

Corrigendum

The revised tender document for empanelment of hotel is uploaded. The interested bidders are requested to download the revised tender and submit the same by furnishing or necessary information and documents. The bid submitted in the old format will not be considered and the Institute shall not be responsible for any act of bidder.

Extended date of submission – 2nd July 2018

Registrar

National Institute of Technology Sikkim

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

Barfung Block, Ravangla, South Sikkim - 737139

Website: nitsikkim.ac.in, E-mail: registrar.office@nitsikkim.ac.in

Tender no: 100/NITS/Admin/ Hotel Empanelment /16-17/R.O/525

Date: 06.06.2018

TENDERFOR EMPANELMENT OF HOTELS

Name of the work	Providing hotel accommodation with Catering/ restaurant facility
Estimated volume of business per annum	5 Lakh
Duration of Contract	Minimum one year
Closing date & Time for submission of tender	2 nd July 2018 by 1:00 PM
Opening date & Time for submission of tender	Announce Later
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- www.nitsikkim.ac.in . Please keep visiting our website for any corrigendum/ amendments and submit the bid documents accordingly.
Contract person (for any clarification during the tendering process)	Registrar office National Institute of technology Sikkim, Ravangla Campus, Burfung, South Sikkim

TENDER FOR EMPANELMENT OF HOTELS FOR NIT 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, Siliguri, Gangtok & Pelling 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 Siliguri, Gangtok & Pelling having fully furnished rooms.

Eligibility Criteria for Hotel Empanelment:

The eligibility criteria will be as per the details required in the Annexure-I. The bidder has to compulsorily fill all the details and must provide all the supporting documents. All the licenses/certificates, GST no., PAN are necessary condition for eligibility.

Terms & Conditions for all Locations

1. Tender forms can be downloaded from the Institute website www.nitsikkim.ac.in. Please keep visiting our website for any corrigendum/ amendments and submit the bid documents accordingly.
2. Tender may be submitted by hand or sent by post/courier to the office of Registrar, National Institute of Technology Sikkim, Ravangla Campus, Ravangla South Sikkim 737139, Sikkim India. NIT Sikkim shall not be responsible for any loss or delay in submission of tender document for any reason thereof. The tender received late/incomplete are liable for rejection.
3. The tenders will be scrutinized by the committee constituted for the purpose. If required the committee may visit the hotels to inspect the facilities and amenities claimed in the bid. The decision of the committee will be final and binding to the bidders.
4. The tender shall be valid for 3 months from the last date of submission of tender/ revised tender (if any).
5. NIT Sikkim reserves the rights to accept/ reject any tender in part or full, without assigning any reason whatsoever.
6. If the last date of receiving /opening of the tender coincide with a holiday, then the next working day shall be the receiving/ opening date.
7. The final Selection of the hotels will be as per the following selection process:
 - (i) Verification of documents by the committee 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;
 - (iii) The Committee shall evaluate the bids submitted by the bidders primarily for the essential services/requirements listed in Table-A. The unavailability of essential services/requirements shall lead to disqualification and the respected bid will be rejected and no query in this regard will be entertained.
 - (iv) On fulfillment of the essential services/ requirements, the committee will evaluate the desirable/preferable amenities listed in table 'B'. The bidder should write Yes/No against the availability of desirable/preferable services. The bidder will be awarded 2 marks for each desirable/preferable service. The total marks may have impact on the selection of the bidders.
 - (v) The committee will give appropriate weight age to the **room and bed size** in different category.
 - (vi) Evaluation of financial bids will be done by committee based on both the amenities and competitiveness of rates;
 - (vii) The Institute may empanel one or more hotels for each location as per requirement.
 - (viii) The decision of the Institute in all matters will be final and binding on all the bidders/successful bidders.
8. The price/rate quoted shall not be the sole consideration in deciding the rate contract with the tenderers. The decision shall be taken by the committee based on the above mentioned criteria/facilities/service/location etc. The decision of the Institute in this regard shall be final and binding on the bidders.
 9. The bidders have to submit different bid for different city/town.
 10. The empanelled hotel has to provide parking facility to the Institute vehicle/guest vehicle without any charge.
 11. The empanelled hotel management shall be responsible for the safety of the Institute guests.
 12. No separate payment shall be made for any facility listed in Table–A & B.
 13. 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
 14. 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.

15. You will have to collect all other expenses which are out of scope of this contract such as laundry, telephone usage charges, etc. from the room guest directly.
16. The period of contract will be minimum 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. The contract may be extended based in the recommendation of the Institute committee and mutual agreement.
17. 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.
18. 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.
19. All billings of the rooms and other services will be in the name of "Registrar, NIT Sikkim".
20. All bookings shall be done as per the instruction of the Director office/Registrar Office and faculty in-charge/staff designated for this purpose.
21. Based on the actual booking of rooms during the month, the empanelled hotel has to submit the bills to the Institute and payment will be released within 15 working days.
22. The bidder should have Restaurant facilities integrated with the hotel and shall quote the menu list along with percentage Discount for NIT Sikkim.
23. The empaneled hotels have to mention the discount to be given to all the employees and the students and same has to be extended to all and applicable to all items in the menu.
24. In a situation where inadequate number of bids are received the committee may extend the date or go for retendering. The bidders have no right to object for the same and have to abide by the decisions of the Institute.
25. The Committee may give preference to the bidders who have Hotels in all or more than one locations (chain of hotels) under same ownership.
26. Penalty: The tenderer 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.

21. 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.

22. Jurisdiction of court: The courts at Sikkim shall the exclusive jurisdiction of trial, disputes, if any arising out of this agreement between the parties.

23. The each page of this tender documents must be signed and sealed by the bidder.

24. Bidder should have valid **GST registration** for the financial year 2018-19. Only invoices with serial numbers and printed with **GSTIN** number shall be accepted.

25. All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. **Conditional tenders shall not be accepted on any ground and shall be rejected straightway.** Conditions mentioned in the tender bids submitted by vendors Will not be binding on NIT Sikkim

**Registrar
NIT Sikkim**

Table A (FOR ALL LOCATIONS)

S. No.	Essential Services/ Requirement	YES	NO	Marks
1	Tea/Coffee Maker with Accompaniments			
2	Minerals Water facility (daily two bottles of at least 2 ltr)			
3	Bath towel			
4	Hand Towel			
5	Toilet Roll			
6	Shower Gel/Soap			
7	Press iron & stand facility			
8	Daily housekeeping of room			
9	Restaurant/ Dining facility			
10	In home Laundry facility			
11	Geyser/hot & cold water facility			
12	Power Backup facility in the rooms			
13	Air Conditioner/Room heater in the rooms			
14	TV with cable connection			

Table B (FOR ALL LOCATIONS)

Sl.No	Desirable/ preferable amenities	YES	NO	Marks
1	News Paper			
3	Tooth Paste			
4	Tooth Brush			
5	Comb			
6	Shampoo			
7	Sewing Kit			
8	Shower Cap			
9	Shaving Kit			
10	Shoe Shiner			
11	Room Slippers			
12	24 Hrs Room Service			
13	24 Hrs Hot and cold Service			
14	24 Hrs power backup for all amenities			
15	Unlimited Wi-Fi/ Internet Service			
16	Doctor on emergency			
17	Refrigerator			
	Digital Locker			
18	Distance in Kilometers From Campus			
19	Any other Facility (Please specify)			

Annexure –I

Profile of the Bidder

(Please fill separate profile for each location in case you are bidding for more than one location)

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 at Ravangla, Gangtok, Pelling & Siliguri.

Bid for location: _____

Sl.No	Particulars	Description in details
1	Name of Hotel	
2	Complete Postal Address with Tel.No., fax/Email of the hotel	
3	Tender for Hotel Situated at (please mention the location of your hotel and distance from the NIT Sikkim)	
4	Complete Contact details of Authorized Person of Hotel, including name, address, telephone, mobile number, Email id, website (if any)	
5	Year of Registration/Establishment of Hotel Please enclose self-attested copy of required documents-in case of Proprietor-Registration with Shop & Establishment Authorities	_____ Year
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 and authorized by a Chartered Accountant)	
9	GST	
10	Details of Health/Food License No.	
13	Police License for Hotels	
14	Trade License	
16	FSSAI (Food Business license)	
17	Enclose brochure of your hotel (if any)	

- Enclose self-attested photocopy of all the documents.

Date:

Signature & seal of the applicant

Annexure-II

(Please fill separate profile for each location in case you are bidding for more than one location)

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 with location _____

Sir,

1. This is to certify that I/We have read and fully understood all the terms and conditions and instructions contained therein before signing this bid and undertake myself/ourselves to abide by the terms and conditions of the tender.
2. I/We shall provide quality hotel accommodation and related services to the Institute with amenities as mentioned in our technical bid.
3. I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.
4. 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.

(Signature of the Bidder):

Name, Address and contact details of the Bidder

Financial Bid

(To be placed in a separate envelop duly sealed and signed)

Note: The bidder has to submit separate financial bid along with annexures for each location.

Sl.No	Category of Room	Total No. Rooms Available	Room Details (Size of carpet area of room(size in sq feet) and size of bed(size in feet)	Rate (CP)	Rate (AP)
1					
2					
3					
4					
5					
6					
7					

Please attach the restaurant Menu.

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

Discount offered as per this tender Document (in percentage)

Prices given in restaurant menu: _____.

Date:

Signature of the bidder with seal of the firm
Name: