

# National Institute of Technology Sikkim

(An autonomous Institute under the MHRD, Govt. of India)

Barfung Block, Ravangla, South Sikkim - 737139

Website: [nitsikkim.ac.in](http://nitsikkim.ac.in), E-mail: [registrar.office@nitsikkim.ac.in](mailto:registrar.office@nitsikkim.ac.in)

Tender no: 100/NITS/Admin/Empanelment of hotels/18-19/602

Date: 19.05.2018

## TENDERFOR EMPANELMENT OF HOTELS AT RAVANGLA, SOUTH SIKKIM

Name of the work	Providing hotel accommodation with Catering/ restaurant facility to visiting faculty, staff, guests and faculty & Staff of NIT Sikkim.
Estimated volume of business per annum per location	5 Lakh
Duration of Contract	One years
Closing date & Time for submission of tender	18 <sup>th</sup> June 2018: 5 pm
Opening date & Time for submission of tender	19 <sup>th</sup> June 2018: 2 pm
Proposed Date to Commence the operations	Within 20 days from date of work order
Tender to be submitted to	Registrar office National Institute of technology Sikkim, Ravangla Campus, Burfung, South Sikkim
Place of opening of tender	Registrar office National Institute of technology Sikkim, Ravangla Campus, Burfung, South Sikkim
Issue of Tender	The tender document can be downloaded from the institute website- <a href="http://www.nitsikkim.ac.in">www.nitsikkim.ac.in</a> . Please keep visiting our website for any corrigendum/ amendments and submit the bid documents accordingly.
Contract person ( for any clarification during the tendering process)	<a href="mailto:Jaman_nonlinear@yahoo.co.in">Jaman_nonlinear@yahoo.co.in</a>

## **TENDER FOR EMPANELMENT OF HOTELS AT RAVANGLA, SOUTH SIKKIM**

### **Background:**

National Institute of Technology Sikkim is an autonomous body set up by Govt. of India, under Ministry of Human Resource & Development; New Delhi. It is one of the newly setup NITs and is an Institute of National Importance. NIT Sikkim is looking for hotel/guest house accommodation in and around Ravangla for accommodating visiting guest and official of institute.

Applications in prescribed format along with documentary proof are invited from registered hotel/guest houses from Ravangla having fully furnished rooms.

### **Eligibility Criteria for intending Hotel Empanelment and Rate Contract:**

The eligibility criteria will be as per the supporting documents and details required to be filled in the Annexure-1

### **Terms & Conditions:**

1. Tender forms can be downloaded from the Institute website [www.nitsikkim.ac.in](http://www.nitsikkim.ac.in). Please refer Tender section on the Home Page of the Website. Please keep visiting our website for any corrigendum/ amendments and submit the bid documents accordingly.
2. Tender/offer may be sent by post/ courier to the office of the Tender submission authority namely, Registrar In- charge , National Institute of Technology Sikkim, Ravangla Campus, Ravangla South Sikkim 737139, Sikkim India
3. NIT Sikkim accepts no responsibility for any loss/ delay/ non receipt of offers not submitted in person. Offer received late/ incomplete are liable for rejection.
4. 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 may recommend the names of hotels suitable for empanelment for each location. The decision of the committee will be final and binding to the bidders.
5. The financial offers will be opened only from those bidders whose names are recommended by the committee as per the process mentioned in the point no. 4 above and 10 below. After evaluation of financial bid, the committee may recommend the names of hotels suitable for empanelment for each location. While recommending the names, the committee will put great emphasis on amenities (as prescribed in tender Annexure-1) available in the hotel at competitive rates.
6. The offer shall be valid for 3 months from the last date of submission of tender/ Revised tender (if any).
7. NIT Sikkim reserves the rights to accept/ reject any offer in part or full, without assigning any reason whatsoever.

8. If the last date of receiving /opening of the offer coincide with a holiday, then the next working day shall be the receiving/ opening date.
9. The final Selection of vender will be as per the following selection process:
  - (i) Verification of documents by committee constituted for the purpose in support of eligibility criteria as mentioned in Annexure-1;
  - (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 recommending the names of hotels suitable for inviting financial offers;
  - (iii) The names of the suitable hotels will be recommended by the committee for inviting financial offers;
  - (iv) Evaluation of financial offers will be done by committee keeping in mind the amenities and competitiveness of rates;
  - (v) The Institute may empanel one or more hotels for each location as per requirement.
  - (vi) The decision of the Institute in the matter will be final and binding to all the bidders
10. The Tenders are invited only from reputed hotels for rate contract for the period of one year. The bidder is free to bid for one or more locations. Choice of location is prerogative of NIT Sikkim
11. We are looking for hotels where per day room tariff is for 24 hours from the time of check-in with complimentary breakfast and free Wi-Fi/ internet services. The expenses related to room rent and food on actual consumption basis will only be paid to the hotel. You will have to collect other expenses such as laundry, telephone usage charges from the room guest directly.
12. The period of contract will be one year with a built- in scheme for review of the performance at the end of each year. The rates quoted shall remain fixed during the first year of the contract.
13. NIT Sikkim shall book the different categories of rooms on the basis of requirements of the institute. The hotel shall be intimated for advance booking.
14. The food (Lunch/Dinner) may be provided as per requirement for accommodating guests on the intimation of NIT Sikkim's authorized offices. If any limit is set towards food charges, it will be intimated by the institute.
15. Based on the actual booking of rooms during the month, the empanelled hotel has to submit the bills addressing to "NIT Sikkim".

16. The bidder should have Restaurant facilities integrated with the hotel and shall quote the menu list along with percentage of Relaxation/ Discount for NIT Sikkim. Discount should be general in nature and applicable to all items in the menu.
17. Penalty: The tendered should ensure regular and uninterrupted quality services at all the times. In case of Failure in services or negligence (as defined below), appropriate punitive action shall be taken by the institute , which also includes monetary penalty not exceeding 5% of total payable by NIT Sikkim for the specific booking.
- Failure of services 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 hotels.
  - (iii) Failure to provide services as per the scope of work mentioned in the agreement which will duly sign by NIT Sikkim and with hotel authorities on the stamp paper.
18. Arbitration and dispute resolution
- (i) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representative 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.
  - (ii) 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 contract. Arbitration proceeding will be held at NIT Sikkim only.
19. Jurisdiction of court: The courts at Sikkim shall the exclusive jurisdiction of trial, disputes, if any arising out of this agreement between the parties.

**Dr. Md. Nurujjamm**  
**Registrar I/C**  
**NIT Sikkim**

### Annexure –I Profile of the Bidder

Tender/ Bid submitted in response to enquiry notification issued by the National institute of Technology Sikkim on behalf of NIT Sikkim for Empanelment of Hotel for accommodation at Ravangla south Sikkim.

Sl.No	Particulars	Description in details
1	Name of Hotel	
2	Complete Contact details of Authorized Person of Hotel, including name, address, telephone, mobile number, Email id, website (if any)	
3	Tender for Hotel Situated at (please mention the location of your hotel and distance from the NIT Sikkim)	
4	Complete Postal Address with Tel.No., fax/Email	
5	Year of Registration / Establishment of Hotel (The hotel should be registered prior to 31.03.2012)	_____Year Please enclose self-attested copy of required documents-in case of Proprietor-Registration with Shop & Establishment Authorities
6	PAN NO	
7	Please enclose last three years copy of IT return acknowledgement	
8	Please enclose last three financial years copy of annual accounts (Balance sheet and profit & loss account) (duly Signed by authorized by a Chartered Accountant	
9	GST	
10	Details of Health/Food License No	
11	Building permit by Sikkim Municipal Cooperation	
12	Fire Safety Permit	
13	Police License for Hotels	
14	Trade License	
15	Business registration( Not Signed in care the hotel is run under proprietorship)	
16	FSSAI (Food Business license )	

<p>Details of license required to run the hotel (please specify)</p>	<p>Name of License _____  Name of License _____  Name of License _____  (enclose copy)</p>
<p>Preferably, the bidders should have following amenities and services. Please specify availability of these amenities and facilities by writing Yes/ No against it.</p>	<ul style="list-style-type: none"> <li>a) News Paper Yes / No</li> <li>b) Tea/Coffee Maker with Accompaniments Yes / No</li> <li>c) Minerals Water facility (daily two bottles of at least 500/200ml) Yes / No</li> <li>d) Standard toiletries <ul style="list-style-type: none"> <li>i) Soap Yes / No</li> <li>ii) Tooth Paste Yes / No</li> <li>iii) Tooth brush Yes / No</li> <li>iv) Comb Yes / No</li> <li>v) Bath towel Yes / No</li> <li>vi) Hand Towel Yes / No</li> <li>vii) Toilet Roll Yes / No</li> <li>viii) Shampoo Yes / No</li> <li>ix) Sewing Kit Yes / No</li> <li>x) Shower Cap Yes / No</li> <li>xi) Shower Gel Yes / No</li> <li>xii) Shaving Kit Yes / No</li> <li>xiii) Moistures Yes / No</li> <li>xiv) Shoe Shiner Yes / No</li> <li>xv) Room Slippers Yes / No</li> <li>xvi) Any other, specify _____</li> </ul> </li> <li>e) Press iron &amp; stand Yes / No</li> <li>f) Daily housekeeping of room Yes / No</li> <li>g) 24 Hrs Room Service Yes / No</li> <li>h) 24 Hrs Hot and cold Service Yes / No</li> <li>i) 24 Hrs power backup for all amenities Yes / No</li> <li>j) Restaurant/ Dining facility Yes / No</li> <li>k) In home Laundry facility Yes / No</li> <li>l) Digital Locker Yes / No</li> <li>m) Unlimited Wi-Fi/ Internet Service Yes / No</li> <li>n) Doctor on emergency Yes / No</li> <li>o) Parking facility Yes / No</li> <li>p) TV with cable connection Yes / No</li> <li>q) Refrigerator Yes / No</li> <li>r) Distance in Kilometers From Campus _____</li> <li>s) Any other Facility ( Please specify) _____</li> </ul>
<p>Enclosure brochure of your hotel (if any)</p>	

Date:

Signature & seal of the applicant

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

To,  
National Institute of Technology Sikkim  
Ravangla campus, Ravangla South Sikkim  
Kewzing Road, 737139  
Sikkim, India

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 to abide by the said terms and conditions of Tender.
2. I/We shall provide quality hotel accommodation and related services to the Institute with amenities as mentioned in our technical bid.

(Signature of the Bidder):

Name and Address of the Bidder:

Telephone number:

**ANNEXURE-III**

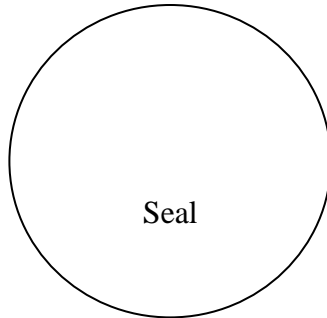
**CERTIFICATE**

**(to be provided on letter head of the firm)**

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:



Place:

Authorized Signatory

Name:

Designation:

Contact No:



## Financial Bid

Bid submitted in response to enquiry notification no:

Name and Full Address of the Firms:

Financial Bid (Price Quote):

Sl.No	Category of Room	Total No. Rooms Available	Room Details	Rate (CP)	Rate (AP)
1					
2					
3					
4					
5					
6					
7					

Please attach the restaurant Menu and the discount offered as per point no. 17 in this tender Document.

- CP = Breakfast +Accommodation
- AP= Breakfast + Dinner/Lunch + Accommodation ( Specify the items proposed to be served at dinner/ lunch)

Date:

Signature of the Applicant

