



राष्ट्रीय प्रौद्योगिकी संस्थान सिक्किम
NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM
(An Institute of National Importance, Ministry of Education, Govt. of India)

Ref:746/NITS/Admin/Empanelment of Hotel/2024-25/07

Date: 25th June 2024

To,

The Manager

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Subject: Expression of Interest for empanelment with NIT Sikkim for Lodging, Fooding and other Hospitality services.

Madam/Sir,

The National Institute of Technology Sikkim presently located at Ravangla, South Sikkim is an institution set up by the Ministry of Education, Govt. of India. The institute has also been accorded the status of an institute of national importance by the Government of India keeping in view the role of the organization in developing highly skilled personnel in the field of science and technology.

NIT Sikkim intends to empanel reputed hotels for the services of lodging, fooding and other allied services for official activities of the Institute such as conduction of Board Meetings, Recruitment drives, workshops Seminars etc.

You may submit your proposal for empanelment with complete details of the property and its exact location with printed brochure if any. The detail of the hotel is to be filled in as per the proforma given at Annexure I. Further, the rates for the various categories of rooms and charges for other services and for fooding should also be quoted in the proposal as per Annexure II. Please note that the rates may be quoted keeping in view a long-term association and should be the best possible for a reputed customer. Rates for the services as per Performa attached with this letter must be quoted within 15 days of receipt of this letter.

You may contact purchaseoffice@nitsikkim.ac.in for any clarification in this regard.

We look forward to your proposals.

Thanking You,

Yours Sincerely


Assistant Registrar

HOTEL INFORMATION

Information required to be furnished by hotels.

- 1) Name of the Hotel :
- 2) Name of Authorized Representative :
- 3) Hotel Address/Mobile No. and email :
- 4) Star Rating of Hotel as per HRACC/Other agency :
(Please enclose Certificate for verification)
- 5) GST Registration Number :
- 6) Total Number of Rooms with category :
- 7) Bank A/c Number with Bank Name & IFS Code :
- 8) Availability of Inhouse Restaurant :
- 9) Other information :

Amenities	Yes/ No	Amenities	Yes/ No
Air Conditioning		Unlimited Wi-fi/ Internet Service	
Refrigerator		Conference hall (capacity >10)	
Dental Kit		Mineral Water facility (least 2 ltr daily/person)	
News Paper		Press Iron & Stand on demand	
Doctor on emergency		Tea/Coffee Maker with Accompaniments	
Vehicle Pickup Drop Facility		Conference Hall with Audio Visual facility	
Multicuisine Room Service		Toiletries	
24 Hrs. Room Service		24 Hrs. power backup for all amenities	
Parking facility for Guest		TV with functional cable connection in room	
In-house Laundry facility		24 Hrs. Hot and Cold-Water Service	
Shoe Shiner+ Room Slippers		Intercom facility	
Fitness Centre/Gym			

I/We hereby declare that the particulars given above are true and correct to the best of my/our knowledge and belief. I/we agree that in case any of the particulars given above are found incorrect, my/our empanelment shall be liable to be rejected.

Authorized Signature

Terms and Conditions of Empanelment

- 1) The proposals 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 proposal. The decision of the committee will be final and binding.
- 2) Evaluation of financial quotes will be done by committee based on both the amenities and competitiveness of rates.
- 3) The Institute reserves the right to negotiate the rates offered by the interested hotels before issue of empanelment letter.
- 4) The Institute may empanel one or more hotels for each location as per requirement.
- 5) The Tenders are invited only from reputed hotels for rate contract for the period of one year. During the period of empanelment, hotels must provide the rooms on the rates offered and no amendment of rates shall be permitted in any case. The empanelment may be further extended based on mutual consent and satisfactory services.
- 6) Rates are to be quoted on per day room tariff for standard check-in and checkout time with free Wi-Fi/ internet services. The expenses related to room rent as per the chosen category and food on actual consumption basis will only be paid to the hotel.
- 7) All other expenses which are out of scope of this proposal such as laundry, telephone usage charges, etc. is to be collected from the room guest directly.
- 8) Authorised officials of NIT Sikkim shall book the different categories of rooms based on requirement of the institute. The hotel shall be intimated for advance booking within a reasonable period.
- 9) All bills for services availed will be raised in the name of “Registrar, NIT Sikkim”.
- 10) The Institute authorities reserves the right to avail the services from any one or in combination of any or all the empanelled hotels for any programme/event of the Institute. No hotel shall have the right to claim priority in booking and minimum booking for any given period.
- 11) The Institute expects high level of service satisfaction and cleanliness and hygiene in the empanelled hotels. Any complain/negative feedback received from any of the guests of the Institute may lead to de-empanelment of the Hotel and debarment from future business with NIT Sikkim.
- 12) Early checkin and late checkout facility should be provided wherever available for the Guests of NIT Sikkim.

PERFORMA FOR QUOTATION OF ROOM RATES

Room Category	Single Occupancy				Double Occupancy			
	No meals	With Breakfast	Breakfast + 1 meal	Breakfast +2 meals	No meals	With Breakfast	Breakfast + 1 meal	Breakfast +2 meals

PERFORMA FOR QUOTATION OF OTHER SERVICES

Extra Bed Charges (for per person)	
Board Room Charges per day	
Breakfast Buffet Charges per Person (Minimum items to be provided Puri Bhaji/Chole Bhature/Stuffed Paratha & Curd + Sandwich/Toast + Poha/Upma + Fresh Fruits + Tea/Coffee/Juice/Milk)	
Lunch/Dinner Buffet Charges per person (Paneer Veg + Mixed/Seasonal Veg + Gravy Curry + Dal Tadka/Makhani + Rice + Nan/Roti + Salad + raita/Curd + Papad + Sweetdish/Icecream)	

Percentage Discount offered on Food Menu:

Standard Check In Time :

Standard Check Out Time :

Any Other :

Authorized Signature with Stamp