



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

Empanelment of Hotels to IIM Ranchi

Tender No. IIM Ranchi/NIT/Hotels/2025-26/11

Dated: 04.07.2025

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

TENDER SCHEDULE

Name of the Work	IIM Ranchi (hereinafter referred to as the “Institute”), an Educational Institute of National Importance, intends to empanel reputed hotels (4-star and above) in Ranchi, Kolkata, Hyderabad, Mumbai, Bengaluru, Chennai & New Delhi 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 the 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 11.07.2025. Any queries received after this date will not be entertained further. Reply of valid Pre-bid queries will be displayed on the institute’s website under the tender section.
Last Date/ Time and place for submission of the tender	Up to 03:00 PM on 25.07.2025 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 the tender	The proposals shall be opened on 25.07.2025 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 tender/ accept/ reject/ any part of it without assigning any reasons, whatsoever and any moment of time. No correspondence shall be entertained in this regard.

Empanelment of Hotels for providing accommodation facility

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 EOI are invited from reputed 4-star and above rated hotels as per ministry of tourism 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, place 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. The tender 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 tender 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 the tender / revised tender (if any).

11. The Institute reserves the right to modify the conditions of the tender, 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 the vendor will be as per the following selection process:
 - (i) Verification of documents by the 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 the 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 the competent authority. The Institute may empanel one or more hotels as per requirement and budget at required stations.
 - (vi) The decision of the Institute in the matter will be final and binding to all the bidders/empaneled hotels.
16. Hotels/ group of hotels are required to fill in a separate Annexure- I form for every city, which a hotel is seeking to empanel for.

17. 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.

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 detail
1.	Name of the Hotel	
2.	The Hotel Situated at (City/ town)	
3.	Complete Contact details of Authorized Person of Hotel, including name, address, telephone, mobile number, Email id, website (if any)	
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	2021-22 2022-23 2023-24
8.	Please enclose copy of annual accounts (Balance Sheets and Profit & Loss Account) for last three Financial Years	2021-22 2022-23 2023-24
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.	Star rating of Hotel (As per Ministry of Tourism)	
13.	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) Newspaper 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) Moisturiser 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>y) Any other facility (Please specify).</p>
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Category of Rooms:																																						
Sl. No.	Room Category	Offered rate single/double occupancy with complimentary breakfast (incl all taxes)	Offered Rate for Single Occupancy (Inclusive of all taxes) with three time meals and (Breakfast, Lunch & Dinner)	Offered rate for single occupancy (Inclusive of all taxes) with complimentary meals only	Offered Rate for Double Occupancy (Inclusive of all taxes) with three time meals (Breakfast, Lunch & Dinner)	Offered Rate for Double Occupancy (Inclusive of all taxes) with complimentary meals only																																
14.																																						
15.	Seating Capacity of the conference halls: Maximum in Cluster Style : Maximum in Theater Style : Minimum in Cluster Style : Minimum in Theater Style :																																					
16.	Conference/ Seminars Package 1. Residential a. Accommodation b. All three meals including conference Lunch & Dinner c. Two Time Tea/Coffee with cookies platter d. Audio/Visual Facility with Mics e. Drinking water facility at the conference venue f. Seating Style – Cluster Type (Round Table) 2. Non-Residential a. One Meal (conference lunch or Dinner) b. Two Time Tea/Coffee with cookies c. Audio/Visual Facility with Mics d. Drinking water facility at the conference venue e. Seating Style – Cluster Type (Round Table)		Package Rate (Per Day) for following : <table border="1"> <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>01-09</td> <td></td> <td></td> </tr> <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"> <thead> <tr> <th>No. of Pax</th> <th>Per Pax Rates (Incl. of all taxes)</th> </tr> </thead> <tbody> <tr> <td>01 - 09</td> <td></td> </tr> <tr> <td>10 - 20</td> <td></td> </tr> <tr> <td>20 - 29</td> <td></td> </tr> <tr> <td>30 - 40</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	01-09			10-19			20-29			30-39			40 & above			No. of Pax	Per Pax Rates (Incl. of all taxes)	01 - 09		10 - 20		20 - 29		30 - 40		40 & above	
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	❖ Please enclose the Lunch & Dinner Menu	
17.	Enclosure brochure of your hotel (if any).	
18.	Charges of Airport Pick up/ drop	
19.	Charges of Railway station Pick up/ drop	

Date:
Place:

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 tender.
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/Mobile Number

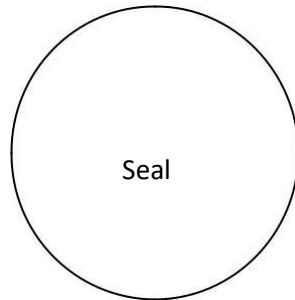
CERTIFICATE

(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/PublicUndertaking/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 laterdate 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:

Place:

Contact No.: