



भारतीय प्रबन्धन संस्थान राँची

(शिक्षा मंत्रालय, भारत सरकार के अधीन)

प्रबन्धन नगर, नयासराए मार्ग, राँची, झारखण्ड, पिन- ८३५ ३०३

INDIAN INSTITUTE OF MANAGEMENT RANCHI

(Under Ministry of Education, Govt. of India)

Prabandhan Nagar, Nayasarai Road,

Ranchi, Jharkhand, PIN - 835303

URL: www.iimranchi.ac.in

Email: purchase@iimranchi.ac.in

Limited Tender Enquiry (LTE) for Empanelment of Hotels

Tender No. : IIM Ranchi/LTE/Hotels/2024-25/06

Dated: 07.06.2024

Issued by:
Administrative Officer - Purchase
Indian Institute of Management, Ranchi
(For & on behalf of the Director, IIM Ranchi)

LTE SCHEDULE

Name of the Work	IIM Ranchi (hereinafter referred to as the “Institute”), an Educational Institute of National Importance, intends to empanel standard hotels in Ranchi that can providing quality service of accommodation with catering/ restaurant facility to the employee, guests and students of the Institute. The tender document can be downloaded from the Institute website at URL Link: https://iimranchi.ac.in/tender/ and from Central Public Procurement Portal
Bid validity	The validity of bids shall be 90 days from the last date of submission of the bids.
Duration of Contract	One year with the date of award of contract and with provision to extend the contract for another one year with applicable terms & conditions in mutual agreement between both the parties with written consent.
Pre-Bid Meeting	The prospective bidders are requested to submit their pre-bid queries through email id purchase@iimranchi.ac.in by 12 June 2024. Any query received after this date will not be entertained further. Reply of valid Pre-bid queries will be displayed on institute’s website under tender section.
Last Date/ Time and place for submission of LTE	Up to 03:00 PM on 21.06.2024 in the name of: Administrative Officer - Purchase & Stores Indian Institute of Management Ranchi Prabandhan Nagar, Mudma, Nayasarai Road, Ranchi, Jharkhand, PIN-835303
Mode of Submission	Sealed Envelope through Post/ Courier. No offer is accepted through Email.
Opening of LTE	The proposals shall be opened on 21.06.2024 at 04:00 PM. Venue for Opening: Indian Institute of Management Ranchi Prabandhan Nagar, Ranchi
Contact person (for clarification, if any)	Administrative Officer - Purchase & Stores Indian Institute of Management Ranchi Prabandhan Nagar, Mudma, Nayasarai Road, Ranchi, Jharkhand, PIN-835303 Email: purchase@iimranchi.ac.in

IIM Ranchi reserves the right to modify the conditions of the LTE/ accept/ reject/ any LTE without assigning any reasons, whatsoever and any moment of time. No correspondence shall be entertained in this regard.

LTE for Empanelment of Hotel for providing accommodation in Ranchi

Eligibility Criteria for Intending Hotel Empanelment:

The eligibility criteria will be as per the supporting documents and details required to be filled in Annexure - I.

Terms & Conditions:

1. The LTEs are invited from reputed hotels listed in Annexure-IV for the period of one year from the date of award of contract and with provision to extend the contract for another one year with applicable terms & conditions in mutual agreement between both the parties with written consent.
2. The hotel room tariff should be for 24 hours cycle with complimentary breakfast, free Wi-Fi / internet services 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.
3. The IIM Ranchi shall book the different category of rooms on the basis of requirement of the Institute and type of guests.
4. The catering services (Lunch, Dinner) in addition to inbuilt to room rent would require intimation of IIM Ranchi's authorized officials, along with financial limits bid down if any.
5. Based on the actual booking of rooms during the month, the empaneled hotel has to submit the bills addressing to "IIM Ranchi" with details on monthly basis. The bill, if found correct for payment, will be paid within 30 days.
6. LTE Documents can be downloaded from the Institute website www.iimranchi.ac.in Please refer Tender section on the Home Page of the Website and keep visiting our website for any corrigendum / amendments and submit the bid documents accordingly.
7. Tender/Offer may be sent by post to the office of the Tender Inviting Authority namely, Administrative Officer - Purchase, Indian Institute of Management Ranchi, Prabandhan Nagar, Naya Sarai Road, Ranchi Jharkhand-835303 clearly mentioning the LTE Ref. No. on the envelope.
8. IIM Ranchi has no obligation for any loss/ delay/ non-receipt of offers. Offers received late/ incomplete are liable for rejection/ non-acceptance.
9. The offers will be scrutinized by the committee constituted for the purpose. If required, the committee will visit the hotels to inspect the facilities and amenities claimed in the offer. The committee will recommend the names of hotels suitable for empanelment. The decision of the committee will be final and binding to the bidders.
10. The offer shall be valid for 3 (Three) months from the last date of submission of LTE / revised LTE (if any).

11. The Institute reserves the right to modify the conditions of the LTE, at any time, without assigning any reasons for the same.
12. Any party involved in any pending dispute resolution proceedings with IIM Ranchi at any forum, as on the date of publication of tender, shall be ineligible to participate in the tender process, whether directly or indirectly.
13. IIM Ranchi reserves the right to accept/reject any offer in part or full, without assigning any reason whatsoever.
14. If the last date of receiving/opening of the offer coincides with a holiday, then the next workingday shall be the receiving/opening date.
15. The final selection of vendor will be as per the following selection process:
 - (i) Verification of documents by committee constituted for the purpose in support of eligibility criteria with Financial Effect as mentioned in Annexure – I;
 - (ii) Physical visit of hotel premises (if required) to check the services, amenities and credentials of the hotel by the committee constituted for this purpose for ground validation.
 - (iii) Evaluation of financial effect by committee in view of amenities and competitiveness of rates.
 - (iv) Recommendation of names of hotels suitable for empanelment.
 - (v) Approval of names of hotels suitable for empanelment by competent authority. The Institute may empanel one or more hotels as per requirement and budget.
 - (vi) The decision of the Institute in the matter will be final and binding to all the bidders/empaneled hotels.

16. Penalty

- (a) The tenderer should ensure regular and uninterrupted quality services at all times.
- (b) Failure of service and negligence shall be measured in terms of the following:
 - (i) Not providing accommodation and services as per the booking;
 - (ii) Any other matter which is an act of negligence or breach of ethics by the hotel.

17. Arbitration and Dispute Resolution

- (a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Director of the Institute.

- (b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time. The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Ranchi only.

18. Jurisdiction of Court

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

Bidder's Profile with Financial Effect

Expression of Interest submitted in response to enquiry notification issued by the Indian Institute of Management Ranchi for Empanelment of Hotel for accommodation & conferences/seminars at Ranchi.

Sr. No.	Particulars	Description in details
1.	Name of the Hotel	
2.	Complete Contact details of Authorized Person of Hotel, including name, address, telephone, mobile number, Email id, website (if any)	
3.	LTE for Hotel Situated at	
4.	Complete Postal Address with Tel. No., Fax/Email	
5.	Year of Registration / Establishment of Hotel	Please enclose self-attested copy of required documents- in case of Proprietor – Registration with Shop & Establishment Authorities or equivalent authorities, in case of Partnership – Partnership Deed, In case of company – Certificate of Registration and Memorandum of Association or any other document required for registration of hotel.
6.	PAN No.	(enclose copy)
7.	Please enclose copy of last three years of IT return / acknowledgement	2020-21 2021-22 2022-23
8.	Please enclose copy of annual accounts (Balance Sheets and Profit & Loss Account) for last three Financial Years	2020-21 2021-22 2022-23
9.	Service Tax Registration No./GST/CST No-----	_____ (enclose copy)
10.	Details of Health/Food License No.	_____ (enclose copy)
11.	Details of any other license required to run the hotel (please specify)	Name of License _____ Name of License _____ Name of License _____ _____ (enclose copy)
12.	Preferably, the bidders should have following in room amenities and services. Please specify availability of these amenities and facilities by writing Yes/No against it.	a) News Paper Yes / No b) Tea/Coffee Maker with Accompaniments Yes / No c) Mineral Water facility (daily two bottles of at least 200 ml) Yes / No

		<p>d) Standard Toiletries</p> <p>(i) Soap Yes / No</p> <p>(ii) Tooth Paste Yes / No</p> <p>(iii) Tooth Brush Yes / No</p> <p>(iv) Comb Yes / No</p> <p>(v) Bath Towel Yes / No</p> <p>(vii) Hand Towel Yes / No</p> <p>(viii) Toilet Roll Yes / No</p> <p>(ix) Shampoo Yes / No</p> <p>(x) Sewing Kit Yes / No</p> <p>(xi) Shower Cap Yes / No</p> <p>(xii) Shower Gel Yes / No</p> <p>(xiii) Shaving Kit Yes / No</p> <p>(xiv) Moisturizer Yes / No</p> <p>(xv) Shoe Shiner Yes / No</p> <p>(xvi) Room Slippers Yes / No</p> <p>(xvii) Any other please specify _</p> <p>e) Press Iron & Stand Yes / No</p> <p>f) Daily Housekeeping of room Yes / No</p> <p>g) 24 Hrs Room Service Yes / No</p> <p>h) 24 Hrs Hot and Cold Service Yes / No</p> <p>i) 24 Hrs power backup for all amenities Yes / No</p> <p>j) Restaurant/Dining facility Yes / No</p> <p>k) In-house Laundry facility Yes / No</p> <p>l) Digital Locker Yes / No</p> <p>m) Unlimited Wi-fi/Internet Service Yes / No</p> <p>n) Conference hall with the seating capacity of 40 in cluster style seating (Round Table) Yes / No</p> <p>o) Conference Hall equipped with Audio & Visual facility Yes / No</p> <p>p) Doctor on emergency Yes / No</p> <p>q) Parking facility for Guest Yes / No</p> <p>r) TV with cable connection in room Yes / No</p> <p>s) Refrigerator Yes / No</p> <p>t) Complimentary Airport & Railway Station Transfer Facility Yes / No</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 Ranchi campus _____</p> <p>y) Any other facility (Please specify).</p>	
13.	Category of Rooms:		
Sl. No.	Room Category	Offered Rate for Single Occupancy(Inclusive of all taxes) with three time meals and (Breakfast, Lunch & Dinner)	Offered Rate for Double Occupancy(Inclusive of all taxes) with three time meals(Breakfast, Lunch & Dinner)

14.	<p>Capacity of the conference halls:</p> <p>Maximum in Cluster Style</p> <p>Seating :Maximum in Theater</p> <p>Style Seating :Minimum in Cluster Style Seating : Minimum in Theater Style Seating :</p>																												
15.	<p>Conference/ Seminars Package</p> <p>1. Residential</p> <p>a. Accommodation</p> <p>b. All three meals including conference Lunch & Dinner</p> <p>c. Two Time Tea/Coffee with cookies platter</p> <p>d. Audio/Visual Facility with Mics</p> <p>e. Drinking water facility at the conference venue</p> <p>f. Seating Style – Cluster Type (Round Table)</p> <p>2. Non-Residential</p> <p>a. One Meal (conference lunch or Dinner)</p> <p>b. Two Time Tea/Coffee with cookies</p> <p>c. Audio/Visual Facility with Mics</p> <p>d. Drinking water facility at the conference venue</p> <p>e. Seating Style – Cluster Type (Round Table)</p> <p>❖ Please enclose the Lunch & Dinner Menu</p>	<p>Package Rate (Per Day) for following :</p> <table border="1" data-bbox="841 465 1460 795"> <thead> <tr> <th rowspan="2">No. of Pax</th> <th colspan="2">Per Pax Rates with Accommodation (Incl. of all taxes)</th> </tr> <tr> <th>Single Occupancy</th> <th>Double Occupancy</th> </tr> </thead> <tbody> <tr> <td>10-19</td> <td></td> <td></td> </tr> <tr> <td>20-29</td> <td></td> <td></td> </tr> <tr> <td>30-39</td> <td></td> <td></td> </tr> <tr> <td>40 & above</td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="841 1064 1276 1272"> <thead> <tr> <th>No. of Pax</th> <th>Per Pax Rates (Incl. of all taxes)</th> </tr> </thead> <tbody> <tr> <td>10-19</td> <td></td> </tr> <tr> <td>20-29</td> <td></td> </tr> <tr> <td>30-39</td> <td></td> </tr> <tr> <td>40 & above</td> <td></td> </tr> </tbody> </table>	No. of Pax	Per Pax Rates with Accommodation (Incl. of all taxes)		Single Occupancy	Double Occupancy	10-19			20-29			30-39			40 & above			No. of Pax	Per Pax Rates (Incl. of all taxes)	10-19		20-29		30-39		40 & above	
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16.	<p>Enclosure brochure of your hotel (if any).</p>																												

Date:

Signature & Seal of the Applicant

**UNDERTAKING
(ON LETTER-HEAD OF THE HOTEL)**

To
Indian Institute of Management Ranchi
Prabandhan Nagar, Naya Sarai Road
Ranchi-835303

Name of the Hotel _____

Name of the Bidder _____ Due date: _____

Sir,

1. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions of the LTE.
2. I/We shall provide quality hotel accommodation to the Institute with amenities as mentioned in our technical bid.

(Signature of the Bidder)

Name and Address of the Bidder

Telephone Number

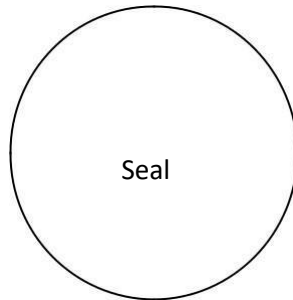
CERTIFICATE

(To be provided on letter head of the Hotel)

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

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:



Authorized Signatory

Name:

Designation:

Address:

Place:

Contact No.:

Name of Hotels	
1.	Radisson Blu Hotel Ranchi , Main Road, Diversion Rd, Kadru, Ranchi, Jharkhand 834001
2.	Chanakya BNR Hotel , Station Rd, Sirom Toly, Kishan Singh Colony, Gosaintola, Ranchi- 834001
3.	Capitol Hill , Mahatma Gandhi Main Rd, Maulana Azad Colony, Hindpiri, Ranchi- 834001
4.	Le Lac Sarovar Portico , Line Tank Rd, Behind Ferayalal, Deputy Para, Ahirtoli, Ranchi- 834001