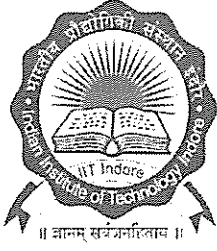


भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552

Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

REQUEST FOR PROPOSAL (RFP)
FOR
EMPANELMENT OF HOTELS / RESORTS FOR BOARDING,
LODGING AND IN-HOUSE / OUT-DOOR CATERING SERVICES

Document to be submitted offline
for
(Technical & Financial Bid as per schedule of requirement)



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408

Tel.: 91-0731-6603369/3408

Email: servicecontracts@iiti.ac.in

RFP No.: IITI(SCS)/Hotel_Empanelment/2024-25/01

April 01, 2025

Request for Proposal (RFP) for Empanelment of Hotels at IIT Indore

Indian Institute of Technology Indore, an autonomous body, under the Ministry of Education, Government of India invites RFP under two bid system Technical Bid (Part-I) & Financial Bid (Part-II) for Empanelment of Hotels/ Resorts for Boarding, Lodging and In-House / Out-Door Catering Services as per the requirement of the Institute. Interested Agencies meeting the eligibility criteria as per RFP document may submit their Bids complete in all respect.

Request for Proposal (RFP) for Empanelment of Hotels are invited from reputed hotels/ resorts having relevant experience in serving the academic institutes like IITs, IIMs, IISERs, NITs, IIITs, premium universities and autonomous colleges.

The hotels are categorized as per the entitlement of the officials, dignitaries, and guests of a Government Department/Institution:

- Group-A Category: Services equivalent to 5 Star Hotels (Price Range 8000/- to 15000/-)
- Group-B Category: Services equivalent to 4-Star Hotels (Price Range 5000/- to 8000/-)
- Group-C Category: Services equivalent to 3-Star Hotels (Price Range 3000/- to 5000/-)
- Group-D Category: Resorts
- Group-E Category: Budget Hotels (Price Range 1000/- to 3000/-)

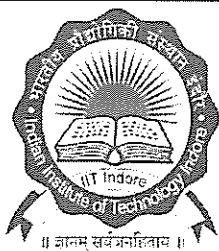
Each hotel must clearly indicate its category and provide certification from a recognized authority.

Note:

TWO BID SYSTEM, Technical Bid (Part-I) & Financial Bid (Part-II) shall be followed as per RFP. Bidder should take due care to submit application in accordance with requirement in sealed covers. **RFP not submitted as per the procedure of Two Bid System, as explained in RFP document, will be summarily rejected.**

The bidders are requested to read the RFP document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the selection process.


Assistant Registrar



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408

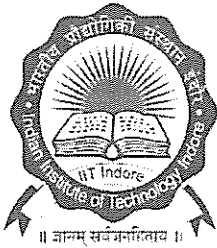
Tel.: 91-0731-6603369/3408

Email: servicecontracts@iiti.ac.in

RFP No.: IITI(SCS)/Hotel_Empanelment/2024-25/01

विषय- सूची / TABLE OF CONTENTS

<u>Sl. No.</u>	<u>CONTENTS</u>	<u>Page No.</u>
SECTION 1	Schedule of Tender	05
SECTION 2	Instructions to Bidders for Online Bid Submission	06-08
SECTION 3	Special Terms and Conditions	09-12
SECTION 4	Scope of Work	13-15
SECTION 5	Pre- Qualification Criteria	16-18
SECTION 6	Financial Bid	19-21
SECTION 7	Forms	
FORM I	Bidder Information	22
FORM II	Acceptance of Tender Terms	23
FORM III	Declaration Regarding Clean Track/No Legal Action	24
FORM IV	Declaration Regarding No Vigilance Case/Police Case	25
FORM V	Declaration of Annual Turnover, Profit & Loss and Income Tax Return	26
FORM VI	Details Of Previous And Current Clients	27
FORM VII	Pre-Bid Query Form	28
FORM VIII	Performance Report	29
FORM IX	Non-Disclosure Agreement (NDA)/ Third Party Non-Disclosure Agreement	30



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408
Tel.: 91-0731-6603369/3408
Email: servicecontracts@iiti.ac.in

RFP No.: IITI(SCS)/Hotel_Empanelment/2024-25/01

Background:

Indian Institute of Technology Indore (IIT Indore), located in Madhya Pradesh, is an institute of national importance established by the Government of India in 2009. Recognized as a hub for innovation, research, and academic excellence, it is one of the eight new IITs initiated by the Ministry of Education. Spread across a sprawling 501.42-acre campus, IIT Indore currently has a community of approximately 5,000 members, a number expected to double in the next two years, highlighting its rapid growth and expanding influence.

The institute regularly hosts esteemed academicians, dignitaries, Padma awardees, senior scientists, and research fellows for conferences, talks, and seminars. To ensure a comfortable stay, IIT Indore collaborates with hotels to provide accommodation and catering services for its distinguished guests.

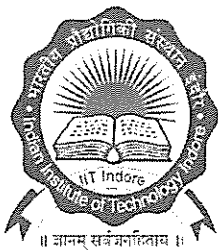
Name of Service:

Empanelment of reputed experienced budget, 3 and / or 4 star and / or 5 Stars equivalent categories of hotels / resorts located and functioning in Indore city (having valid licenses and sanctions and qualified experience in the field of hotel accommodation and catering services) for Boarding, Lodging and In-House / Out-Door Catering Services as per requirement of the Institute.

***Proposals will be considered based upon the merits, price, quality, feedback etc.**

The assessment of the hotel/resort will consider the following criteria:

- Hotels must be located within a reasonable distance (typically within 20-30 km) from IIT Indore campus.
- Easy access to public transportation should be available.
- They should hold valid licenses and necessary sanctions.
- Experience in providing accommodation and catering services is mandatory.
- The hotels associated with the govt. institutes like- IITs, IIM's, centrally funded institutes (CFTI) and State funded institutes will be preferred for the empanelment.
- Hotel/resort having conference hall and banquet facility will be given weightage.
- Hotel/Resort having transportation facility for pick-up/drop from railway station/airport/ bus station will be given weightage.
- Distinctiveness from existing campus outlets.
- Hygiene & product quality of the items.



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408

Tel.: 91-0731-6603369/3408

Email: servicecontracts@iiti.ac.in

RFP No.: IITI(SCS)/Hotel_Empanelment/2024-25/01

अनुभाग-1 / SECTION-I

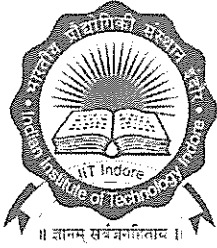
निविदा की अनुसूची/ SCHEDULE OF TENDER

S.No	Event	Date and Time/ Remarks
01	Date of uploading of Tender	From April 02, 2025 http://www.iiti.ac.in/tender_mms.php
02	Submission of Queries for Pre-bid meeting	Upto April 15, 2025 at 02.00 PM, (IST) Format for Submission of Queries enclosed as Chapter 14
03	Date & Time of Pre-Bid Meeting	April 16, 2025 at 03.00 PM (IST) The pre-bid report will be uploaded on the website & CPPP and the same will be a part of the tender document
04	Venue for Pre-Bid Meeting	Online on Google Meet Link: meet.google.com/vpn-kuqd-cks The pre-bid report will be uploaded on the website & CPPP and the same will be a part of the tender document
05	Last date & Time of Submission of Bids (Technical and Price Bid)	May 01, 2025 upto 03:00 PM Please refer tender Terms at IIT INDORE'S website
06	तिथि एवं समय Date & Time of Opening of Technical Bids	May 01, 2025 at 03.30 PM (IST) Please refer tender Terms at IIT INDORE'S website
07	EMD	The EMD of Rs. 5,000/- should be submitted by the bidder.
08	Security Deposit	Security deposit of Rs. 5000/-. The EMD of Rs. 5,000/- of successful bidder will be converted to security deposit for a period of 60 days beyond the contract. No interest will be paid on the security deposit.
09	Tender to be submitted in	Tender Box at Ground Floor, Abhinandan Building, IIT Indore, Khandwa Road, Simrol, Indore- 453552
10	All the communications with respect to the tender shall be addressed to:	Assistant Registrar, Service Contracts IIT Indore, Fourth Floor, Abhinandan Building, Khandwa Road, Simrol, Indore- 453552 Tel.: 0731-6603369/3551/3591 Email: servicecontracts@iiti.ac.in

The bidders shall send sealed proposal super scribing "Request for Proposal (RFP) for "EMPANELMENT OF HOTELS / RESORTS FOR BOARDING, LODGING AND IN-HOUSE / OUT-DOOR CATERING SERVICES" with RFP No. and Due Date.

Assistant Registrar (Service Contracts)

Page 5 of 30



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408

Tel.: 91-0731-6603369/3408

Email: servicecontracts@iiti.ac.in

RFP No.: IITI(SCS)/Hotel_Empanelment/2024-25/01

अनुभाग-2 /SECTION-II

ऑनलाइन बोली जमा करने के लिए बोलीदाताओं को निर्देश
INSTRUCTIONS TO THE BIDDERS FOR ONLINE BID SUBMISSION

1. **Tender Form:** Tender documents will not be issued in person. The tender document can be downloaded from IIT INDORE Website www.IITIndore.ac.in. Tender documents are in 2 (two) parts viz.,

- a) Part I (Technical Bid)
- b) Part II (Price Bid).

Please go through the following carefully before submitting the bid/tender:

2. Details of EMD, submission of tender, etc. are indicated elaborately in the tender document.

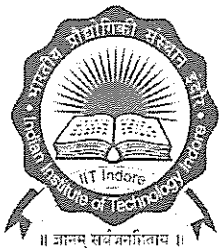
3. **SUBMISSION OF BID / QUOTATION:** Bidders are required to submit their bids under Two Bid System Technical Bid (Part-I) & Financial Bid (Part-II). Both the bids (Technical and Financial) duly signed Authorised Signatory should be submitted in two separate sealed envelopes as described below:

- Envelope 1: containing Technical Bid in Annexure-II duly completed in all respects all relevant documents and the envelope should be super-scribed in bold letters with the statements 'TECHNICAL BID for Empanelment of Hotels for Boarding, Lodging and In-House / Out-Door Catering Services' with RFP No.
- Envelope 2: containing the Financial Bid, as prescribed in the Annexure-IV and the envelope should be super-scribed in bold letters with the statements 'FINANCIAL BID for Empanelment of Hotels for Boarding, Lodging and In-House / Out-Door Catering Services' with RFP No.
- Finally, the above-mentioned envelopes should be kept in a single sealed cover/envelop and the envelope super-scribed in bold letters with the statements – 'RFP for Empanelment of Hotels for Boarding, Lodging and In-House / Out-Door Catering Services' with RFP No. and to be submitted at:

Registrar IIT Indore
Khadwa Road,
Simrol, Indore - 453552

4. **BID OPENING / EVALUATION AND AWARD OF EMPANELMENT:**

- The bids will be opened by a Committee duly constituted for this purpose. The bids (complete in all respect) received along with EMD (if any) will be opened as mentioned at "RFP Schedule" in presence of bidders representative if available.
- The Agencies may depute their authorized representatives to remain present during the Proposal opening process subject to submission of valid authorization letter in the name of the representative to attend the Proposal opening process. Only one representative will be allowed to participate in the Bids opening.
- **Place for opening of Bids:** Indian Institute of Technology Indore
- The Technical bid will be opened first and evaluated. In the primary screening, technical bid of only those who satisfy the eligibility criteria will be evaluated. The Financial bid of



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408

Tel.: 91-0731-6603369/3408

Email: servicecontracts@iiti.ac.in

RFP No.: IITI(SCS)/Hotel_Empanelment/2024-25/01

April 01, 2025

only those bidders whose technical bid is found to be technically responsive by the Committee will be opened. The financial bids of ineligible bidders will not be opened.

5. AWARD OF EMPANELMENT: The final selection of hotel/resort will be as per the following selection process:

- Verification of documents by committee constituted for the purpose in support of eligibility criteria with Financial Effect.
- Physical visit of hotel premises (if required) will be carried out by IIT Indore to check the services, amenities and credentials of the hotel by the committee constituted for this purpose for ground validation. If the property is not found suitable as per the requirement of IIT Indore as recommended by the committee, the same may not be considered for empanelment.
- Evaluation of financial effects by committee in view of amenities and competitiveness of rates. Recommendation of the committee on the names of hotels suitable for empanelment and approval of competent authority for the same.
- ~~IIT Indore will empanel more than one hotel/resort, who meets the criteria for empanelment even in a similar category.~~
- The decision of the Institute in the matter will be final and binding to all the bidders/empaneled

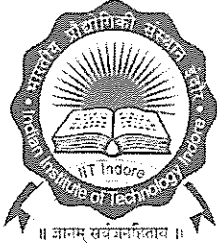
6. IIT Indore reserves the right to negotiate the quoted price, with the successful Agency / Hotel to arrive at a fair and reasonable price.

7. IIT Indore reserves the right to decide on fair and reasonable price of the services offered and may also give counter offer to the Agencies for the services offered. All other terms and conditions of this RFP document shall remain operative even if a counter-offer rate is offered to the Agencies.

8. The institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose. In case, any document produced in support of eligibility criteria turns out to be not genuine, EMD stands automatically forfeited, whether before award of work or otherwise.

9. Conditional, Incomplete tenders, Tender in any form other than the prescribed form issued by IIT INDORE or bids received in any mode other than the mode of submission prescribed will be rejected. In such cases, EMD submitted with the tender will be forfeited.

10. The Technical Bid should be accompanied by the relevant documents duly signed and stamped by Authorised Signatory on each page of Technical Bid & relevant documents and all supportive documents to be attached with related annexure only, without which the application will be considered incomplete and hence, summarily rejected.



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408

Tel.: 91-0731-6603369/3408

Email: servicecontracts@iiti.ac.in

RFP No.: IITI(SCS)/Hotel_Empanelment/2024-25/01

April 01, 2025

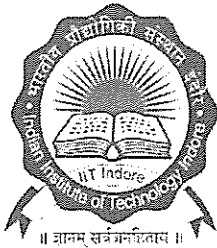
11. The tender is not transferable under any circumstances.

12. IIT INDORE reserves the right to:

- reject any or all the tenders without assigning any reason whatsoever;
- not bind himself to accept the lowest or any tender; and
- accept the whole or any part of the tender and the bidder shall be bound to perform the same at the rates quoted. Canvassing in connection with tender/quotation is strictly prohibited. Tender details can be viewed in the website www.IIT Indore.ac.in.

13. In case, the last date of receipt of applications and / or the day of opening of bids is declared as a Public Holiday or there is non- functioning of the Institute due to any unavoidable reason, the next working day will be treated as a day for the purpose at same time. No separate intimation will be given.

14. **Any act on the part of the bidder to influence anybody in the institute is liable to rejection of his bid.**



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408

Tel.: 91-0731-6603369/3408

Email: servicecontracts@iiti.ac.in

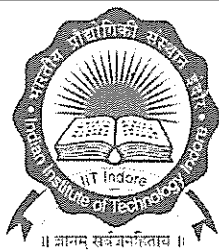
RFP No.: IITI(SCS)/Hotel_Empanelment/2024-25/01

April 01, 2025

अनुभाग-3 /SECTION-III

विशेष नियम एवं शर्तें / SPECIAL TERMS & CONDITIONS

- 1. Period of Empanelment:** Empanelment period will be initially for **Three years** from the date of accepting the terms and conditions by the empaneled agency / hotel. This period is extended up to 2 years based on review, feedback & evaluation. The competitive rates should be quoted, and the rates will be reviewed mutually after a year for further consideration. However, the revision of rates is subject to the completion of at least one year of empanelment on mutual agreement and on approval of competent authority of IIT Indore.
- 2. Sub-Contracting:** The Agency / Hotel shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of an unavoidable circumstance, the Agency / Hotel may be permitted to do so with the prior approval of the Institute. However, the job shall be sublet only to the party approved by the Institute.
- 3. Exit Clause:** The contract can be terminated by giving a one-month notice period by the Institute and three-month notice by the Agency / Hotel. However, the Institute reserves the right to terminate the contract immediately in case of any non-compliance/deviation of the contract terms & conditions by the Hotel / Agency.
- 4.** IIT Indore shall be free to cancel the empanelment at any time during the period of empanelment, without assigning any reason.
- 5.** IIT Indore shall not be responsible for any damage, losses, claims, financial or other injury to any person deployed by the empaneled hotel during their performing the functions / duties or for payment towards any compensation.
- 6.** The order will be issued in advance after checking the availability and in case the Agency / Hotel fails to conduct the program as per the above specifications and scope of work, the contract of Agency / Hotel will be liable to be terminated.
- 7.** A nodal officer from the hotel must be deputed for the coordination purpose. The person must be a senior officer, who can coordinate with IIT Indore and offer his / her availability as and when required by IIT Indore throughout the program.
- 8.** In case of unsatisfactory service provided by the Hotel/resort or due to other administrative reasons, if the period of stay at the hotel is terminated before the completion of the program, payment will be released to the hotel / Resort on Pro-rata basis for the actual period of stay of the participants.



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408

Tel.: 91-0731-6603369/3408

Email: servicecontracts@iiti.ac.in

RFP No.: IITI(SCS)/Hotel_Empanelment/2024-25/01

April 01, 2025

9. All the empaneled agencies will be allotted work based on the availability of hotel / Resort accommodation, type of program, location of hotel / resort, performance, etc. This allotment will be carried out at the sole discretion of IIT Indore.

10. IIT Indore reserves the right to verify the credentials of the Agency / Hotel from the third party.

11. Any defect found in the work carried out by the Agency / Hotel will have to be rectified free of cost by the Agency / Hotel.

12. PAYMENTS TERMS

i. The billing will be on an actual check-in / check-out basis for bookings of rooms or on a Program basis as per the instructions provided by IIT Indore.

ii. Payment shall be made based on the actual rooms occupied.

iii. Payment will be made after the completion of the program. Payment shall be made based on the actual rooms occupied.

iv. The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes etc.) Check-in, Check-out details of guest(s).

v. Separate bills shall be raised for Room Booking, Food (Breakfast, Lunch and Dinner) and other arrangements.

vi. IIT Indore will normally settle the bill within 7 working days of receipt of the bill. However, for delayed payment, the Agency / Hotel will not charge any penalty or interest to IIT Indore.

vii. The payment under this contract shall be made on satisfactory completion of job contract services to be certified by the Administration / concerned department, through NEFT / RTGS / IMPS (online transfer). The final payment shall, however, be made only after adjusting all the dues/ claims of the IIT INDORE.

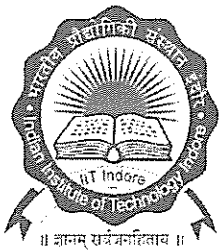
viii. Bill to be made in the name of Indian Institute of Technology Indore.

ix. No advance payment will be made under any circumstances.

x. TDS / Income Tax etc. are to be deducted at source from the bills of Agency / Hotel as per rule.

xi. No Retention Charges / Surcharges are payable by IIT Indore

13. PENALTIES: In the event of the Agency / Hotel failing, declining, neglecting or delaying in providing services or breaching any terms and condition of contract, IIT Indore may impose a penalty up to 10% of the total value of the order.



भातीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408

Tel.: 91-0731-6603369/3408

Email: servicecontracts@iiti.ac.in

RFP No.: IITI(SCS)/Hotel_Empanelment/2024-25/01

April 01, 2025

14. TERMINATION: IIT Indore may terminate the contract if any of the following events occur: –

- i. The Agency / Hotel has neglected or failed persistently to observe or perform his obligations under the contract or perform unsatisfactorily.
- ii. The Agency / Hotel is found to have acted in breach or violation of any of the terms & Conditions of the contract and his obligations therein.
- iii. Empanelment shall cease to exist automatically at the end of the date mentioned in the contract without any separate notice.
- iv. The Hotel / Agency will be bound by the details furnished by them to IIT Indore, while submitting the RFP document or at subsequent stage. In case any such document furnished by the Agency / Hotel is found to be false at any stage, it would be deemed to be a breach of terms of contract making the Agency / Hotel liable for legal action besides termination of contract.
- v. IIT Indore reserves the right to terminate any Agency / Hotel at any point in time, in case of negative feedback from the users.
- vi. IIT Indore reserves the right to cancel the contract at any time without assigning any reason whatsoever.

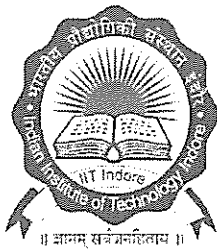
15. Work at Risk and Cost: The institute reserves the right to get the whole or part of the work executed by some other Agency / Hotel / Firm at the risk and cost of the Agency / Hotel if it is found that the quality and / or the progress in respect of whole or part of the work is not satisfactory.

16. The Institute, at any stage, reserves the right to modify/alter/insertion/deletion on any part of the NIT/tender document to ensure fulfillment of its service requirement.

17. The instructions about bidding given in this Tender Document should be read thoroughly before bidding. IIT Indore reserves the right to accept or reject any or all bids at any stage without assigning any reason whatsoever it may be.

18. Breach of Terms and Conditions: In case of cancellation of order due to Non-compliance with Terms and Conditions and Breach of the Contract, no compensation will be paid towards the progress of order.

19. Governing Law: The order placed will be a contract between the Caterer and the Institute and shall be governed by the LAWS of India and under the contract shall be taken by the parties only in Indore, India to competent jurisdiction.



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408

Tel.: 91-0731-6603369/3408

Email: servicecontracts@iiti.ac.in

RFP No.: IITI(SCS)/Hotel_Empanelment/2024-25/01

April 01, 2025

20. Settlement of Disputes:

- i. Amicable Settlement: In case a dispute arises between the Institute and the Agency (parties) regarding any matter under the contract, either Party of the contract may send a written Notice of Dispute to the other party. The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 30 days from the date of receipt of notice. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, Arbitration Clause shall become applicable.
- ii. Arbitration: In the event of any dispute or difference arising out of or in any way touching or concerning this agreement whatsoever (except as to matter the decision of which is specifically provided under this contract) the same shall be referred to the sole arbitration of the Registrar, IIT Indore or his nominee on mutual agreement of both the parties.
- iii. The award of such Arbitrator shall be final and binding on the parties. In the event of such Arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever the Registrar, IIT Indore shall appoint another person to act as Arbitrator in place of the outgoing Arbitrator in accordance with the above said terms of the agreement and the person so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. The Arbitration and Conciliation Act, 1996, shall apply to arbitration proceedings. The venue of arbitration shall be Indore.

21. Cancellation of Contract:

Notwithstanding any other provisions in this contract, the Institute reserves the absolute right to terminate the contract forthwith, if it is found that continuation of the contract is not in public interest. The Agency is not eligible for any compensation or claim in the event of such cancellation.

If at any later date, it is found that the documents and certificates submitted by the Agency are forged or have been manipulated, the work order issued to the Agency shall be cancelled and Security Deposit issued to the Institute shall be forfeited without any claim whatsoever on the Institute and the Agency is liable for action as appropriate under the extant laws.



भातीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408
Tel.: 91-0731-6603369/3408
Email: servicecontracts@iiti.ac.in

RFP No.: IITI(SCS)/Hotel_Empanelment/2024-25/01

April 01, 2025

अनुभाग-4 /SECTION-IV

SCOPE OF WORK

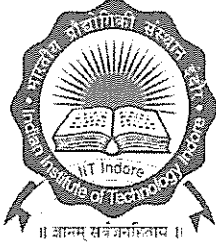
The empanelment of hotels under these tender aims to provide suitable accommodation and related services to officials, dignitaries, and guests of the Government Department/Institution. The empaneled hotels will be responsible for ensuring comfortable lodging, excellent service quality, and adherence to agreed pricing.

1. Hotel Accommodation / Booking of Rooms:

- Arrangement of accommodation for single/double occupancy with amenities as per hotel standards, including air conditioner, television, refrigerator, 24-hour hot water, tea kettle, toiletries, and clean linens.
- Provision for 24-hour check-in/check-out if required, with complimentary services like breakfast, unlimited tea/coffee makers, packaged water bottles (daily for each occupant), free high-speed Wi-Fi/internet service, and daily newspaper.
- Essential hotel facilities such as laundry, parking, digital locker, and 24-hour power backup.
- Flexibility in check-in and check-out time.
- Buffet breakfast, lunch, and dinner facility with a varied menu, and provision for in-room dining services for tea/coffee/beverages (non-alcoholic) and other food items.
- IIT Indore will generally bear accommodation and food expenses; personal expenses will be charged to guests unless instructed otherwise by the institute.
- No minimum guarantee of room bookings in a calendar year.
- Priority should be given to IIT Indore, with room blocking provisions during peak/wedding/festival seasons.
- Complimentary use of gym and swimming pool (optional) and mandatory provision of first aid and doctor on call.

2. Essential Services and Accommodation Requirements:

- Well-furnished rooms with modern amenities, including comfortable bedding, air conditioning/heating, high-speed Wi-Fi, hot water, room service, laundry, telephone, television, tea kettle, emergency power backup, and hygiene/sanitation compliance.
- Regular room maintenance with adherence to safety and fire safety norms.
- Pick-up and drop facility from railway station/airport/bus station with a well-maintained vehicle.
- Compliance with government safety regulations, fire safety norms, and valid licenses/permits.
- On-call doctor availability.
- Accommodation options: single/double occupancy/twin sharing with amenities like air conditioning, 24-hour hot/cold water, power supply, clean pressed linens, toiletries, and daily mineral water bottles.
- Room tariff should be for a 24-hour cycle, inclusive of breakfast, free Wi-Fi, coffee/tea maker, newspaper, and daily mineral water.



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408

Tel.: 91-0731-6603369/3408

Email: servicecontracts@iiti.ac.in

RFP No.: IITI(SCS)/Hotel_Empanelment/2024-25/01

April 01, 2025

- h. Check-in time on or after 12:00 noon and check-out before 12:00 noon; flexibility in timing as needed.
- i. IIT Indore may book different room categories based on requirements.
- j. Complimentary in-room tea/coffee/beverages service or unlimited tea/coffee makers.
- k. Buffet breakfast, lunch, and dinner with a diverse vegetarian and non-vegetarian menu.
- l. No minimum room booking commitment; regular updates on requirements will be provided.
- m. Complimentary use of gym, swimming pool, and other available amenities.
- n. First aid and doctor on call for medical emergencies.

3. Catering Services:

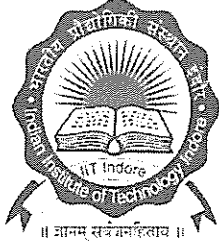
- a. Hotel to arrange food serving as per IIT Indore instructions, with hot food serving stalls equipped with heating facilities.
- b. Buffet stalls with necessary arrangements (top cover, three-side cloth covering, multiple counters for starters, main course, live counters, and desserts).
- c. Filtered and hygienic water for cooking.
- d. Printed display boards for food items, clearly marking vegetarian and non-vegetarian options.
- e. Well-groomed, properly dressed service staff, quality photographs of staff for technical evaluation.
- f. Adequate personnel for cooking and service.
- g. Agency/hotel responsible for safety and security of personnel and materials.
- h. Emergency service provisions without extra cost.
- i. High-quality materials to be used; deviations will attract penalties.
- j. Hotel may be required to arrange high tea, lunch, or dinner in banquet halls/party lawns at no extra cost.

4. Outdoor Catering Services at IIT Indore or Designated Locations:

- a. All cooking utensils, crockery, and resources to be arranged by the hotel/agency.
- b. Responsibility for garbage disposal as per municipal norms.
- c. Penalty for non-compliance in food quality, hygiene, punctuality, or service.
- d. Approval from IIT Indore's authorized person required for event arrangements.
- e. Proper lighting and heating/cooling arrangements for food stalls.
- f. Transportation of catering materials at the agency's cost.
- g. Liability for damages to IIT Indore property.

5. Dining Services:

- a. High-quality buffet breakfast, lunch, and dinner with varied menus.
- b. In-room dining services for beverages and food items upon request.
- c. Complimentary amenities: daily breakfast, unlimited tea/coffee maker, and daily bottled water.
- d. Empanelment for outdoor catering at IIT Indore for conferences, seminars, and events.



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408

Tel.: 91-0731-6603369/3408

Email: servicecontracts@iiti.ac.in

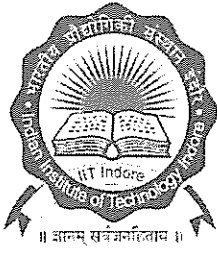
RFP No.: IITI(SCS)/Hotel_Empanelment/2024-25/01

April 01, 2025

e. Competitive pricing for outdoor catering services on a case-to-case basis.

6. Conference Hall Requirements:

- Broadband and Wi-Fi facilities.
- Round/U-shaped seating and stage arrangements.
- Uninterrupted power supply.
- Provision of screen with projection, LCD/LED projector, whiteboard and markers, podium microphone, cordless microphone, PA system, and necessary stationery.
- Printing, Xerox, and scanning facilities.
- Availability of laptops and desktops.



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408
Tel.: 91-0731-6603369/3408
Email: servicecontracts@iiti.ac.in

RFP No.: IITI(SCS)/Hotel_Empanelment/2024-25/01

April 01, 2025

अनुभाग-5 /SECTION- V

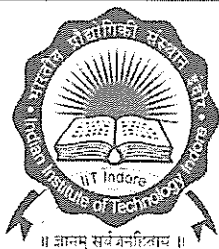
पूर्व योग्यता मानदंड/ Pre- Qualification Criteria

LIST OF DOCUMENTS TO BE UPLOADED WITH TECHNICAL BID

1. All the Bidders must fulfil the following eligibility criteria and submit the copies of the documents and the declarations (duly self-attested) in support of their claim along with the Technical Bid.

The Technical Bids not meeting the Eligibility Criteria stated below and not accompanied with the requisite documents as sought below shall be treated as incomplete and will be rejected.

Sl.No	Description	Document to be attached to the RFP	Page No.
1	Name of the hotel/Resort	Incorporation certificate	
2	ORGANISATION/ COMPANY TYPE (The bidder shall be 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 Franchisee or Dealership agreements if applicable.	
3	Registration certificate, Trade License, Business license or any other statutory license required to operate as hotel in India.	Certificate / license from Municipality / Corporation to show that the establishment is registered as a hotel.	
4	Must have an in-house restaurant/catering facility with a valid FSSAI license.		
5	The bidder should be in hotel business for at least three years as on 31.12.2024. The right to accept contracting business of the vendor will rest with IITI. However, newly operationalized Five Star or Four or Three Star classified Hotels shall also be considered if all other criteria / facilities and location accessibility are fulfilled and the parent entity meets the three years	Year of Registration/ Establishment of Hotel. Please upload self-attested copy of required documents in case of Proprietor – Registration with Shop and Establishment Authorities	



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408

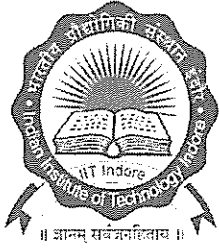
Tel.: 91-0731-6603369/3408

Email: servicecontracts@iiti.ac.in

RFP No.: IITI(SCS)/Hotel_Empanelment/2024-25/01

April 01, 2025

	requirement.		
6	Certification of Star Rating/Performance Assessment - Five Star / Four Star/three classified hotels only.	Self-attested Copy of certification from HRACC, Ministry of Tourism, Government of India need to be uploaded.	
7	Minimum annual turnover of 50 lakh (Rupees Fifty Lakhs only) per annum in at least three of the Five financial years i.e., 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23. This requirement is irrespective of the hotel being 5,4 or 3 star. Newly operationalized Five Star or Four Star or three star classified Hotels shall be excepted if all other criteria / facilities and location accessibility are fulfilled and the parent entity meets the turnover criteria.	Please upload Chartered Accountant's Certificate showing Financial Year wise turnover. (IITI may ask for audited P&L account statements also if required).	
8	The Facility must be within easy reach of IITI Campus – around 15 kms to 30 kms as Perth Google map	Please upload relevant documentary evidence / complete Address proof. And mention distance to IITI	
9	Licenses/Permissions a. Fire Safety License from Fire department b. ii. Health / Trade License from Concerned Authorities c. iii. Police License d. iv. Food License from FSSAI	i. Copy of Valid documents from Fire Safety License from Fire Department ii. Copy Valid Health License from Concerned Authorities Clearance certificate from Municipal Health Officer/Sanitary Inspector (Health NOC) iii. Copy of Valid permit from the Police Department iv. Copy of Valid Food Safety License from FSSAI	v.
10	PAN, GST Registration No	Copies of PAN & GST Registration Certificate	
11	Submit प्रपत्र - 3 / Form – III to <u>certify that</u> the Partners of the service provider or sole Proprietor or Company has never been blacklisted or	Submit प्रपत्र - 3 / Form – III on <u>letter head</u>	



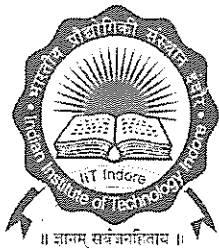
भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408
Tel.: 91-0731-6603369/3408
Email: servicecontracts@iiti.ac.in

RFP No.: IITI(SCS)/Hotel_Empanelment/2024-25/01

April 01, 2025

	changed the name of the service provider (in original).		
12	submit प्रपत्र - 4 / Form – IV to <u>certify</u> that the Partners of the service provider or sole Proprietor or Company is/are not involved in any Police Case/ Vigilance enquiry pending or ever been punished by any Hon'ble Court (in Original).	submit प्रपत्र - 4 / Form – IV on <u>letter head</u>	
13	Acceptance Certificate	<u>on letter head</u>	



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408

Tel.: 91-0731-6603369/3408

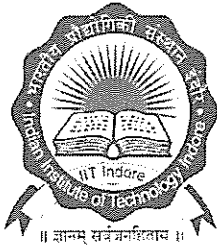
Email: servicecontracts@iiti.ac.in

RFP No.: IITI(SCS)/Hotel_Empanelment/2024-25/01

अनुभाग-6 /SECTION-VI
वित्तीय बोली / FINANCIAL BID

a) The tender shall remain valid for acceptance for **180 days**, from the date of tender opening.

Sr. No.	Hotel / Room Type	Occupancy	Meal Plan	Qty.	Unit	Rate In Rs.				
						Up to 5 Rooms	6-15 Rooms	16-25 Rooms	26-50 Rooms	Above 50 Rooms
1		Single	Without Breakfast	1	Per Night					
2		Double	Without Breakfast	1	Per Night					
3		Single	With Breakfast	1	Per Night					
4	Budget Hotels (Price Range 1000/- to 3000/-)	Double	With Breakfast	1	Per Night					
5		Single	With Breakfast and 1 major meal	1	Per Night					
6		Double	With Breakfast and 1 Major meal	1	Per Night					
7	Services equivalent to 3-Star Hotels (Price Range 3000/- to 5000/-)	Single	Without Breakfast	1	Per Night					
8		Double	Without Breakfast	1	Per Night					
9		Single	With Breakfast	1	Per Night					
10		Double	With Breakfast	1	Per Night					
11		Single	With Breakfast and 1 major meal	1	Per Night					
12		Double	With Breakfast and 1	1	Per Night					

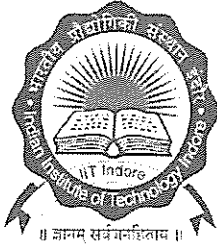


भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408
 Tel.: 91-0731-6603369/3408
 Email: servicecontracts@iiti.ac.in

RFP No.: IITI(SCS)/Hotel_Empanelment/2024-25/01

			major meal							
13	Services equivalent to 4-Star Hotels (Price Range 5000/- to 8000/-)	Single	Without Breakfast	1	Per Night					
14		Double	Without Breakfast	1	Per Night					
15		Single	With Breakfast	1	Per Night					
16		Double	With Breakfast	1	Per Night					
17		Single	With Breakfast and 1 major meal	1	Per Night					
			With Breakfast and 1 major meal							
18		Double	With Breakfast and 1 major meal	1	Per Night					
19	Services equivalent to 5-Star Hotels (Price Range 8000/- to 15000/-)	Single	Without Breakfast	1	Per Night					
20		Double	Without Breakfast	1	Per Night					
21		Single	With Breakfast	1	Per Night					
22		Double	With Breakfast	1	Per Night					
23		Single	With Breakfast and 1 major meal	1	Per Night					
24		Double	With Breakfast and 1 major meal	1	Per Night					



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408

Tel.: 91-0731-6603369/3408

Email: servicecontracts@iiti.ac.in

RFP No.: IITI(SCS)/Hotel_Empanelment/2024-25/01

अनुभाग-7 /SECTION-VII

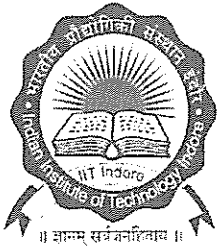
तकनीकी बोली (अपलोड किए जाने वाले दस्तावेजों की सूची)

TECHNICAL BID (LIST OF MANDATORY DOCUMENTS TO BE UPLOADED)

Sl. No.	Particulars	Details & Reference
1.	Earnest Money Deposit Acknowledgement	
2.	Bidder Information	As per Form I
3.	Acceptance Certificate	As per Form II
4.	Declaration Regarding Clean Track / No Legal Action	As per Form III
5.	Declaration Regarding No Vigilance Case/Police Case	As per Form IV
6.	Declaration of Annual Turnover, Profit & Loss and Income Tax Return	As per Form V
7.	Details Of Previous And Current Clients	As per Form VI
8.	Pre-Bid Query Form	As per Form VII
9.	Performance Report for Services provided in Government/ Semi-Government/ Autonomous Organizations	As per Form VIII
10.	Non-Disclosure Agreement (NDA)/ Third Party Non-Disclosure Agreement	As per Form IX
11.	PAN details of the firm have to be indicated along with a certified	
12.	An affidavit duly certified by a Notary that the Partners of the firm or sole Proprietor or Company has never been blacklisted or changed the name of the firm (in original). <i>The Notary should be</i>	
13.	An affidavit duly certified by a Notary that the Partners of the firm or sole Proprietor or Company is/are not involved in any Police Case/ Vigilance enquiry pending or ever been punished by any Hon'ble Court (in Original). <i>The Notary should be self-attested.</i>	
14.	The Signed copy of NIT	

Note:

1. Non-submission of all the documents mentioned above, except Pre-Bid Query Form & Performance Security Format (to be submitted only if applicable), by the bidder will amount to non-eligibility for this tender and its bid shall be liable to be rejected summarily.



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408
Tel.: 91-0731-6603369/3408
Email: servicecontracts@iiti.ac.in

RFP No.: IITI(SCS)/Hotel_Empanelment/2024-25/01

प्रपत्र - 1 / FORM - I

बोलीदाता सूचना प्रपत्र/Bidder Information Form

(To be submitted on Service Provider/ Company Letterhead)

1.	Name of the Hotel/Resort	
2.	Registration Number	
3.	Details of infrastructure persons employed and number of offices/branches available (attach separate sheet).	
4.	Registered Address with Pin code	
5.	Name of Director/ Partner(s)	
6.	Year of Establishment	
7.	Legal Status of the Organization (tick on appropriate option)	1. Limited Company 2. Undertaking 3. Joint Venture 4. Partnership 5. Others (In case of others, please specify)
8.	Contact Name, Email Id & Mobile No.	
9.	Bank Details	Name of Beneficiary : A/c. No. CC/CD/SB/OD: Name of Bank : IFSC NO. (Bank) : Branch Address and Branch Code:
10.	PAN No. of the Organization (copy should be enclosed)	
11.	GST No. of the Organization (copy should be enclosed)	
12.	EPF Registration No. of the Organization (copy should be enclosed), if applicable.	
13.	ESI Registration No. of the Organization (copy should be enclosed), if applicable.	
14.	Professional Tax Registration No. of the Organization (copy should be enclosed)	
15.	LWF Registration No. of the Organization (copy should be enclosed), if applicable.	
16.	Labour Registration No. of the Organization as per CL&RA Act 1970 (registration copy should be enclosed)	

Date:

Authorized Signatory

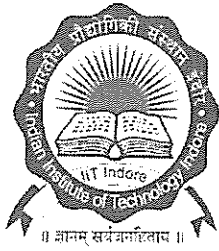
Place:

Name:

Designation:

Contact No.:

Company Seal



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408

Tel.: 91-0731-6603369/3408

Email: servicecontracts@iiti.ac.in

RFP No.: IITI(SCS)/Hotel_Empanelment/2024-25/01

प्रपत्र - 2 / FORM - 2

निविदा शर्तों की स्वीकृति हेतु / ACCEPTANCE CERTIFICATE

(To be submitted on Service Provider/ Company Letterhead)

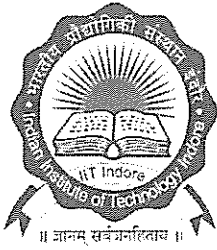
To,
The Registrar
Indian Institute of Technology Indore

Sub: Acceptance of Terms & Conditions of RFP.

Dear Sir,

1. I / We hereby certify that I / we have read the entire terms and conditions of the RFP (including all documents like sections, annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein and I have no objection for any of the content of the bid document. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of bid.
2. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
3. I / We do hereby declare that we have quoted our firm rates inclusive of taxes if not mentioned extra.
4. I/We agree to hold this offer open until 180 days.
5. I/We agree that if we fail to deliver the services within the stipulated time, then institute has full power to compound the liquidity damages or forfeit the Bid Security/Security Deposit or any necessary action as deemed fit can be taken by the IIT Indore.
6. I/We declare that no legal/financial irregularities are pending against the proprietor/partner of the bidding firm or manufacturer.
7. I/We undertake that the quoted rates are not higher than that approved in any other Govt. institutions in India for the same items during the current Financial Year.
8. I/we undertake that we shall be liable to provide all the relevant records copies during the concurrency period of Contract or otherwise even after the Contract is over, whenever required by IIT Indore.

Yours faithfully
(Signature of the Bidder)
Company Seal:
Date:



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408
Tel.: 91-0731-6603369/3408
Email: servicecontracts@iiti.ac.in

RFP No.: IITI(SCS)/Hotel_Empanelment/2024-25/01

प्रपत्र - 3 / Form - III

स्वच्छ छवि/कोई कानूनी कार्रवाई नहीं होने के संबंध में घोषणा पत्र

DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION

(To be submitted on Service Provider/ Company Letterhead)

I hereby certify that my service provider has neither been blacklisted/ debarred by any Institution of the Central or State Government, Govt. Departments/PSUs/Autonomous Bodies or concerned Bar Council in the last five years from the date of publishing of this tender and no bankruptcy/liquidation proceedings have been initiated against my service provider by any entity/government or quasi-government agency of PSU.

I also certify that the above information is true and correct in every respect and in case, later it is found that any details provided above are incorrect, any contract given to us may be summarily terminated and the service provider blacklisted.

Date:

Authorized Signatory

Company Seal

Or

I/we declare the following: -

No.	Country in which the company is debarred / blacklisted / case is pending	Blacklisted / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

In case the above information is found false I/we are fully aware that the tender/contract shall be liable to be rejected/cancelled by the IIT Indore and EMD / SD shall be forfeited.

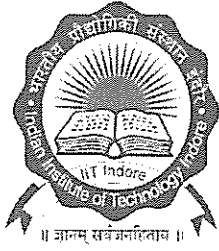
In addition to the above, IIT Indore will not be responsible to pay the bills for any completed / partially completed work.

Date:

Authorized Signatory

Company Seal

(NOTE: In case the company/service provider was blacklisted previously, please provide the details regarding the period for which the company/service provider was blacklisted and the reason/s for the same)



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408
Tel.: 91-0731-6603369/3408
Email: servicecontracts@iiti.ac.in

RFP No.: IITI(SCS)/Hotel_Empanelment/2024-25/01

प्रपत्र - 4 / Form - IV

स्वच्छ छवि/कोई कानूनी कार्रवाई नहीं होने के संबंध में घोषणा पत्र

DECLARATION REGARDING NO VIGILANCE CASE/POLICE CASE

(To be submitted on Service Provider/ Company Letterhead)

I hereby certify that M/s. _____ is neither have any police case/ vigilance case by any Institution of the Central or State Government, Govt. Departments/PSUs/Autonomous Bodies, concerned Police Station or Hon'ble Court.

I also certify that the above information is true and correct in every respect and in case, later it is found that any details provided above are incorrect, any contract given to us may be summarily terminated and the service provider blacklisted.

Date:

Authorized Signatory

Company Seal

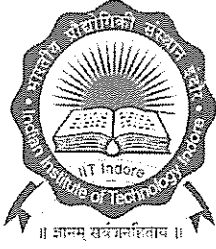
In case the above information is found false I/we are fully aware that the tender/contract shall be liable to be rejected/cancelled by the IIT Indore and EMD / SD shall be forfeited.

In addition to the above, IIT Indore will not be responsible to pay the bills for any completed / partially completed work.

Date:

Authorized Signatory

Company Seal



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408
Tel.: 91-0731-6603369/3408
Email: servicecontracts@iiti.ac.in

RFP No.: IITI(SCS)/Hotel_Empanelment/2024-25/01

प्रपत्र - 5 / FORM -V

वार्षिक कारोबार की घोषणा और इनकम टैक्स रिटर्न

**DECLARATION OF ANNUAL TURNOVER, PROFIT & LOSS AND
INCOME TAX RETURN**

(To be submitted on Firm/Company Letterhead)

To,
The Registrar
Indian Institute of Technology Indore

Date :

Sub: NIT No. _____
Dear Sir,

I/we hereby declare that the details of our firm's Annual Turnover and Profit & Loss are as follows duly certified by my/our Chartered Accountant:

Financial Year	Turnover	Profit & loss	Remarks
2021-2022			
2022-2023			
2023-2024			

And,

2) I/we hereby declare that our firm had filed Income Tax Returns for last 3 years i.e. FY 2020-21 to FY 2022-23. Supported by copy of ITR of three years.

Yours faithfully

(Signature of the Tenderer)

Printed Name:

Designation:

Company Seal:

Business Address :

Date:

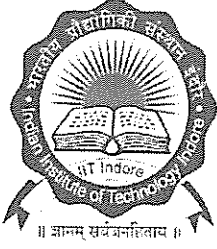
CERTIFIED

(Name of the Chartered Accountant/Firm)

Seal

Date:

Attach a separate neatly typed sheet on the letter head of Registered Chartered Accountant OR enclose copies of audited Balance Sheet and Profit & Loss Statement for the previous 3 financial year as specified in bid document and further details, if required, may be asked after opening of technical bids. There is no need to upload an entire voluminous balance sheet.



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408
Tel.: 91-0731-6603369/3408
Email: servicecontracts@iiti.ac.in

RFP No.: IITI(SCS)/Hotel_Empanelment/2024-25/01

प्रपत्र - 6 / FORM - VI

पिछले और वर्तमान अनुभव का विवरण

DETAILS OF PREVIOUS & CURRENT EXPERIENCE

(To be submitted on Service Provider/ Company Letterhead)

To,

Date: DD/MM/YYYY

The Registrar
Indian IIT Indore of Technology Indore
Khandwa Road, Simrol
Madhya Pradesh - 453552

Sub: RFP. _____

Dear Sir,

Details of previous and current experiences with the clients are furnished below:

Name of the Client and full address	Order No. and Date	Description of the services offered	Telephone and Email id of the client	Value of contract

Date:

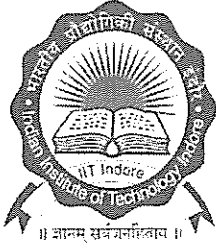
Authorized Signatory

Place:

Name:
Designation:
Contact No.:

Company Seal

disqualified.



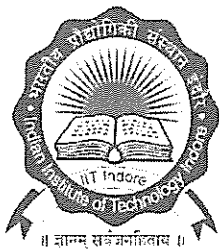
भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408
Tel.: 91-0731-6603369/3408
Email: servicecontracts@iiti.ac.in

RFP No.: IITI(SCS)/Hotel_Empanelment/2024-25/01

प्रपत्र - 7 / FORM - VII
बोली-पूर्व प्रश्न प्रपत्र/प्रारूप
PRE-BID QUERY FORM

Sl. No	Reference of the Clause No. of the Tender Document	Query/Clarification/Deviation sought	Clarification/Response from IIT INDORE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408
Tel.: 91-0731-6603369/3408
Email: servicecontracts@iiti.ac.in

RFP No.: IITI(SCS)/Hotel_Empanelment/2024-25/01

प्रपत्र – 8 / FORM - VIII

**सरकारी / अर्ध-सरकारी / स्वायत्त संगठन में प्रदान की गई
सेवाओं के लिए प्रदर्शन रिपोर्ट**

**Performance Report for Services provided in Government/ Semi-
Government/ Autonomous Organizations**

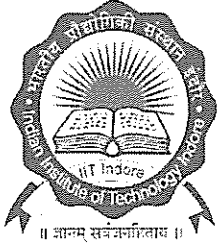
(To be issued by the organization where facility is being provided)

1. Name of the Owner:
2. Name of the Company/Firm & Location:
3. Name of organization where Hotel Empanelment services are provided:
4. Name and contact No. of the person in the Organization for verification:
5. Date of award of contract:
6. Date of expiry of license/completion of contract:
7. Value of work in Contract:
8. Performance Report: Please tick/circle the correct option.

(a)	Quality of service	Excellent/Very Good/Good/Fair/Poor
(b)	Resourcefulness	Excellent/Very Good/Good/Fair/Poor
(c)	Behaviour and Attitude	Excellent/Very Good/Good/Fair/Poor
(d)	Redressal of complaints and Promptness	Excellent/Very Good/Good/Fair/Poor

Signature of Auth Representative
Name:
Designation:
Business Add:
Office Seal

(Signature of the Tenderer)
Name:
Designation:
Company Seal:
Business Address:
Date:



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

दूरभाष: 91-0731-6603369/3408
Tel.: 91-0731-6603369/3408
Email: servicecontracts@iiti.ac.in

RFP No.: IITI(SCS)/Hotel_Empanelment/2024-25/01

प्रपत्र - 9 / FORM - IX

**गैर-प्रकटीकरण समझौता (एनडीए)/तृतीय पक्ष गैर-प्रकटीकरण समझौता
Non-Disclosure Agreement (NDA)/ Third Party Non-Disclosure
Agreement**

(To be submitted on Service Provider/ Company Letterhead)

I, _____, on behalf of the _____ (Name of Company), acknowledge that the information received or generated, directly or indirectly, while working with IIT Indore on contract is confidential and that the nature of the business of the IIT Indore is such that the following conditions are reasonable, and therefore:

I warrant and agree as follows:

I, or any other personnel employed or engaged by our company, agree not to disclose, directly or indirectly, any information related to the IIT Indore. Without restricting the generality of the foregoing, it is agreed that we will not disclose such information consisting of but not necessarily limited to:

- Technical information: Methods, drawings, processes, formulae, compositions, systems, techniques, inventions, computer programs/data/configuration and research projects.
- Business information: Customer lists, project schedules, pricing data, estimates, financial or marketing data.

On conclusion of contract, I, or any other personnel employed or engaged by our company shall return all documents and property of IIT Indore to IIT Indore, including but not necessarily limited to: drawings, blueprints, reports, manuals, computer programs/data/configuration, and all other materials and all copies thereof relating in any way to IIT Indore's business, or in any way obtained by me during the course of contract. I further agree that I, or any others employed or engaged by our company shall not retain copies, notes, or abstracts of the foregoing.

This obligation of confidence shall continue after the conclusion of the contract also.

I acknowledge that the aforesaid restrictions are necessary and fundamental to the business of the IIT Indore and are reasonable given the nature of the business carried on by the IIT Indore. I agree that this agreement shall be governed by and construed in accordance with the laws of the country.

I enter into this agreement totally voluntarily, with full knowledge of its meaning, and without duress.

Dated at _____, this _____ day of, 20____.

Date:

Authorized Signatory

Place:

Name:
Designation:
Contact No.:

Company Seal