSTITUTE OF MANAGEMENT JAMMU**

INDIAN INSTITUTE OF MANAGEMENT JAMMU

Old University Campus, Canal Road, Jammu (J&K)- 180016 INDIA

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NOTICE INVITING TENDER (NIT) FOR Empanelment of Hotels / resorts for boarding, lodging, and conference services to Indian Institute of Management Jammu

Date: 12/04/2023

NIT No. - Hotel-Service/2023-24/02

Indian Institute of Management (IIM Jammu) invites NOTICE INVITING TENDER (NIT) through online bids in two bid systems for empanelment of hotels / resorts for boarding, lodging and Conferencing services to Indian institute of management Jammu.

The NIT document/details can be downloaded from the IIM Jammu website <https://www.iimj.ac.in> and <https://eprocure.gov.in/eprocure/app>

1. BID-DATA SHEET

NIT Number & Date:	Hotel-Service/2023-24/01 Dated 12-04-2023
Tender Processing Fee (Non-Refundable) Not Exempted	Rs. 1080/- (Rupees One thousand Eighty Only) including GST
Earnest Money Deposit (EMD)	Rs. 15,000/- (Rupees Ten thousand only) by way of NEFT/RTGS in the name of Indian Institute of Management JAMMU
Performance Security	Shall be converted into Performance Security.
Issue of Tender	Tender document/details can be downloaded from the IIM Jammu website https://www.iimj.ac.in , https://eprocure.gov.in/eprocure/app
Start Date and Time of Submission of Bids	17/04/2023 from 12:30 PM onwards
Last Date of Submission of Bids:	02/05/2023 till 11:30 AM
Opening of Technical Bid (Cover-I):	3/05/2023 at 11:30 AM
Opening of Financial Bid (Cover-II):	Shall be communicated after the technical evaluation.
No. of Covers:	02–Cover I (Technical Bid) and Cover-II (Financial Bid)
Bid Validity Days	90 days (From last date of Submission of tender)

Contact Person:	The Chief Administrative Officer, Indian Institute of Management, Jammu- Old University Campus, Canal Road Jammu- 180016 (J&K)
Contact Address:	Indian Institute of Management, Jammu- Old University Campus, Canal Road Jammu- 180016 (J&K)
Contact Phone Number (s): E-mail Address:	cao@iimj.ac.in , 0191-2585835, purchase@iimj.ac.in , +91- 7298076792

Bids submitted with incomplete information or information not in conformity with the Bid Documents will summarily be rejected. While submitting the Bids, the Bidders must exercise utmost care to fill up the bid in all respect as per the specified terms and conditions.

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

In case, the last date of receipt of tenders and / or the day of opening of tender 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.

Note:- Those who have participated in the earlier Tender Ref No.: - IIMJ/EOI/Hotel-Service/2022-23/01 dated 13.07.2022 may only be required to pay Rs. 5000/- as an additional EMD to participate in this tender. Those applying for fresh may need to submit the full EMD of Rs. 15,000/-. Tender Processing fee is to be paid by all the bidders (non-exempted).

**Chief Administrative Officer
IIM Jammu**

2. TERMS OF REFERENCE

2.1 BACKGROUND:

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/ world class education in Management and conducts MBA program, postgraduate programme in management equivalent to MBA, Doctoral level programmes and executive training programs in all the functional areas of Management.

IIM Jammu has been 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.

IIM Jammu is also operating its transit Satellite campus for Executive's Education Programs at Pohroo Chowk, Nowgam Bypass, Srinagar-190015 J&K.

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.

2.2 SCOPE OF WORK:

- a. **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) for Boarding, Lodging and Conference Services as per requirement of the Institute.
- b. **Locations :-**
 - i) Address 1:- Indian Institute of Management Jammu, Old University Campus, Canal Road Jammu 180016.
 - ii) Address 2:- Proposed Permanent Campus at Jagti, Nagrota, about 16 Kms. from Jammu Railway Station and 18 Kms. from Jammu Airport
 - iii) Address 2:- Indian Institute of Management Jammu, Srinagar Off Campus, Pohroo Chowk, Nowgam Bypass, Srinagar-190015 J&K.
- c. **Hotel Accommodation / Booking of Rooms:**
 - (i) 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 room, each day to each occupant/s, etc. (Refer Financial Bid and detailed NIT)

- (ii) The hotel room tariff should be for 24 hours cycle, The check-in time is on or after 12:00 noon and the check-out time from the hotel is before 12:00 noon. Flexibility of check-in / out timing should be considered subject to exigencies. with complimentary services like breakfast, free uninterrupted hi-speed wi-fi / internet services, coffee / tea maker, newspaper, two mineral water bottles in room daily, mini-bar (non-alcoholic) 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.
- (iii) IIM Jammu shall book different categories of rooms based on its requirement.
- (iv) 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 Complimentarily.
- (v) Buffet Breakfast, Lunch & Dinner with a good spread of itemized menu (veg. and non-veg.) must be provided as per the requirement of IIM Jammu
- (vi) Complimentary Wi-Fi facilities must be provided in every room.
- (vii) Requirement of rooms may vary from time to time and depending upon the requirements of IIM Jammu. Rooms for guests on single / double occupancy/ twin occupancy or Rooms in bulk quantity for participants of any programme/ conferences may be booked.
- (viii) 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. Any extra facility taken by the participants other than the Work Order issued from IIM Jammu would be borne by the Hotel/ Resort.
- (ix) 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.
- (x) 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.
- (xi) The Hotel accommodation must have the facility to provide first aid and doctor on call facility for medical emergencies.

d. Bookings for Conducting the Management Development Program / Residential Training Program:

- (i) **Duration:** The residential training / conference programme will be for a duration of up to 15+ days approximately. The tentative dates will be informed prior to the commencement of the programme.
- (ii) **Attendees:** The total number of participants would approximately be between 15 to 250+ (approx.) 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.

e. Conference Hall/ Training Hall:

- (i) Hi- Speed Uninterrupted Broadband and Wi-Fi facility in the Conference Hall.
- (ii) Conference Hall with desired U or ROUND tables seating arrangements and stage arrangements.
- (iii) Uninterrupted Power supply during the class/ Training Session.
- (iv) 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.
- (v) 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, Lunch

3. Eligibility Criteria:

- (i) Agency / Hotel / Resorts should be of 3 or 4 or 5 star or equivalent category located and functioning in Jammu city, having valid licenses and sanctions and qualified experience in the field of hotel accommodation. Copy of Certificate from appropriate Authority regarding category / Star Rating of Hotel, must be submitted along with the technical bid in this regard.
- (ii) The Agency / Hotel should have a Trade License issued by the appropriate Authority to carry out the business of Hotel Service.
- (iii) Should have Food License from FSSAI / appropriate authority.
- (iv) The Firm should have a PAN Number and GST Registration.
- (v) The Hotel property should be located within 10-12 KMS approx. from Jammu.

4. TENDER FEE & EARNEST MONEY DEPOSIT (EMD):

The Bidder should submit Tender Processing Fee of Rs. 1080/- (Rupees One thousand one hundred and eighty only) – Non-Refundable / Not-Exempted and Earnest Money Deposit (EMD) of 15,000/- (Rupees Fifteen Thousand only) separately in the form of NEFT/RTGS in the name of “Indian Institute of Management Jammu”.

Bank Details of IIM Jammu for NEFT/RTGS:

NAME OF THE ACCOUNT HOLDER: INDIAN INSTITUTE OF MANAGEMENT JAMMU

NAME OF BANK: THE JAMMU & KASHMIR BANK LTD.

BRANCH NAME: E/C GOVT. COLLEGE OF ENGINEERING CANAL ROAD

ADDRESS OF BANK: GCET CANAL ROAD JAMMU

IFSC CODE: JAKA0EGCENG

A/C NUMBER: 1250040500000042

MICR CODE: 180051027

- (i) The Technical Bid without Tender Processing Fee and EMD would be considered UNRESPONSIVE and will not be accepted. NSIC / MSME registered bidders must submit a copy of valid NSIC / MSME Registration Certificate for exemption of EMD only. 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.
- (ii) The public sector companies will not be exempted from submitting EMD until and unless they submit document pertaining to directives of Government of India in this regard of the Tender.
- (iii) Refund of EMD: The EMD will be refunded without any interest to the unsuccessful Bidders only after the Tenders are finalized.

4.1 PERFORMANCE SECURITY:

- (i) The EMD of the firm shall be automatically converted to Performance Security which will be returned on successful completion of the contract. 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 contract.
- (ii) Performance Security would be returned on successful completion of the contract. No interest shall be payable on performance security.
- (iii) In case of breach of contract, performance security shall be forfeited, and the agency shall be blacklisted for such a period as decided by the competent authority in addition to termination of the contract.

5. SUBMISSION OF BID AND EVALUATION OF THE TENDER:

5.1 SUBMISSION OF BIDS:

Department of Expenditure has issued the directive to publish the tender

document on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the CPP Portal, prepare their bids in accordance with the requirements and submit their bids online on the CPP Portal. For more information, bidders may visit the CPP Portal <http://eprocure.gov.in/eprocure/app>. Tender document can also be downloaded from IIM Jammu Website (www.iimj.ac.in)

5.2 REGISTRATION:

- (i) Bidders to enroll on the e-Procurement module of the portal <http://eprocure.gov.in/eprocure/app> by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- (ii) The bidders choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- (iii) Bidders to register upon enrolment their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- (iv) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to Ensure that they do not lend their DSCs to others which may lead to misuse. Foreign bidders are advised to refer “DSC details for Foreign Bidders” for Digital Signature requirements on the portal.
- (v) The bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

5.3 SEARCHING FOR TENDER DOCUMENTS:

- (i) Various built-in options are available in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- (ii) There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- (iii) Once the bidders have selected the tenders they are interested in; they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to

intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- (iv) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

5.4 PREPARATION OF BIDS:

- (i) Bidders should consider any corrigendum published on the tender document before submitting their bids.
- (ii) Bidders must go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- (iii) The bidder, in advance, should get ready with the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.
- (iv) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g., PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Documents” available to them to upload such documents.
- (v) These documents may be directly submitted from the “My Documents” area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

5.5 SUBMISSION OF BIDS (GENERAL INSTRUCTIONS):

- (i) The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid. Financial Bids to be submitted in BOQ format only.
- (ii) The bidder has to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- (iii) The bidder to digitally signs and uploads the required bid documents one by one as indicated in the tender document.
- (iv) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- (v) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.

- (vi) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (vii) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- (viii) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.
- (ix) Bids not submitted, as per the above Performa will be summarily rejected.
- (x) Bidders are requested to note that they should necessarily submit their financial bids online in the format provided on CPP Portal and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled out by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- (xi) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- (xii) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (xiii) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (xiv) Upon the successful and timely submission of bid click "Complete" (i.e., after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.

- (xv) The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.
- (xvi) The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- (xvii) Possession of Valid Class III Digital Signature Certificate (DSC) in the form of smart card/ e-Token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link 'Information about DSC'.
- (xviii) Bidders are advised to follow the instructions provided in the 'Instructions to the Bidders for the e-Submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure>.

5.6 BID SUBMISSION PROCESS:

The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid. Financial Bids to be submitted in BOQ format only (Online).

5.6.1 TECHNICAL BID SUBMISSION:

- (i) The 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 at the top of the Technical Bid, without which the tender will be considered incomplete and hence, summarily rejected.
- (ii) 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 tender will be considered incomplete and hence, summarily rejected.
- (iii) **Due date:** The tender has to be submitted online on or before the due date. The offers received after the due date and time will not be considered.
- (iv) The Technical Bid should be accompanied by a copy of this Tender Document with each page duly signed by the authorized signatory of the bidders, who has

signed the bid, as taken of having read, understood, and complied with tender, the terms, and conditions contained herein. Bids not accompanied by a duly signed copy of the Tender Document will not be considered.

- (v) The bid should be precise, complete in all respects and in the prescribed format as per the requirement of the bid document. Failure to furnish all information required through the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
- (vi) The bid should be clear and without any condition. Conditional bids shall be summarily rejected.

5.6.2 FINANCIAL BID SUBMISSION:

- (i) A standard BOQ format has been provided with the tender document to be filled in by all the bidders. Bidder to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
- (ii) The Financial Bid (Price Bid) shall be submitted in electronic form only in conformity with the tender specifications on the portal only by the time & date as specified in NIT.
- (iii) The financial cover shall contain price bid in the enclosed "Price Bid format" i.e., in BOQ format. Submission of the Financial Bid (Price Bid) by any other means shall not be accepted by the Institute in any circumstances.
- (iv) 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, tender will be completely rejected and EMD would be forfeited.
- (v) All duties, taxes, and other levies payable by the vendor shall be included in the total price. However, GST will be paid extra as actual.
- (vi) Online submission of the bid will not be permitted on the portal after expiry of submission time and the Bidder shall not be permitted to submit the same by any other mode.
- (vii) The bidders are required to quote their rates in Indian Rupees (INR) only.
- (viii) The Financial Bids of only those firms qualifying the technical evaluation will be considered.

ONLINE BIDS SUBMISSION: The Online bids (complete in all respect) must be uploaded online in two covers as explained below:

COVER – 1 (TECHNICAL BID)

(Following documents to be uploaded online as single PDF file)

Sr. No.	Documents	Content	File Types
1.	Technical Bid	INDEX/ COMPLIANCE SHEET (As per Annexure-I) indicating the page number of each document submitted	.PDF
2.		Technical Bid As per Annexure - II	.PDF
3.		Proof of Tender Fee and EMD.	.PDF
4.		Tender Acceptance Letter as per Annexure-III.	.PDF
5.		Copy of Permanent Account Number (PAN) in the name of the firm, if not proprietorship firm.	.PDF
6.		Copy of GST Registration Certificate.	.PDF
7.		MANDATE FORM FOR Electronic Fund Transfer/ RTGS TRANSFER as per Annexure-IV	.PDF
8.		Copy of valid Trade License issued by the appropriate Authority to carry out the similar business of Hotel	
9.		Copy of Certificate from appropriate Authority regarding category / Star Rating of Hotel.	
10.		Copy of Food License from FSSAI / appropriate authority.	
11.		Proof of Experience: must also be attached along with Annexure-V, in the same sequence.	.PDF
12.		Duly signed and stamped of the entire bid document along with its addendum/ corrigendum, if any.	.PDF
13.		All other documents, as required in terms of the tender, to claim eligibility.	.PDF

Note: Institute may ask the vendor to submit any other certificate/document as it may deem fit.

COVER – 2 FINANCIAL BID (PRICE-BID)

Sr. No.	Types	Content	File Types
1.	Financial Bid	Price Bid in given format BOQ only.	.xls

AWARD OF EMPANELMENT:

- (i) final selection of vender will be as per the following selection process:
 - a) Verification of documents by committee constituted for the purpose of supporting eligibility criteria with Financial Effect.
 - b) A 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.
 - c) 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.
- (ii) IIM Jammu may empanel more than one hotel if required, who meets the criteria for empanelment even in the similar or different category.
- (iii) The decision of the Institute in the matter will be final and binding to all the bidders/empaneled hotels.
- (iv) IIM Jammu reserves the right to negotiate the quoted price, with the successful Agency / Hotel to arrive at the fair and reasonable price.
- (v) IIM Jammu reserves the right to award the contract/work in full or in parts to any Agency and also terminate the contract/work at any stage if the performance of the Agency is found to be Not Satisfactory.
- (vi) IIM Jammu reserves the right to decide on fair and reasonable prices of the services offered and may also give counteroffer to the Agencies for the services offered. All other terms and conditions of this document shall remain operative even if a counteroffer rate is offered to the Agencies.
- (vii) 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.
- (viii) 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.
- (ix) 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.
- (x) IIM Jammu reserves the right to modify / change / delete / add any further

terms and conditions prior to the issue of work order.

- (xi) 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.
- (xii) 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.
- (xiii) Any act on the part of the bidder to influence anybody in the institute is liable to rejection of his bid.
- (xiv) IIM Jammu reserves the right to reject any application without assigning any reason.
- (xv) The decision of Competent Authority, IIM Jammu will be final in all matters relating.
- (xvi) The IIM Jammu is not bound to award contract at the lowest price received in the Tender and reserves the right to decide on fair and reasonable price of the services tendered for any counter offer the same to the bidders. All other terms and conditions of the tender shall remain operative even if a counteroffer rate is offered to the bidders. IIM Jammu reserves the right to negotiate with first lowest bidder to arrive at the fair and reasonable price. In case of first lowest is more than one, then it would be at the discretion of the IIM Jammu.

Chief Administrative Officer
Indian Institute of Management Jammu

6. TERMS AND CONDITIONS OF CONTRACT

- (i) **Period of Empanelment:** Empanelment period will be initially for two years from the date of accepting the terms and conditions by the empaneled agency / hotel. This period may be extended on a yearly basis extension subject to maximum of 3 years from the Award of Contract, 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 is subject to the completion of at least two years of empanelment and once in three years on mutual agreement and on approval of competent authority of IIM Jammu.
- (ii) **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.
- (iii) **Exit Clause:** The contract can be terminated by giving a one-months' 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.
- (iv) IIM Jammu shall be free to cancel the empanelment at any time during the period of empanelment, without assigning any reason.
- (v) IIM Jammu shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by the empaneled hotel in the course of their performing the functions / duties or for payment towards any compensation.
- (vi) A 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 the Agency / Hotel will be liable to be terminated.
- (vii) 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.
- (viii) 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.
- (ix) All the empaneled 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.

- (x) 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).
- (xi) IIM Jammu reserves the right to verify the credentials of the Agency / Hotel from the third party.
- (xii) Any defect found in the work carried out by the Agency / Hotel will have to be rectified free-of-cost by the Agency / Hotel.

6.1 PAYMENTS TERMS:

- (i) Bill to be made in the name of Indian Institute of Management Jammu.
- (ii) No advance payment will be made under any circumstances.
- (iii) 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.
- (iv) Payment will be made after the completion of the program. Payment shall be made on the basis of the actual rooms occupied.
- (v) The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes etc.) Check-in, Check-out details of guest(s).
- (vi) Separate bills shall be raised for Room Booking, Food (Break Fast, Lunch and Dinner) and other arrangements.
- (vii) 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.
- (viii) The payment under this contract shall be made through NEFT / RTGS / IMPS (online transfer) on satisfactory completion of job contract services to be certified by the Administration / concerned department. The final payment shall, however, be made only after adjusting all the dues / claims of the IIM JAMMU.
- (ix) Bill to be made in the name of Indian Institute of Management Jammu.
- (x) No advance payment will be made under any circumstances.
- (xi) TDS / Income Tax etc. are to be deducted at source from the bills of Agency / Hotel as per rule.
- (xii) No Retention Charges / Surcharges are payable by IIM Jammu.
- (xiii) TDS/ Income Tax etc. are to be deducted at source from the bills of agencies as per rule. GST No, Pan No and account details should be clearly mentioned on the bill of Vendor.

6.2 PENALTY CLAUSES:

- (i) 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.
- (ii) 2% of cost of order/ agreement per week, up to 2 weeks delay.
- (iii) After 2 weeks delay, IIMJ reserves the right to cancel the contract and withhold the agreement and get this job to be carried out by other firm (s) from open market at the competitive rates. The defaulting firm will be blacklisted for a period of 3 years.
- (iv) For any breach of contract, IIMJ shall impose a penalty to the extent of Rs. 10,000/- only on the first occasion upon the firm in the event of breach, violation, or contravention of any of the terms and conditions contained herein brought to the notice of IIMJ.
- (v) If the lapse is repeated, the extent of penalty will be doubled on each such occasion.
- (vi) language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.
- (vii) **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.
- (viii) **FORCE MAJEURE:** 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.
- (ix) 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.
- (x) 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.
- (xi) 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.
- (xii) The decision of IIM Jammu in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
- (xiii) 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.
- (xiv) In case of any disputes regarding the execution of the work during the period of the contract, the decision of the Director, IIM Jammu, shall be binding and final, agreeable in full by both the parties.

6.3 TERMINATION: IIM Jammu may terminate the contract if any of the following events occur:-

- (i) The Agency / Hotel has neglected or failed persistently to observe or perform its obligations under the contract or performs unsatisfactorily.
- (ii) 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.
- (iii) Empanelment shall cease to exist automatically at the end of the date mentioned in the contract without any separate notice.
- (iv) The Hotel / Agency will be bound by the details furnished by them to IIM Jammu, while submitting the tender 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.
- (v) IIM Jammu reserves the right to terminate any Agency / Hotel at any point of time, in case of negative feedback from the users.
- (vi) IIM Jammu reserves the right to cancel the contract at any time without assigning any reason whatsoever.
- (vii) **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 parties.
- (viii) The venue of the arbitration shall be the place from where the order is issued.
- (ix) The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
- (x) 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.

ANNEXURE-I

INDEX/ COMPLIANCE SHEET

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

Sr. No	Document Name	Compliance (Yes / No)	Page No		Remarks
			From	To	
1.	Technical Bid as per Annexure-II				
2.	Tender Processing Fee and EMD				
3.	Tender Acceptance Letter as per Annexure-III				
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				
7.	Copy of Certificate from appropriate Authority regarding category / Star Rating of Hotel.				
8.	Copy of Food License from FSSAI / appropriate authority.				
9.	MANDATE FORM FOR Electronic Fund Transfer/ RTGS TRANSFER As per Annexure-V .				
10.	Duly signed and stamped of the entire Tender document along with its addendum/corrigendum if any				
11.	All other documents, as required to claim eligibility				

Place:

Date:
Agency)

(Signature with stamp of the

ANNEXURE-II
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 the particulars below must be attached along with this checklist.

1.	Name of the Agency / Hotel (In Block Letters)	::	
2.	Registered Office Address (With telephone no. & email address)	::	
3.	Address of property (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 of Contact for All Purpose:	::	Name: _____ Designation: _____ Mobile No: _____ Email: _____
11.	Website, if any	::	
12.	Details of Infrastructure available at Jammu	::	
13.	Name of the cities where Agency / Hotel / Firm / Company is having branches	::	
14.	Category of Hotel	::	3 Star category / Equivalent <input type="checkbox"/>

	4 Star category / Equivalent <input type="checkbox"/> 5 Star category / Equivalent <input type="checkbox"/>
15. Number of Restaurants with capacity	:: Total Number of restaurants <input type="checkbox"/> Total Capacity <input type="checkbox"/>
16. 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"/>
17. No of Rooms Twin Bedded = Two separate Single Beds Double Bedded = One King Size Double Bed	1. Standard / Base or Equivalent (Twin Bedded):..... Standard / Base or Equivalent (Double Bedded)..... Whether double beds are convertible into two single beds? Yes/ No 2. Super Deluxe / Premium or Equivalent (Twin Bedded)..... Super Deluxe / Premium or Equivalent (Double Bedded)..... Whether double beds are convertible into two single beds? Yes/ No 3. Suite (Twin Bedded)..... Suite (Double Bedded)..... Whether double beds are convertible into two single beds? Yes/ No
18. 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.	::
19. Conference Hall with capacity to accommodate participants in U-shaped setting with chair and table along with LCD projector, Screen, Sound Systems, A.V, P.A system, Cordless mike, white board, marker, Flip Charts, Marker– (for entire duration of residential training / conference).	:: Conference Hall with capacity of upto 30 Participants Yes/ No Conference Hall with capacity of 31 to 50 Participant Yes/ No Conference Hall with capacity of 51 to 150 Participant Yes/ No Conference Hall with capacity of 151 above Participants Yes/ No
20. Preferably, the Agencies should have following in room amenities and services. Please specify the	a) News Paper Yes / No b) Tea / Coffee Maker with Accompaniments Yes / No

availability of these amenities and facilities by writing Yes / No against it. Please also mention whether the facility is complimentary or of chargeable.

- c) Mineral Water facility (daily two bottles of at least 200 ml) **Yes / No**
- d) **Standard Toiletries:**
 - (i) Soap **Yes / No**
 - (ii) Tooth Paste **Yes / No**
 - (iii) Toothbrush **Yes / No**
 - (iv) Comb **Yes / No**
 - (v) Bath Towel **Yes / No**
 - (vi) Hand Towel **Yes / No**
 - (vii) Toilet Roll **Yes / No**
 - (viii) Shampoo **Yes / No**
 - (ix) Sewing Kit **Yes / No**
 - (x) Shower Cap **Yes / No**
 - (xi) Shower Gel **Yes / No**
 - (xii) Shaving Kit **Yes / No**
 - (xiii) Moisturizer **Yes / No**
 - (xiv) Shoe Shiner **Yes / No**
 - (xv) Room Slippers **Yes / No**
 - (xvi) Any other please specify _____
- e) Press Iron & Stand **Yes / No**
- f) Daily Housekeeping of room **Yes / No**
- g) 24 Hrs. Room Service **Yes / No**
- h) 24 Hrs. Hot and Cold Service **Yes / No**
- i) 24 Hrs. power backup for all amenities **Yes / No**
- j) Restaurant / Dining facility **Yes / No**
- k) In Home Laundry facility **Yes / No**
- l) Digital Locker **Yes / No**
- m) Unlimited Wi-fi / Internet Service **Yes / No**
- n) Conference hall with the seating capacity of 40 in cluster style seating (Round Table) **Yes / No**
- o) Conference Hall equipped with Audio & Visual facility **Yes / No**
- p) Doctor on emergency **Yes / No**
- q) Parking facility for Guest **Yes / No**
- r) TV with cable connection in room **Yes / No**
- s) Refrigerator **Yes / No**
- t) Complimentary Airport & Railway Station Transfer Facility **Yes / No**
- u) Distance in Kilometers from Railway Station _____
- v) Distance in Kilometers from Bus Depot _____
- w) Distance in Kilometers from Airport _____
- x) Distance in Kilometers from IIM Jammu present campus _____
- y) Any other facilities (Please specify).

21. Kindly mention Complimentary use of facilities in Hotel / Resort like Gym, Swimming Pool and other amenities available at Hotel / Resort premises. ::

22. Details of NEFT/ RTGS of Tender Processing Fee (Application Fee) of Rs. 1080/- (Rupees Five Hundred and Ninety only) and EMD of Rs. 15,000/- (Rupees Ten Thousand Only):

Details of Tender Processing Fee:

Amount: Rs. 1080/-

Transaction No:

Date:

Bank & Branch:

Details of EMD:

Amount: Rs. 15,000/-

Transaction No:

Date:

Bank & Branch:

23. Any other information ::

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

TENDER ACCEPTANCE LETTER

(On the letter head of the Agency)

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

Date:

Sub: Acceptance of Terms & Conditions of tender for 'Empanelment of hotels / resorts for boarding, lodging and conferencing services to Indian Institute of Management Jammu **vide Tender Ref No:** - Hotel-Service/2023-24/01 Dated 12-04-2023.

Dear Sir,

I/We have downloaded / obtained the tender document(s) for the above mentioned "Tender/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 tender 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 tender has also been taken into consideration, while submitting this acceptance letter.
3. I/We hereby unconditionally accept the tender conditions of the above-mentioned tender 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

DETAILS OF EXPERIENCE

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

Sr. No.	Name of the organization/ Institute where goods /services were provided with Name of Contact Person, Contact No. & email id.	Value of the contract in INR	Duration of contract		Total years of experience (YY/MM)	Copy of contract with performance report (Yes/No)
			From (DD/MM/YYYY)	To (DD/MM/YYYY)		
1.						
2.						
3.						
4.						
5.						

- Note: Bidders are required to provide the information on above format only in reverse chronological order (start from latest/recent most organization to oldest organization) and also attach Copy of contract / performance certificate in same sequence. Bidders may add row / rows in the above format, if No of organizations / Institutions are more or may add additional sheet also.

Signature of Agency

Name: _____

Designation: _____

Organization Name: _____

Contact No.: _____

ANNEXURE-V

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

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

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 the 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-VI

Validate

Print

Help

Item wise BOQ

Tender Inviting Authority: Chief Administrative Officer, IIM Jammu

Name of Work: Empanelment of Hotels/Resorts for Boarding/Lodging and Conferencing Services

Contract No: Hotel-Service/2023-24/02 dated 12-04-2023

Name of the Bidder/ Bidding Firm / Company :	
--	--

PRICE SCHEDULE

(DOMESTIC TENDERS - RATES ARE TO BE GIVEN IN RUPEES (INR) ONLY)

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Empanelment of Hotels/Resorts for Boarding/Lodging and Conference Services	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs.	TOTAL AMOUNT Without Taxes Rs.	TOTAL AMOUNT In Words
1	2	4	5	7	14	15
1	BOARDING/ LOGDING CATEGORY					
2	Category Standard / Base or Equivalent					
3	Room (Single Occupancy) with No Meals - European Plan, EP	1.00	Per day		0.00	INR Zero Only
4	Room (Double Occupancy/Twin Bedded) with No Meals European Plan, EP	1.00	Per day		0.00	INR Zero Only

5	Room (Single Occupancy) with Break Fast only - Continental Plan, CP	1.00	Per day		0.00	INR Zero Only
6	Room (Double Occupancy/Twin Bedded) with Break Fast - Continental Plan, CP	1.00	Per day		0.00	INR Zero Only
7	Room (Single Occupancy) with Break Fast and Meal one time (Lunch or Dinner)-Modified American Plan, MAP	1.00	Per day		0.00	INR Zero Only
8	Room (Double Occupancy/Twin Bedded) with Break Fast and Meal one time (Lunch or Dinner) -Modified American Plan, MAP	1.00	Per day		0.00	INR Zero Only
9	Room (Single Occupancy) with Break Fast and Meal two time (Lunch & Dinner) - American Plan, AP	1.00	Per day		0.00	INR Zero Only
10	Room (Double Occupancy/Twin Bedded) with Break Fast and Meal two time (Lunch & Dinner) -American Plan, AP	1.00	Per day		0.00	INR Zero Only
11	Category - Super Deluxe / Premium or Equivalent					
12	Room (Single Occupancy) with No Meals - European Plan,	1.00	Per day		0.00	INR Zero Only

	EP					
13	Room (Double Occupancy/Twin Bedded) with No Meals -European Plan, EP	1.00	Per day		0.00	INR Zero Only
14	Room (Single Occupancy) with Break Fast only Continental Plan, CP	1.00	Per day		0.00	INR Zero Only
15	Room (Double Occupancy/Twin Bedded) with Break Fast only Continental Plan, CP	1.00	Per day		0.00	INR Zero Only
16	Room (Single Occupancy) with Break Fast and Meal one time (Lunch or Dinner) (Modified American Plan, MAP)	1.00	Per day		0.00	INR Zero Only
17	Room (Double Occupancy/Twin Bedded) with Break Fast and Meal one time (Lunch or Dinner) - Modified American Plan, AP	1.00	Per day		0.00	INR Zero Only
18	Room (Single Occupancy) with Break Fast and Meal Two time (Lunch & Dinner) -American Plan, AP	1.00	Per day		0.00	INR Zero Only
19	Room (Double Occupancy/Twin Bedded) with Break Fast and Meal Two time (Lunch & Dinner)-American Plan, AP	1.00	Per day		0.00	INR Zero Only

20	Category - Suite					
21	Suite (Single Occupancy) with No Meals - European Plan, EP	1.00	Per day		0.00	INR Zero Only
22	Suite (Double Occupancy/Twin Bedded) with No Meals -European Plan, EP	1.00	Per day		0.00	INR Zero Only
23	Suite (Single Occupancy) with Break Fast only Continental Plan, CP	1.00	Per day		0.00	INR Zero Only
24	Suite (Double Occupancy/Twin Bedded) with Break Fast only Continental Plan, CP	1.00	Per day		0.00	INR Zero Only
25	Suite (Single Occupancy) with Break Fast and Meal one time (Lunch or Dinner) (Modified American Plan, MAP)	1.00	Per day		0.00	INR Zero Only
26	Suite (Double Occupancy/Twin Bedded) with Break Fast and Meal one time (Lunch or Dinner) - Modified American Plan, MAP	1.00	Per day		0.00	INR Zero Only
27	Suite (Single Occupancy) with Break Fast and Meal Two time (Lunch & Dinner) -American Plan, AP	1.00	Per day		0.00	INR Zero Only
28	Suite (Double Occupancy/Twin Bedded) with Break Fast and	1.00	Per day		0.00	INR Zero Only

	Meal Two time (Lunch & Dinner)-American Plan, AP					
29	Category: - NON-RESIDENTIAL CONFERENCE UPTO 14 DAYS - Conference Hall, Uninterrupted Hi-Speed Internet, Basic Stationery, Mineral Water Bottles, 2 servings of Tea/Coffee and One Meal (Lunch or Dinner)					
30	upto 30 Participants	1.00	Per day		0.00	INR Zero Only
31	from 31 to 50 participants	1.00	Per day		0.00	INR Zero Only
32	from 51 to 150 participants	1.00	Per day		0.00	INR Zero Only
33	from 151 and above participants	1.00	Per day		0.00	INR Zero Only
34	Category NON-RESIDENTIAL CONFERENCE UPTO 14 DAYS AND ABOVE - Conference Hall, Uninterrupted Hi-Speed Internet, Basic Stationery, Mineral Water Bottles, 2 servings of Tea/Coffee and One Meal (Lunch or Dinner)					
35	upto 30 Participants	1.00	Per day		0.00	INR Zero Only
36	from 31 to 50 participants	1.00	Per day		0.00	INR Zero Only
37	from 51 to 150 participants	1.00	Per day		0.00	INR Zero Only
38	from 151 and above participants	1.00	Per day		0.00	INR Zero Only
39	Category RESIDENTIAL CONFERENCE for 15 days with Accommodation Category - Standard / Base or Equivalent- SINGLE OCCUPANCY- Conference Hall, Uninterrupted Hi-Speed Internet, Basic Stationery, Mineral Water Bottles, 2 servings of Tea/Coffee and with Break Fast and Meals Two time (Lunch & Dinner) -American Plan, AP					
40	upto 30 Participants	1.00	Per day		0.00	INR Zero Only
41	from 31 to 50 participants	1.00	Per day		0.00	INR Zero Only
42	from 51 to 150 participants	1.00	Per day		0.00	INR Zero Only
43	from 151 and above participants	1.00	Per day		0.00	INR Zero Only

44	<p>Category RESIDENTIAL CONFERENCE for 15 days and above with Accommodation Category - Standard / Base or Equivalent- SINGLE OCCUPANCY- Conference Hall, Uninterrupted Hi-Speed Internet, Basic Stationery, Mineral Water Bottles, 2 servings of Tea/Coffee and with Break Fast and Meals Two time (Lunch & Dinner) -American Plan, AP</p>					
45	upto 30 Participants	1.00	Per day		0.00	INR Zero Only
46	from 31 to 50 participants	1.00	Per day		0.00	INR Zero Only
47	from 51 to 150 participants	1.00	Per day		0.00	INR Zero Only
48	from 151 and above participants	1.00	Per day		0.00	INR Zero Only
49	<p>Category RESIDENTIAL CONFERENCE for 15 days with Accommodation Category - Standard / Base or Equivalent- DOUBLE OCCUPANCY- Conference Hall, Uninterrupted Hi-Speed Internet, Basic Stationery, Mineral Water Bottles, 2 servings of Tea/Coffee and with Break Fast and Meals Two time (Lunch & Dinner) -American Plan, AP</p>					
50	upto 30 Participants	1.00	Per day		0.00	INR Zero Only
51	from 31 to 50 participants	1.00	Per day		0.00	INR Zero Only
52	from 51 to 150 participants	1.00	Per day		0.00	INR Zero Only
53	from 151 and above participants	1.00	Per day		0.00	INR Zero Only
54	<p>Category RESIDENTIAL CONFERENCE for 15 days and above with Accommodation Category - Standard / Base or Equivalent- DOUBLE OCCUPANCY- Conference Hall, Uninterrupted Hi-Speed Internet, Basic Stationery, Mineral Water Bottles, 2 servings of Tea/Coffee and with Break Fast and Meals Two time (Lunch & Dinner) -American Plan, AP</p>					
55	upto 30 Participants	1.00	Per day		0.00	INR Zero Only
56	from 31 to 50 participants	1.00	Per day		0.00	INR Zero Only
57	from 51 to 150 participants	1.00	Per day		0.00	INR Zero Only
58	from 151 and above participants	1.00	Per day		0.00	INR Zero Only

59	<p>Category RESIDENTIAL CONFERENCE for 15 days with Accommodation Category - Category - Super Deluxe / Premium or Equivalent- SINGLE OCCUPANCY- Conference Hall, Uninterrupted Hi-Speed Internet, Basic Stationery, Mineral Water Bottles, 2 servings of Tea/Coffee and with Break Fast and Meals Two time (Lunch & Dinner) -American Plan, AP</p>					
60	upto 30 Participants	1.00	Per day		0.00	INR Zero Only
61	from 31 to 50 participants	1.00	Per day		0.00	INR Zero Only
62	from 51 to 150 participants	1.00	Per day		0.00	INR Zero Only
63	from 151 and above participants	1.00	Per day		0.00	INR Zero Only
64	<p>Category RESIDENTIAL CONFERENCE for 15 days and above with Accommodation Category - Category - Super Deluxe / Premium or Equivalent- SINGLE OCCUPANCY- Conference Hall, Uninterrupted Hi-Speed Internet, Basic Stationery, Mineral Water Bottles, 2 servings of Tea/Coffee and with Break Fast and Meals Two time (Lunch & Dinner) - American Plan, AP</p>					
65	upto 30 Participants	1.00	Per day		0.00	INR Zero Only
66	from 31 to 50 participants	1.00	Per day		0.00	INR Zero Only
67	from 51 to 150 participants	1.00	Per day		0.00	INR Zero Only
68	from 151 and above participants	1.00	Per day		0.00	INR Zero Only
69	<p>Category RESIDENTIAL CONFERENCE for 15 days with Accommodation Category - Category - Super Deluxe / Premium or Equivalent- DOUBLE OCCUPANCY - TWIN BEDDED- Conference Hall, Uninterrupted Hi-Speed Internet, Basic Stationery, Mineral Water Bottles, 2 servings of Tea/Coffee and with Break Fast and Meals Two time (Lunch & Dinner) -American Plan, AP</p>					
70	upto 30 Participants	1.00	Per day		0.00	INR Zero Only
71	from 31 to 50 participants	1.00	Per day		0.00	INR Zero Only
72	from 51 to 150 participants	1.00	Per day		0.00	INR Zero Only
73	from 151 and above participants	1.00	Per day		0.00	INR Zero Only

74	<p>Category RESIDENTIAL CONFERENCE for 15 days and above with Accommodation Category - Category - Super Deluxe / Premium or Equivalent- DOUBLE OCCUPANCY - TWIN BEDDED- Conference Hall, Uninterrupted Hi-Speed Internet, Basic Stationery, Mineral Water Bottles, 2 servings of Tea/Coffee and with Break Fast and Meals Two time (Lunch & Dinner) -American Plan, AP</p>					
75	upto 30 Participants	1.00	Per day		0.00	INR Zero Only
76	from 31 to 50 participants	1.00	Per day		0.00	INR Zero Only
77	from 51 to 150 participants	1.00	Per day		0.00	INR Zero Only
78	from 151 and above participants	1.00	Per day		0.00	INR Zero Only
79	<p>Facility during Conferencing Services for Non-Residential/ Residential Services</p>					
80	Providing A.V System and P.A System for training program upto 3 days Conference					
81	Providing for A.V System and P.A System for training program upto 4- 7 days Conference					
82	Providing for A.V System and P.A System for training program upto 8 to 15 days Conference					
83	Providing for A.V System and P.A System for training program upto 15+ days an above Conference					
84	<p>Extra Meals during Residential Programs</p>					
85	High tea during morning and evening sessions for Extra Guests	1.00	Per day		0.00	INR Zero Only
86	Break Fast for Extra Guests/ Non-resident participants	1.00	Per day		0.00	INR Zero Only

87	Lunch or Dinner for Extra Guests/ Non-resident participants	1.00	Per day		0.00	INR Zero Only	
88	Lunch and Dinner Combo for Extra Guests/ Non-resident participants	1.00	Per day		0.00	INR Zero Only	
89	Breakfast and Lunch/Dinner Combo for Extra Guests/ Non-resident participants	1.00	Per day		0.00	INR Zero Only	
90	Breakfast, Lunch and Dinner Combo for Extra Guests/ Non-resident participants	1.00	Per day		0.00	INR Zero Only	
91	Standard Meals for Non-Residential Programs						
92	Break Fast for Extra Guests/ Non-resident participants	1.00	Per day		0.00	INR Zero Only	
93	Lunch or Dinner for Extra Guests/ Non-resident participants	1.00	Per day		0.00	INR Zero Only	
94	Other Services						
95	Pick/Drop Services from/to Airport/Rly Stn/ Bus Stand	1.00	Per one way trip		0.00	INR Zero Only	
96	Laundry for Summer wear	1.00	Nos		0.00	INR Zero Only	
97	Laundry for Winter wear	1.00	Nos		0.00	INR Zero Only	
Total in Figures						0.00	INR Zero Only
Quoted Rate in Words	INR Zero Only						

We hereby agree with all the terms and conditions of the NIT, and we hereby undertake to abide by same.

Date:
Place:

Authorized Signatory

(Signature and seal of the authorized signatory)

NOTE:-

1. Financial bids to be uploaded Online in the BoQ format as per the instructions in the NIT.
2. No Offline bids shall be entertained.
3. No disclosure of Financial Bids in the Cover-I (Technical Bids). Both Technical and Financial covers are to be separately uploaded as per the instructions in the Tender document.
4. This Sheet with rates is not to be filled/ disclosed while signing the entire document as a part of Technical Bid. Disclosure of rates would lead to Rejection of Bids.