

INDIAN INSTITUTE OF CORPORATE AFFAIRS

Address : P-6,7 & 8, Sector 5, IMT Manesar, Gurgaon

E-mail :

Phone : 0124 2290400

TENDER FOR MANAGEMENT OF HOSTEL OF IICA

Tenders are invited for the functional management of 42 Rooms of officers Hostel on a 24x7 basis at Indian Institute of Corporate Affairs, Plot No.P-6, 7 & 8, Sector 5, IMT Manesar, Gurgaon, with a four star rated provisions of House Keeping, Catering (F&B), Reception, Limited Room Service with adequate cleanliness and Hygiene of the Rooms, Kitchen, Pantry, Toilets and adjoining areas. Profile of the Residents of Hostel is expected to be Group 'A' officers of the Government and senior executives of PSUs/Corporate Sector. A minimum guarantee of providing Indian meals along with tea and refreshment for 25 persons will be given by IICA. The number of persons to be served can increase from time to time for which pro rata remuneration will be provided.

LAST DATE & TIME

FOR RECEIPT OF BIDS : **3.00 P.M. on 3-7-2012**

DATE & TIME OF OPENING OF

TECHNICAL BIDS : **3.30 P.M. on 3-7-2012**

PLACE OF OPENING OF BIDS

: **Indian Institute of Corporate Affairs
Plot No. P-6,7 & 8, Sector 5, IMT
Manesar, Gurgaon**

ADDRESS FOR COMMUNICATION:

**Indian Institute of Corporate Affairs
Plot No. P-6,7 & 8, Sector 5, IMT
Manesar, Gurgaon**

INDIAN INSTITUTE OF CORPORATE AFFAIRS

Address: P-6,7 & 8, Sector 5, IMT Manesar, Gurgaon

Eligibility Criteria for Bidders

- A Bidder should be Four Star Rated**
- B Bidder should have a minimum turn over of Rs. 15 crores
Per annum**
- C Bidder will employ trained and qualified manpower for
housekeeping , catering, F&B, receptionists, supervisors, janitors,
etc as per the IHM norms**
- D Bidder should be located in close proximity to IMT Manesar
for providing smooth and efficient service & for administrative
convenience.**
- E Minimum experience in the line: 10 years**

Tasks Specification & Standards

The selected bidder would be required to undertake the following tasks:-

- (a) Deploy manpower in specified area on a 24 x 7 basis.
- (b) Set up Reception Counter at the Hostel.
- (c) Provide Housekeeping facilities in 42 rooms and maintain the dining hall, kitchen, pantry, toilets and adjoining area in clean and hygienic condition.
- (d) The house keeping would also entail periodic changing of linen, towels, toilet kits etc. Permanent items such as Bed sheets, covers, blankets, towels, etc would be replenished by IICA. Bidder would provide consumables where required.

- (e) The bidder will also provide laundry facilities as part of House Keeping. Individual laundry requirements will be charged separately to the occupants.
- (f) The meals and tea requirements are as follows :-
- Bed Tea (In room – Water boiling flask exists)
 - Breakfast in dining hall
 - Tea at 11.30 AM in Training Area
 - Lunch in Dining Hall
 - Afternoon Tea at 3.30 AM (in training area)
 - Evening Tea (In room)
 - Dinner in Dining Hall
- (g) Menu for meals
- Indian cuisine of befitting standard
 - Other types can be given on mutual agreement.
- (h) Basic utensils, kitchen space and pantry provisions are available with IICA for use by the selected bidder.
- (i) Normal electricity and water provision would be made by IICA.

INSTRUCTION AND CONDITIONS TO TENDERER

1. Sealed tenders are invited from leading reputed Hoteliers with proven track record for operation of Hotels and Restaurants, to be delivered by hand/post to reach the Indian Institute of Corporate Affairs, Manesar by the last date and time as mentioned above. Hotels situated in close proximity to the Institute will be given preference.
2. Tenders should be in the prescribed original form obtained from the above address and should be in 2 parts :

Pre – opening Bid

Bidder should be able to plan the entire equipment, supplies, quality staffing required beginning the Hostel including planning of areas such as Stores, Purchase, Admin and other back of the house areas. The bidder should clearly indicate the criteria/guidelines for employing his manpower to be followed by him to ensure smooth operation and service. One composite lump-sum bid for this in the required format to be sent. **Bidder can inspect the site and equipment available within seven days to know about the job requirement and to work out the modalities. Thereafter further one week will be provided to prepare the technical and financial proposal including cost for purchase of equipment and supply.**

Post-opening

Bidder should send bids for operating the Hostel initially for a period of three months, which can be extended further by another three months.

Tender should be sent in a sealed cover super-scribed as “Pre & Post-opening Bid for Operating 42 Rooms Hostel to : Chief Administrative Officer, Indian Institute of Corporate Affairs, Plot No.P-6, 7 & 8, Sector 5, IMT Manesar, Gurgaon.

The tender shall be submitted in sealed cover, consisting of separate Technical and Financial Bid for each work. The sealed cover shall contain Technical Bid and Financial Bid sealed in separate envelopes for each work. All the sealed envelopes shall be clearly marked with name of work and name of bidders. The complete tender must be submitted before 3 P.M. on 3-7-2012. The tender received after the due date will not be entertained.

Sealed tenders can be submitted or sent by post.

The tenders not in the prescribed original form will be summarily rejected.

The Pre – opening Bid must be accompanied by a Demand Draft/Pay Order for Rs. 50,000/- in favour of Indian Institute of Corporate Affairs payable at New Delhi drawn on any Schedule Bank.

No other form of Earnest Money Deposit will be accepted.

3. Tenders received without Earnest Money Deposit along with Bid will not be accepted and the same will be summarily rejected.
4. The successful bidder shall be intimated on his selection for the award of contract.
5. The tenderer (Authorized signatory of the Company) should sign at the bottom space of all the pages of tender document.
6. The technical Bids shall be opened at IICA Manesar.
7. Earnest Money Deposit of the successful bidder shall be forfeited in the event of withdrawal of his bid, before the bid validity period or in the event of the failure of successful bidder to furnish the bid security or to execute the agreement within the specified period. In addition to the forfeiture of Earnest Money Deposit, steps will be taken to blacklist the defaulter.
8. The Earnest Money Deposit of unsuccessful tenderers shall be refunded after a decision taken on the tender.
9. The amount deposited as Earnest Money Deposit will not carry any interest.
10. Successful tenderer will be intimated about the acceptance. Hence no enquiry in this regard need be made.
11. All columns in the tender schedule shall be filled up duly, properly and exhaustively.
12. The tender shall be valid for 30 days from the date of opening of Price Bid.
13. Tender should be submitted in one sealed cover along with a covering letter.
14. Bids must be received by the IICA at the address specified not later than the time and date specified in the Invitation of Bids. In the event of the specified date for the submission of bids being declared a holiday for the IICA, the bids will be received up to the appointed time on the next working day.
15. During evaluation of bids, the IICA may, at its discretion, ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing.

16. No bidder shall contact the IICA on any matter relating to its bid, from the time of bid opening till the contract is awarded.
17. Any effort by a bidder to influence the IICA in the IICA's bid evaluation, bid comparison or contract award decisions may result in rejection of the bidders bid.
18. The notification of award will constitute the formation of the contract.
19. The Tenders submitted beyond the date and time fixed shall be summarily rejected.
20. Any postal delay or loss in transit will not bind IICA.
21. Indian Institute of Corporate Affairs, reserves the right either to accept or reject any or all the tenders at any time prior to award of contract.

Chief Administrative Officer

SIGNATURE OF TENDERER.....

DATE:

MANAGEMENT OF 42 ROOMS HOSTEL TERMS and CONDITIONS

1. The Unit will be handed over to franchisee in complete condition with Furniture, Fixtures and Equipment.
- 2(a) The franchisee should utilize the property only for the purpose of running of Hostel and not for any other purpose.
- 2(b) The food should be prepared and served in hygienic manner by the franchisee. The franchisee should also take steps to provide safe treated drinking water.
3. No additions, alterations, modifications to the existing building shall be made in any manner without the written consent of the Franchisor and the Franchisee shall maintain the building in good condition.

Post-opening

Bidder should send bids for operating the Hostel based on following:

Three months	Rs.	To be paid monthly
Six months	Rs.	To be paid monthly

4. The franchisee should take over the unit within 15 days from the date of receipt of award of contract, failing which the franchisor shall have the right to cancel the contract and forfeit earnest money deposit.
5. The Bank guarantee equivalent to Rs.1 lakh will have to be furnished towards performance guarantee by the successful bidder in favour of Indian Institute of Corporate Affairs within a period of 15 days from the date of award of contract.
6. The Franchisee shall maintain the building and movable properties like furniture, electrical installations, vehicle, etc. in good condition and shall compensate the franchisor (other than normal wear and tear) for any damages to such properties with replacement value.

7. All licenses will be obtained by Franchisor and Franchisee will assist in same.
8. After the expiration of Franchise period, the Franchisee shall surrender possession of all movable and immovable properties franchised, including superstructure now exists and also to be constructed by the Franchisee with due consent of the Franchisor.
9. All sanctions, permissions no objections, letters of intent, consent, licenses, clearance, approvals etc. shall be obtained by the Franchisor at his cost and such document shall be kept effective and in force at all material times.
10. The Franchisor will make the hostel, common areas, kitchen, staff facilities, back of the house in consultation with Franchisee at Franchisor's cost.
11. The building, furniture and other properties franchised shall be insured against fire, rioting and other possible losses and the insurance policy be taken in the joint names of the Franchisor and the Franchisee and the insurance premium shall be borne by the Franchisee.
12. The Franchisor shall have the right to inspect the premises at any time of the day by giving one day's notice.
13. The Franchisee should not sublet the premises and or sub-contract to carry out any obligation under the contract.
14. The franchisee shall not encumber the Franchised properties by way of pledge, hypothecation, mortgage, charge, lien, lease, leave and license or in any other manner.
15. The franchisee has to confine his activities only within the specified area handed over to him.
16. The standard of services shall always be to the satisfaction of the authorised representative of the Franchisor, whose decision will be final and binding on Franchisee.

17. The franchisee shall not permit his clients to use the open space available within the premises, which has not been allotted to him.

18. The Franchisee or his representative shall supervise the job of the personnel deployed regularly and shall be responsible for the good conduct and behaviour of its manpower deployed at the premises of Franchisor.

19. The Franchisee shall not use the open space available within the premises, which have not been allotted to him.

20. No unlawful activities like betting, gambling, etc. shall be allowed inside the campus.

21. Anti Government activities shall not be allowed inside the premises. In case the franchisee commits breach of any of the terms and conditions and stipulation herein contained on the part of the franchisee to be observed and performed, then in such cases the franchiser shall be at liberty to give a notice in writing (by RPAD) to the franchisee to set right or rectify the breach or omission of any of the terms, conditions and stipulations of this agreement and in case of non compliance on the part of franchisee within 30 days of the receipt of such notice, this agreement at the option of the franchiser may be terminated and upon such termination this agreement shall become null and void and all the rights of the franchisee herein shall immediately cease and determine. The agreement may also be terminated for any criminal acts on the part of the franchisee which need not be referred to arbitration.

22. The Franchisee should cover his establishment under EPF and Miscellaneous Provision Act , ESI Act and other industrial legislations without fail.

23. The Franchiser shall have the right to re-enter the premises and terminate the franchise agreement, in case of default or any type of malpractice noticed on the part of the Franchisee.

24. In the event of the Franchisor not getting the licenses on the time, Franchisee on behalf of Franchisor and at Franchisor's cost will obtain same.

25. The Franchisee is required to accept the payment through RTGS system/ electronically.

26. No escalation charges are admissible during the period of contract except for statutory taxes.

27. Deduction of income tax will be made as applicable.

28. The Franchisee should take possession of all the movable articles belonging to him at the time of handing over the unit to the franchisor failing which the properties will be disposed off by IICA as deemed fit without further notice to franchisee.

29. The Franchiser will not be vicariously liable for any act of the Franchisee and the Franchisee shall alone be liable for violation of any law and the Franchisee agrees to indemnify the Franchisor from all claims.

30. On the expiry of the Franchise, the Franchisee shall handover all articles which were entrusted in good conditions as per schedule annexed.

31. IICA shall reserve the right to renew or otherwise the Franchise, after expiry of contract.

32. In case of any dispute between the parties with regard to the interpretation of any clause of agreement, the matter shall be referred to the Sole Arbitration of the person appointed by the DG & CEO (IICA) and the decision of the Sole Arbitrator appointed shall be conclusive and binding on both the parties.

Chief Administrative Officer

Accepted terms & conditions

Signatures of tenderer.....

Date :

TENDER FOR MANAGEMENT OF HOSTEL OF IICA

Proforma for Technical Bid

1. Name of Hotel/ Franchisee
2. Location
3. Star Rating
4. Annual turn over
5. Whether EMD pay order/
Demand draft attached
6. If yes, Pay Order No., name
of the Bank
7. Experience :
(Pl attach three certificates
indicating the similar works
undertaken)

Signatures of tenderer/
authorised representative

TENDER FOR MANAGEMENT OF HOSTEL OF IICA**Proforma for Financial Bid**

S.No.	Description of work	Cost per room Per month/per person	Total amount
1.	Maintenance of 42 rooms including cost of toiletries(House keeping)		
2.	Cost of serving Indian Food for 25 persons (catering) minimum guarantee		
3.	Cost of providing all required services i.e. Reception, Limited Room Service with adequate Cleanliness and Hygiene of the Rooms, Kitchen, Pantry, Toilets and adjoin areas, etc .		

TENDER FOR MANAGEMENT OF HOSTEL OF IICA**Proforma for PART OF Financial Bid**

S.No.	Description of work	Cost details	Total amount
1.	The project cost, to include capital equipment, operating supplies for room and food(other than raw material), to furnish hostel and other supplies to be provided by IICA to start operations		