



**Request for Quotation for Empanelment of Hotels for Boarding and Lodging Services for
participants of Executive Education Programme, Indian Institute of Management
Bangalore**

IIMB/T&C/EEP/Hotels Empanelment/26-27/05

20.02.2026

DISCLAIMER

The information contained in this Tender document or subsequently provided to Bidders, whether in document or verbal or any other form by or on behalf of Indian Institute of Management, Bangalore (IIMB) by any of its employees or advisors, is provided to Bidders on the terms and conditions set out in this Tender document and such other terms and conditions subject to which such information is provided.

The purpose of this Tender document is to provide interested parties with information that may be useful to them in eliciting their quotations pursuant to this Tender document. This Tender document may not be appropriate for all persons, and it is not possible for the Institute, its employees, or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this Tender document.

This Tender document includes statements which reflect various assumptions and assessments made by the Institute in relation to the Contract. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require.

The assumptions, assessments, statements, and information contained in this Tender document may not be complete, accurate, adequate, or correct. Each Bidder should, therefore, conduct his/her own investigations and analysis and should check the Accuracy, Nature, Uniformity, Dependability, Exactness, Essence, and Precision of the assumptions, assessments, statements, and information contained in this Tender document, and obtain independent advice from appropriate sources.

Information provided in this document to the Bidder(s) is on a wide range of matters, some of which depend upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Institute accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. In the event of any ambiguity or doubt as regards the Tender Documents or inconsistency or conflict as between the provisions of the Tender Documents, the interpretation placed by IIMB shall be final and binding on the Bidders / Bidder.

Institute, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Tender document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Tender document and any assessment, assumption, statement or information contained therein or deemed to form part of this Tender document or arising in any way in this Tender Stage.

Caution Notice

The Tender Inviting Authority (TIA), IIMB does not solicit or demand any money, fees, commission, gratification, or consideration of any kind from bidders or prospective bidders in connection with this tender.

However, EMD(if applicable) should be submitted as mentioned in the tender document.

Bidders are hereby cautioned that any person claiming to act on behalf of the TIA or the Institute and seeking money or any other benefit in relation to this tender is doing so **fraudulently.**

In the event of any such **fraudulent communication, call, email, or solicitation, bidders are advised to **immediately report the matter** to the Tender Inviting Authority at the details mentioned below:**

E-mail ids: cao@iimb.ac.in; tenders@iimb.ac.in

The TIA shall not be responsible for any loss or damage suffered by bidders due to dealings with unauthorised or fraudulent persons.

Indian Institute of Management Bangalore

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1. INTRODUCTION:

Indian Institute of Management Bangalore (IIMB), an Educational Institute of National Importance (hereinafter referred to as the "Institute"), invites bids on two bids system for the Empanelment of Hotels for Boarding and Lodging services to the participants of Executive Education Programmes IIMB. The tender document can be downloaded from the institute website using the URL link: https://www.iimb.ac.in/tender_notices and also from the Central Public Procurement Portal (CPPP) link: <https://eprocure.gov.in/eprocure/app>.

2. EXECUTIVE EDUCATION PROGRAMME:

The Executive Education Programme (EEP) engages with the industry through various custom and open enrolment programmes with a view to impart knowledge and skill and it is among the Top 50 Global schools as per Financial Times Executive Education Rankings 2025.

3. SCOPE OF SERVICES:

The Executive Education Programme offers 200 plus Programme for Senior Management Professionals from the Industry and Public Institutions every year. IIMB has traditionally hosted these participants at the Management Development Centre (MDC) which was specifically created for this purpose in the campus. IIMB is now reaching out to hospitality partners to augment this capacity.

IIMB would like to use the Facilities provided by hospitality partners selected through this tender process to accommodate the participants of the Executive Education Programme, Guest Faculty and other Guests of the Institute.

Note: *Given the Reputation and Seniority of the guests of IIMB, the hospitality partners must provide boarding and lodging accommodations/ facilities that are on par with International standards.*

The boarding and lodging must conform to the following Conditions:

- The Rooms must be air conditioned and on single occupancy basis.
- IIMB may also opt for twin-occupancy rooms.
- The rooms and other facilities at the hotel must meet **3-star, 4-star, 5-star standards**. The bidder must provide the accreditations and approvals supporting this as part of this tender document.
- Rooms should include the following as part of the standard offering:
 - Breakfast
 - Wi-Fi in rooms
 - Complimentary service like Coffee/Tea maker, News paper, Two Mineral water (1-Litre) bottles in room daily.
 - Buffet Lunch/Dinner charges to be indicated separately.
- Complimentary usage of swimming pool and Gym facilities.
- The check-in time is on or after 12:00 noon and the check-out time from the hotel on or before 12:00 noon. Flexibility of check-in/out timing may be considered subject to exigencies.

The process of room booking:

- IIMB will indicate the number of rooms required and also indicate the single/twin occupancy

status requirement at least 14-21 days before of the date for which booking is needed.

- The empaneled hotel(s) must ensure to prioritize booking for IIMB guests as **per the rates agreed as an outcome of this tender.**
- The actual number of rooms may vary $\pm 5\%$ band. The hotel must not charge any penalty for the variation in numbers so long as this variation is within the $\pm 5\%$ band.
- The hotel must indicate additional charges if any for additional rooms or cancelled rooms as the case may be in the price bid.
- In case of unsatisfactory feedback or any other administrative reason if the period of stay is terminated before the completion of the Programme, payment will be released to the hotel on pro-rate basis for actual stay of the participants.

Note:

- *The empanelment of the Hotel services can be used by all the Departments/ sections of IIMB.*
- *IIMB's Estimated Business Volume: IIMB's volume of business For Four Star Hotel was about Rupees One Core in the past year; however no minimum guarantee for business will be provided by IIMB.*

4. Eligibility Criteria:

All the bidders must fulfil the following eligibility criteria and submit copies of the documents and the declaration (duly signed) in support of their claim along with the Technical Bid.

Sl.No	Description	Documents to be Uploaded
a.	Organization Type: The bidder shall be a legal entity as per GOI regulations and laws of the land	Copies of Certificate of Incorporation, Memorandum of Association/ Articles of Association. Partnership or LLP agreement, GST Certificate in case of Sole proprietorship, as applicable. Copies of Franchise or Dealership agreement if applicable. Certificate/license from municipality/corporation to show that establishment is registered as a hotel.
b.	Licenses/Permissions: i. Fire Safety License issued by Karnataka State Fire and emergency Services Department ii. Health/ Trade license from concerned authorities iii. Food license from FSSAI	i. Copy of valid license or NOC from the mentioned department ii. Copy of valid health license from concerned authorities , clearance certificate from municipal health officer/ sanitary inspector (Health NOC) iii. Copy of food safety license from FSSAI
c.	The bidder must be in hotel business for at least three years as on 31.01.2026. However, newly operationalized Hotels classified as 5-stars, 4-stars or 3- stars shall also be considered if all other criteria/ facilities and location accessibilities are fulfilled and the parent entity meets the three-year requirement.	Documents indicating the year of Registration/ Establishment of Hotel. In case of Proprietorship, registration with shop and Establishment Authorities.

d.	Certification of Hotel Star Rating - Five Star / Four Star/three Star.	<p>a) For 5-star hotels self-attested copy of certification from HRACC, ministry of Tourism, Government of India Needs to be uploaded.</p> <p>b) For 4-star and 3-star hotel self-attested copy of certification from HRACC, ministry of Tourism, Government of India Needs to be uploaded. Or Hotel should have the facilities mentioned as in Annexure VII. A self-certification on the bidders letterhead for having the facilities should be uploaded. The same will be verified by IIMB committee.</p>
e.	<p>Minimum annual turnover of 50 Lakhs(Rupees fifty lakhs only) per annum for the past three Financial Years i.e. 2022-2023, 2023-2024, 2024-2025.</p> <p>Newly operational 5-star/4-star/3-star hotels shall be exempted from this criterion if all other criteria/ facilities and location accessibilities are fulfilled and parent entity meets the turnover criterion.</p>	Copies of certified Audited Balance Sheets or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the years 2022-23, 2023-24 and 2024-25 shall be submitted with the bid. Copies of financial statements for the period such as Profit and Loss Statements & Balance Sheet should also be submitted.
f.	The Hotel must be within 10 Kms from IIMB , Bannerghatta Road, Bangalore- 560076 campus as per Google map	Relevant documentary evidence/ complete Address proof. Should also mention distance to IIMB as per Google Map.
g.	<p>The facilities offered to IIMB for hosting the participants must have the following:</p> <p>a) Minimum of 100 rooms in 5-star category.</p> <p>b) Minimum of 50 rooms in 4-star</p> <p>c) Minimum 30 rooms in 3-star category.</p> <p>In addition, the facility being offered to IIMB must offer full-service hotel rooms with room service and 24-hour coffee shop in 5-star hotel</p>	Brochure to support the same. Otherwise, a self-declaration can be submitted.
h.	PAN, GST registration Certificate	Copies of PAN and GST certificates
i.	The bidder must not be blacklisted/debarred from any Government organization during the period of last 3 years. There should not be any criminal case registered against the bidding firm or its owners/partners anywhere in India.	A self-declaration to this effect in the Company letterhead duly signed to be enclosed as per Annexure -III
j.	Annexures	Annexures I to V duly filled, signed with Seal

Note: Joint ventures and consortium are eligible to participate in this tender.

5. TENDER SCHEDULE:

Publish Date	20.02.2026 1730 Hrs.	Bid Opening Date	16.03.2026 0900 Hrs.
Document Download Start Date	20.02.2026 1730 Hrs.	Document Download End Date	13.03.2026 1730 Hrs.
Pre-Bid Meeting date	27.02.2026 1100 Hrs.		
Bid Submission Start Date	20.02.2026 1730 Hrs	Bid Submission End Date	13.03.2026 1730 Hrs.

Note:

- If the bid opening date is declared an Institute holiday, the bids will be opened on the next working day.
- IIMB may at its discretion extend/ change the schedule of any activity and intimate the prospective bidders by notifications through CPP Portal/IIMB Website
- IIMB reserves the rights to accept or reject any bids or accept all bids either in part or in full or to split the order, or to annul the bidding process without assigning any reasons thereof.

6. PRE-BID MEETING:

Pre-bid meeting will be held on 27th February 2026 11:00 a.m. at Indian Institute of Management Bangalore ,Bannerghatta Road, Bangalore-560076 to address the queries of the bidders regarding the Tender. Interested bidders may send their queries on or before 26th February 20, 2026 by 5.00 p.m. to the email id tenders@iimb.ac.in. The replies to the queries will be uploaded on the CPP Portal / IIMB Website.

7. BID VALIDITY PERIOD

The bid must be valid for 90 days from the date of opening of Technical Bids. A bid valid for a shorter period shall be rejected, being non-responsive. In exceptional circumstances, IIMB may request the bidders for the extension of the validity period.

8. Bid Securing Declaration:

There is no EMD for this tender .However bidders are required to submit a bid securing declaration as per Annexure V. Failure to submit the Bid securing declaration will result in rejection of the bid.

9. INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, preparing their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information was useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

9.1 Registration

- a. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.
- b. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g., Sify / nCode / eMudhra etc.), with their profile.
- e. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

9.2 Searching for Tender Documents

- a. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- b. Once the bidders have selected the tenders they are interested in, they may download the required documents /tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document. Page 6 of 10 6.2.3.The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

9.3 Preparation of Bids:

- a. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b. Bidder to go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- c. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- d. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g., PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

9.4 SUBMISSION OF BIDS

- a. Language of bid: Bids and all related documents as well as all subsequent correspondence between the Bidder and IIMB shall be in English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case for purpose of interpretation of the bid, the translation in English shall prevail.
- b. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- c. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- d. Bidders are requested to note that they should necessarily submit their financial bids in the BoQ format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- e. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- f. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- g. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- h. The bid summary has to be printed and kept as an acknowledgment of the submission of the bid.
- i. The bid should be submitted in two Bid System

A. Technical Bid:

- Bid securing declaration as per Annexure V
- Copies of the documents supporting Eligibility Criteria Clause 4 a. to j.
- Annexures I, II, III and IV

B. Financial Bid:

Bidders are requested to note that they should submit their financial bid in the BoQ format provided and no other format is acceptable.

A Screenshot of the BoQ is as below:

Validate Print Help [Item Rate BoQ](#)

Tender Inviting Authority: CAO

Name of Work: Request for Quotation for Empanelment of Hotels for Boarding and Lodging Services for participants of Executive Education Programme, Indian Institute of Management Bangalore

Contract No: IIMB/T&C/EEP/Hotels Empanelment/26-27/05

Name of the Bidder/ Bidding Firm / Company :	
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NOTE:
Bidders are required to enter the rates for applicable category of hotel. For non-applicable categories of hotel, the rates may be entered as 0 (Zero).

PRICE SCHEDULE
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder for 5 star rooms Rs. P	BASIC RATE In Figures To be entered by the Bidder for 4 star rooms Rs. P	BASIC RATE In Figures To be entered by the Bidder for 3 star rooms Rs. P	GST (%)
1	Room-Occupancy basis, cancellation and food charges						
1.01	Room-Night on single Occupancy basis	1.000	Nos				
1.02	Room-Night on Twin occupancy basis	1.000	Nos				
1.03	Cancellation Charge for rooms cancelled within a 2-week window prior to the date of confirmed booking or Check in date (% of the basic tariff)	1.000	Nos				
1.04	Surge charge for additional rooms booked within the two-week window prior to confirmed booking (% of the basic tariff)	1.000	Nos				
2	Lunch or Dinner for Guest or Additional Guest						
2.01	Lunch per head	1.000	Nos				
2.02	Dinner per head	1.000	Nos				

9.5 ASSISTANCE TO BIDDERS:

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the email id tenders@iimb.ac.in on or before 26.02.2026 1700 hrs.

Any queries relating to the process of online bid submission or queries relating to CPP Portal, in general, may be directed to the 24x7 CPP Portal Helpdesk numbers.

10. OPENING OF BIDS

Technical Bids will be opened on 16.03.2026 0900 hrs.

Financial Bids of the eligible bidders will be opened on a later date. The date and time for opening of Financial Bids will be intimated through CPP Portal.

11. EVALUATION OF BIDS:

➤ Technical Bid Evaluation:

- **Eligibility Criteria evaluation:**

The technical bids consisting of all documents indicated in clause 9.4 (i) A, meeting all the essential eligibility criteria and submitted the documents for the same will be considered for further evaluation. Bids not meeting the eligibility criteria will be rejected and not considered for further evaluation.

Site Visit:

Physical visit of the hotel premises will be carried out by IIMB to check the infrastructure, location accessibility, services, amenities, facilities, Quality of food and credentials of the hotel by the committee constituted for this purpose for ground validation during the technical evaluation phase. Further hotels may be called for giving presentations, if necessary.

If the hotel property is not found suitable as per the requirements of IIMB as recommended by the committee, the same will not be considered for Financial Bid and no query in regard to this will be entertained.

➤ **Financial Bid Criteria and Evaluation:**

Financial Bid Evaluation of only those bidders who meet requirements and qualify in the technical evaluation (Eligibility Criteria and Site Visit) shall be opened.

Based on the Financial Bid received, IIMB will arrange the bids category wise (5/4/3 star) on total weighted average rate (**Refer Annexure VI for weightages for line items**) and the successful bidder (L1) is the bidder whose total average rate is the lowest. IIMB may empanel more than one hotel in each category and may offer the total weighed average rates of L1 to L2,L3 etc.; The decision in this matter will be final and binding to all bidders/empaneled hotels.

If more than one hotel is empaneled in each star category, the distribution will be equitable to the extent possible at the discretion of IIMB. The distribution of the service shall also be based on quality of the service and subsequent customer satisfaction.

Note: *Only basic rate should be quoted excluding taxes.*

12. AMENDMENT/ CANCELLATION OF TENDER DOCUMENT:

At any time prior to the deadline for submission of quotations, Institute may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder modify the Tender Document by issuing an addendum/corrigendum. Any Addendum/corrigendum thus issued shall become a part of the Tender Document and will also be posted on the website of the Institute. To provide reasonable time to the prospective Bidders to take an addendum into account while preparing their quotations, the deadline for submission of quotations may be extended, at the discretion of IIMB, if required.

IIMB has the right to cancel this tender at any point of time without assigning any reasons.

13. AWARD OF CONTRACT AND COMMENCEMENT OF OPERATIONS

The empaneled Hotel(s) should acknowledge the receipt of service order/ Letter of Award issued by IIMB within 10 days from date of such order and enter into contract in 21 days' time.

14. TERM/PERIOD OF CONTRACT

Duration of the contract will be for a period of one year from the date of Letter of Award. If both the parties agree, the contract can be extended for the second and third years on the same terms and conditions.

15. GENERAL TERMS & CONDITIONS

a) Payment terms and Conditions:

- 100% of the payment will be made after the completion of the Programme, based on actual room nights.
- Billing will be on actual check in / check out basis.
- The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes , Check in / Check out details of the guest(s) with the signature of the guest(s).
- Payment will be made after deduction of TDS on GST (CGST/IGST) as applicable.
- Payment will be based on the room night charges as per the service order/ contract.
- Payment will be made within Thirty days of submission of undisputed invoice after completion of the service.

Note: *Booking will be confirmed 2-3 weeks before the start of the Programme. For the purpose of this tender and the resulting contract "Programme" shall mean IIMB's Flagship Executive Education Programme with corporate clients whereby IIMB provides training and impacts certain courses to the executives of such corporates.*

b) Insurance:

The successful bidder has to obtain adequate insurance cover against all risks including fire, flood, earthquake etc.; the successful bidder should also obtain a Comprehensive General Liability Insurance (CGL) cover against any third-party claims or for any errors or omissions for its personal deputed for this work and third-party liabilities. IIMB will not have any liabilities towards any of such personnel or equipment.

The empaneled bidders shall solely be responsible for any insurance related to scope of the services, IIMB shall not be responsible for any mishap. Also, the bidders indemnify the IIMB from any liability during the execution of the services.

c) Inspection by IIMB:

IIMB reserves the right to visit the facilities of the successful bidder for inspection and verification of stated details / facilities before and after the commencement of the contract with IIMB. The empaneled Hotel/s should allow IIMB representatives to inspect dining and room facilities at periodic intervals or as deemed necessary.

d) Safety and Security:

Contractor shall abide by the safety code provisions, EHS provisions as per safety code framed from time to time by the government / statutory authorities as per applicable rules.

e) Termination of Empanelment:

Termination due to Contractor's Default: If the contractor is in default under any of the provisions of this Empanelment / Contract including but not limited to:

- i) Failure to proceed with all or any part of the contract or contract work with due diligence.
- ii) Failure to execute all or any part of the contract or to perform any other obligations in accordance with the empanelment / contract.
- iii) Refusal or neglect to make good defective service or after being instructed to do so by IIMB.
- iv) Going into liquidation (other than voluntary liquidation for the purpose of reconstruction) or have a receiver appointed for all or part of its undertaking.
- v) Delay in executing the contract such that liquidated damages are due under the terms of the Empanelment / contract.
- vi) Abandoning the Empanelment / Contract.
- vii) Assigning or subletting any part of the Contract Scope of Work without the prior written

approval of IIMB.

- viii) Failure to comply with any Applicable Law.
- ix) Any serious issue related to safety / critical complaint from the participants.
- x) Then, and in any such events and without prejudice to any other rights or remedies that IIMB may have, IIMB may issue the Contractor written notice describing the default. If the contractor fails to commence remediation for the default within ten (10) working days after the receipt of notice, IIMB may terminate all or any part of the Contract work under this contract and may then complete or have others complete all such terminated work at the contractor's sole risk and cost. In case of such termination, contractors shall not be entitled to receive future payments, until the terminated service is completed and accepted by IIMB. If the cost incurred by IIMB, including the costs incurred in performing additional services to complete the Contract Scope of Work and IIMB's overhead in this regard, exceed the unpaid balance of the contract price, the contractor shall reimburse IIMB such excess within ten(10) working days after receipt of an invoice thereof. The rights and remedies provided in this article are in addition to the rights and remedies provided to IIMB by law, equity or under any other Article in the Contract. Such termination will not relieve the contractor of its responsibility to its labourers, suppliers, subcontractors, rentals or any other creditors, including IIMB.

f) Taxes, Labour laws and other regulations:

The bidder/service provider will be exclusively responsible to meet and comply with all the legal requirements related to the services. The bidder/service provider shall accept and bear full and exclusive liability for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the contract or any item sold or supplied pursuant thereto anything done, or service rendered pursuant thereto. The bidder / service provider/ firm shall be responsible to abide by legal and labour provisions prescribed by the Government of India which shall include Income Tax, Insurance, Accident, ESI,PF, Minimum Wage, Contract Labour R&A Act, etc.

g) Indemnity:

The contractor shall indemnify and keep indemnified IIMB against all losses and claims of injuries and or damages to any person or property, The contractor shall abide by and observe statutory laws and regulations in matter of Labour laws, Factory Act, Explosive Act, Servicemen Compensation Act, GST, Royalty, Excise Duty, Octroi, Services Contract etc.; and shall keep the Institute indemnified against all penalties and liabilities of every kind for breach of any such statute ordinance or law/regulations or by laws. The contractor shall not employ child labour. Payment to services must be according to Minimum Wages Act. The Agency acknowledges that monetary damages alone would not be adequate remedy for any breach of the provision of this contract. Accordingly, in addition to all other remedies available at law or in equity or any other relief, which may be available to IIMB, IIMB shall be entitled to seek equitable of any kind including but not limited to injunctive relief and the right to seek specific performance against Agency. The contractor at all times should indemnify IIMB against all claims, damages or compensation under the provision of Payment of Wages Act 1936; Minimum Wages Act 1948; Employer Liability Act 1938; the Workmen Compensation Act 1923; Industrial Dispute Act 1947; Shops and Establishment Act or any modification thereof or any other law relating thereto and rules made there under from time to time. IIMB will not own any responsibility in this regard.

h) Governing Law and Dispute Resolution:

The contract shall be governed by the laws of India. Disputes or differences arising out of or relating to the contract shall be referred to as a final binding arbitration in accordance with the Arbitration and Conciliation Act 1996. The arbitration may also be conducted online as mutually agreed upon by parties. If the parties are unable to agree on a sole arbitrator, they shall approach the High Court of Karnataka for appointment of a sole arbitrator. Such to foregoing, parties shall submit exclusively to the jurisdiction of the courts at Bangalore.

Annexure-I
Bidder Information Form
(On Company Letterhead)

Bidder's Name:
[Address and Contact Details]
Tender Document No. Tender No./ xxxx;
Tender Title:
Date:

Note: Bidder's wrong or misleading information may result in bid being rejected as non-responsive, in addition to other punitive actions provided for such misdemeanors in the Tender Document.

1. Bidder/ Contractor particulars:
2. Name of the Company:
3. Legal Entity of Bidder (Proprietorship /Partnerships /Private Company /Government Institutions:
4. Place of Registration/ Principal place of business/ manufacture:
5. Complete Postal Address:
6. Pin code/ ZIP code:
7. Telephone nos. (with area codes):
8. Mobile Nos.:
9. Contact persons/ Designation:
10. Email IDs:

Taxation Registrations:

1. PAN number:
2. GSTIN number:

Bidder's Authorized Representative Information

1. Name:
2. Address:
3. Telephone/ Mobile numbers:
4. Email Address:

(Signature)
(Name, designation, and seal of company)

Annexure – II
Undertaking

To
Chief Administrative Officer
Indian Institute of Management Bangalore
Bannerghatta Road
Bangalore-560076
Ref : - Tender No:

(Tender for Empanelment of Hotels for Boarding and Lodging Services for participants of Executive Education Programme, Indian Institute of Management Bangalore)

Sir,

- I. I /We hereby submit our bid foralong with other required documents.
- II. This is to certify that I/We before submitting 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.
- III. Our bid is valid for 90 days from the date of opening of Technical Bids.

Date:

Yours faithfully,

(Signature)
(Name, designation, and seal of company)

Annexure – III

Self Declaration

To
Chief Administrative Officer
Indian Institute of Management Bangalore Bannerghatta Road
Bangalore-560076

Sir,

In response to the RFP dated _____, I, Mr./Ms _____, as a _____, hereby declare that I/our firm/our company am/is (a) not insolvent; (b) there is no vigilance and / or court case pending against me/our firm /our company ; (c) no inquiry or investigation is pending against me our firm/ our company from any statutory regulatory and / or investigation agency (d) I/our firm/our company have/has not been blacklisted by any Government body/ PSB/PSU neither indefinitely or in the last three years and (e) I/our firm/our company have/has all necessary licenses, permissions, consents, no objections, approvals as required under law for carrying out its business.

(Signature) (Name, designation, and seal of company)

Date:

Annexure – IV

VENDOR BANK DETAIL FORM
(Please submit this in your letter head with technical bid)

The Indian Institute of management Bangalore Bannerghatta Road
Bangalore – 560 076

Dear Sir,

I / We hereby request you to remit our payments to our bank account as per the details furnished below:

Sl. No.	Particulars	Details
1	Name of the Agency /Company	
2	Complete Address	
3	Name of the Contact Person	
4	Contact Numbers and Email ID	
5	Savings /current Account No.	
6	Name of the Bank	
7	Name of the branch with complete address	
8	IFSC Code	
9	PAN Number	

I / we hereby declare that I /we are authorized to sign this form and that the particulars furnished above are correct and complete in all respects. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I /we shall not hold IIMB responsible. Please find enclosed a cancelled cheque for your reference.

Authorized Signatory:

Name:

Designation:

Date:

Annexure – V
Bid Securing Declaration
(on Company Letter-head)

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ Date.....

To -----

[Complete address of the Procuring Entity]

Ref: Tender Document No. Tend No./ xxxx; Tender Title: xxxx

Sir/ Madam,

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Document, the bid must be supported by a Bid Securing Declaration in lieu of Bid Security.

We unconditionally accept the conditions of this Bid Securing Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender in Procuring Organisation for 2 years from the date of opening of this bid if we breach our obligation(s) under the tender conditions if we:

1) withdraw/ amend/ impair/ derogate, in any respect, from our bid, within the bid validity; or

2) being notified within the bid validity of the acceptance of our bid by the Procuring Entity:

refused to or failed to produce the original documents for scrutiny or the required Performance Security

within the stipulated time under the conditions of the Tender Document.

Fail or refuse to sign the contract.

We know that this bid-Securing Declaration shall expire if the contract is not awarded to us, upon:

1) receipt by us of your notification of cancellation of the entire tender process or rejection of all bids or of the name of the successful bidder or

2) forty-five days after the expiration of the bid validity or any extension to it.

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of.....

[name & address of Bidder and seal of company]

Dated on day of [insert date of signing]

Place.....[insert place of signing]

Annexure VI

Evaluation of Financial Bids As per the Weightage:

Nature of the Service/Item Description as per BOQ	Weightage(In Percentage)
Rate per Room-Night on single Occupancy basis	50
Rate per Room-Night on Twin Occupancy basis	20
Lunch Per Head	5
Dinner Per Head	5
Cancellation Charge for rooms cancelled within a 1-week window prior to the date of confirmed booking or Check in date (% of the basic tariff)	10
Surge charge for additional rooms booked within the 1 week window prior to confirmed booking (% of the basic tariff)	10

Annexure VII

FACILITIES TO BE AVAILABLE IN THE HOTEL			
Sl. No	FACILITIES & SERVICES	3 Star	4 Star/ 5star
	GENERAL		
1	Full time operation 7 days a week in season	N	N
2	Establishment to have all necessary trading licenses /Permissions	N	N
3	24hr. lifts for buildings higher than ground plus two floors	N	N
4	Bedrooms, Bathrooms, Public areas and kitchen fully services daily	N	N
5	All floor surfaces clean and in good shape	N	N
	GUEST ROOM		
6	Minimum 10 lettable rooms, all rooms with outside windows / ventilation.	N	N
7	Minimum size of bedroom excluding bathroom in sq. ft.	130	140
8	A clean change of bed and bath linen daily and between check –in	N	N
9	Minimum bedding 2 sheets, pillow and case, blanket, mattress protector / bed cover	N	N
10	Suite (2 rooms or 2 room- bays having a bedroom and separate sitting area, having one bathroom and one powder room.)	D	N
11	Hairdryers	N	N
12	Safe keeping / in room safe	D	N
13	Mini bar / Fridge All 3 Star hotels shall have facility of a mini fridge and all 4 Star, 5 Star, and 5 Star Deluxe hotels shall have the facility of mini bar.	N	N
14	Drinking water with minimum one glass per guest.	N	N
15	Wardrobe with minimum 4 clothes hangers per bedding	N	N
16	Sufficient lighting (1 lamp per bed)	N	N
17	A 5 amp earthed power socket	N	N
18	A bedside table and drawer	N	N
19	TV Cable if available	N	N
20	A writing surface with sufficient lighting	N	N
21	Chairs	N	N
22	Wastepaper basket	N	N
23	Opaque curtains or screening at all windows	N	N
24	A mirror at least half length (3ft.)	N	N
25	A 'do not disturb' notice	N	N
26	Night spread / bed cover	N	N
27	Energy saving lighting	N	N
28	Linen Room	N	N

BATHROOM			
29	Number of rooms with attached bathrooms	All	All
30	Minimum size of bathroom in square feet	36	36
31	1 bath towel and 1 hand towel to be provided per guest	N	N
32	Bathmat	N	N
33	Guest toiletries to be provided. Minimum 1 new soap per guest.	N	N
34	Bottled toiletry products to be provided.	D	N
35	Clothes – hooks in each bath / shower room	N	N
36	Sanitary bin	N	N
37	Each western WC toilet to have a seat with lid and toilet paper.	N	N
38	All Star hotels shall provide water sprays or bidets or wash lets or other modern water based post- toilet – paper hygiene facilities.	N	N
39	Floors and walls to have non – porous surfaces	N	N
40	Hot and Cold running water available 24 hours	N	N
41	Shower cabin	N	N
42	Bathtubs	D	D
43	Water saving taps and showers	N	N
44	Energy saving lighting	N	N
PUBLIC AREA			
45	Lounge or seating area in the lobby	N	N
46	Reception facility	N	N
47	Valet (parking) services to be available	N	N
48	Public rest rooms for ladies and gents, a wash basin with running hot and cold water, a mirror, a sanitary bin with lid in unisex 7 ladies’ toilet.	N	N
ROOM AND FACILITIES FOR THE DIFFERENTLY ABLED GUEST			
49	At least one room for the differently abled guest	N	N
50	Bathroom	N	N
51	Ramps with anti-slip floors at the entrance. Minimum door width should be one meter to allow wheelchair access	N	N
52	Public Restrooms	N	N
CROCKERY, CUTLERY & GLASSWARE			
54	Crockery and glassware	N	N
55	Cutlery to be at least stainless steel	N	N
KITCHEN / FOOD PRODUCTION AREA			
56	Head covering for production staff	N	N
57	Daily germicidal cleaning of floors	N	N
58	Good quality cooking vessels / utensils	N	N
59	All food grade equipment containers.	N	N
60	Drinking water	N	N
61	Ventilation system	N	N
62	Garbage to be segregated –wet and dry	N	N
63	Wet garbage area to be air-conditioned.	N	N

64	Receiving areas and stores distinct from garbage area.	N	N
65	Six monthly medical checkups for production staff	N	N
66	First aid training for all kitchen staff	N	N
67	Pest control	N	N
	STAFF		
68	Staff uniforms for front of the house.	N	N
69	English speaking front office staff	N	N
70	Percentage of skilled staff	30%	30%
	STAFF WELFARE FACILITIES		
71	Staff Rest Rooms	N	N
72	Staff locker Rooms	N	N
73	Toilet facilities	N	N
74	Separate Dining area & Facility	N	N
	CODE OF CONDUCT FOR SAFE & HONOURABLE TOURISM		
75	Display of pledge	N	N
76	Training for 'Code of Conduct for safe & Honorable Tourism'	N	N
77	Maintenance of Action Taken Report with regards to compliance of the provisions of the Code.	N	N
78	Focal points / Nodal officers	N	N
	GUEST SERVICES		
79	Provision for wheelchair for the differently abled guest	N	N
80	Valet (parking) services to be available	N	N
81	Dry cleaning / laundry	D	N
82	Tea / coffee making facility in the room	D	N
83	Iron and Iron Board facility	N	N
84	Shoe cleaning shoe horn & slippers	D	N
85	Name address and telephone number of doctors with front desk	N	N
86	Provision for emergency supplies toiletries / first aid kit	N	N
	SAFETY & SECURITY		
87	Metal detectors (door frame or handheld)	N	N
88	CCTV at strategic location	N	N
89	Under belly scanners to screen vehicles.	D	N
90	Staff trained in firefighting Drill	N	N
91	Security arrangements for all hotels entrances.	N	N
92	Each bedroom door to be fitted with lock and key, viewport / peephole & internal securing device.	N	N
93	Smoke Detectors	N	N
94	Fire and Emergency alarms should have visual & audible signals.	N	N
95	First aid kit with over-the-counter medicines at the front desk	N	N
96	Fire Exit Signs on guest floors with emergency/backup power.	N	N
	COMMUNICATION FACILITIES		
97	Provide at least two multi – purpose sockets	N	N

98	Business Centre	D	N
99	Parking Facilities	N	N
ECO FRIENDLY PRACTICES			
100	Sewage Treatment Plant	N	N
101	Rainwater Harvesting	N	N
102	Waste management	N	N
103	Pollution Control methods for air, water and light	N	N
104	Introduction of non-CFC equipment for refrigeration and air conditioning and other Eco-friendly measures / initiatives.	N	N

D= Desirable N= Necessary

Declaration according to the guidelines from BBMP if the hotel drain system is connected to the UGD network in case the hotel doesn't have an STP