



भारतीय प्रबंध संस्थान बोधगया  
Indian Institute of Management  
Bodh Gaya

Uruvela, Prabandh Vihar, Bodh Gaya, Gaya-824234, Gaya, Bihar, India

Website: [www.iimbg.ac.in](http://www.iimbg.ac.in)

IIMBG/EoI/TE/ 2024-25-03

July 11, 2024

**EXPRESSION OF INTEREST (EoI)  
FOR  
EMPANELMENT OF HOTELS AT BODHGAYA, PATNA AND RAJGIR**

Name of the Work	Providing hotel accommodation with catering / restaurant facilities to the employees and guests of IIM Bodh Gaya at Bodh Gaya, Patna and Rajgir.
Estimated Volume of Business Per Annum	Rs, 15 lakh per annum (as per the last year)
Duration of Contract	Two years from the date of award of contract and with provision to extend the contract for another one year with applicable terms & conditions in mutual agreement between both the parties with written consent.
Starting Date & Time for submission of EoI	July 11, 2024 from 2:00 PM
Closing Date & Time for submission of EoI	July 31, 2024 up to 3:30 PM
Date & Time of opening of EoI	July 31, 2024 from 4:00 PM
Proposed Date to Commence the Operations	August 18, 2024
EoI to be submitted to	Tender Box, IIM Bodhgaya
Place of opening of EoI	IIM Bodh Gaya

The EoI document can be downloaded from the Institute website – [www.iimbg.ac.in](http://www.iimbg.ac.in) Please refer Tender Section on the Home Page of Website of IIM Bodh Gaya. Please keep visiting our website for any corrigendum / amendments and submit the bid documents accordingly.

Chief Administrative Officer, Indian Institute of Management Bodh Gaya Uruvela, Prabandh Vihar, Bodh Gaya, Gaya – 824234

Tel -0631- 2200238 Email: [cao@iimbg.ac.in](mailto:cao@iimbg.ac.in)

## **Expression of Interest for Empanelment of Hotel for providing accommodation at Bodh Gaya, Patna and Rajgir**

### **Background:**

Indian Institute of Management Bodh Gaya is an Institution of National Importance under the Indian Institutes of Management Act, 2017.

IIM Bodh Gaya is inviting EoIs in prescribed format along with documentary proof from registered hotels situated in Bodh Gaya, Patna and Rajgir having fully furnished rooms with catering & restaurant facility for the employees and guests of IIM Bodh Gaya.

### **Eligibility Criteria for Intending Hotel Empanelment and Rate Contract:**

The eligibility criteria will be as per the supporting documents and details required to be filled in Annexure – I.

### **Terms & Conditions:**

1. The EoIs are invited from reputed hotels for rate contract for the period of two years with the date of award of contract and with provision to extend the contract for another one year with applicable terms & conditions in mutual agreement between both the parties with written consent.
2. The hotel room tariff should be for 24 hours cycle with complimentary breakfast, free wi-fi / internet services and such like facilities. The tariff should include room rent as applicable with basic catering facilities as available to other guests. However, expenses on account of individual needs like laundry, telephone usage charges and such other expenses of personal nature should be billed directly to the occupant.
3. The IIM Bodh Gaya shall book the different category of rooms on the basis of requirement of the Institute and type of guests.
4. The catering services (Lunch, Dinner) in addition to inbuilt to room rent would require intimation of IIM Bodh Gaya's authorized officials, along with financial limits bid down if any.
5. Based on the actual booking of rooms during the month, the empaneled hotel has to submit the bills addressing to "IIM Bodh Gaya" with details on monthly basis. The bill, if found correct for payment, will be paid within 30 days.
6. EOI Documents can be downloaded from the Institute website [www.iimbg.ac.in](http://www.iimbg.ac.in) Please refer Tender section on the Home Page of the Website and keep visiting our website for any corrigendum / amendments and submit the bid documents accordingly.
7. Tender/Offer may be sent by post /hand to the office of the Tender Inviting Authority namely, CAO, Indian Institute of Management Bodh Gaya, Uruvela, Prabandh Vihar, Bodh Gaya, Gaya -824234, Bihar, India, **clearly mentioning IIMBG/EoI/TE/2024-25-03 on the envelope.**
8. IIM Bodh Gaya has no obligation for any loss/delay/non-receipt of offers. Offers received late/incomplete are liable for rejection/non-acceptance.

9. The offers will be scrutinized by the committee constituted for the purpose. If required, the committee will visit the hotels to inspect the facilities and amenities claimed in the offer. The committee will recommend the names of hotels suitable for empanelment for each location. The decision of the committee will be final and binding to the bidders.
10. The offer shall be valid for 3 (Three) months from the last date of submission of EoI / revised EoI (if any).
11. The Institute reserves the right to modify the conditions of the EoI, at any time, without assigning any reasons for the same.
12. IIM Bodh Gaya reserves the right to accept/reject any offer in part or full, without assigning any reason whatsoever.
13. If the last date of receiving/opening of the offer coincides with a holiday, then the next working day shall be the receiving/opening date.
14. The final selection of vender will be as per the following selection process:
  - (i) Verification of documents by committee constituted for the purpose in support of eligibility criteria with Financial Effect as mentioned in Annexure I
  - (ii) Physical visit of hotel premises (if required) to check the services, amenities and credentials of the hotel by the committee constituted for this purpose for ground validation.
  - (iii) Evaluation of financial effect by committee in view of amenities and competitiveness of rates.
  - (iv) Recommendation of names of hotels suitable for empanelment.
  - (v) Approval of names of hotels suitable for empanelment by competent authority. The Institute may empanel one or more hotels as per requirement and budget.
  - (vi) The decision of the Institute in the matter will be final and binding to all the bidders/empaneled hotels.

#### **15. Penalty**

- (a) The tenderer should ensure regular and uninterrupted quality services at all times.
- (b) Failure of service and negligence shall be measured in terms of the following:
  - (i) Not providing accommodation and services as per the booking;
  - (i) Any other matter which is an act of negligence or breach of ethics by the hotel.

#### **16. Arbitration and Dispute Resolution**

- (a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Director of the Institute.

- (b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time. The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Bodh Gaya only.

#### **17. Jurisdiction of Court**

The courts at Gaya, shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

Chief Administrative Officer  
Indian Institute of Management Bodh Gaya

**Annexure -I**  
**Bidder's Profile with Financial Effect**

Expression of Interest submitted in response to enquiry notification issued by the Indian Institute of Management Bodh Gaya for Empanelment of Hotel for accommodation & Conferences/Seminars at Bodh Gaya & Patna.

Sr. No.	Particulars	Description in details
1.	Name of the Hotel	
2.	Complete Contact details of Authorized Person of Hotel, including name, address, telephone, mobile number, Email id, website (if any)	
3.	EoI for Hotel Situated at	
4.	Complete Postal Address with Tel. No., Fax/Email	
5.	Year of Registration / Establishment of Hotel	Please enclose self-attested copy of required documents- in case of Proprietor – Registration with Shop & Establishment Authorities or equivalent authorities, in case of Partnership – Partnership Deed, In case of company – Certificate of Registration and Memorandum of Association or any other document required for registration of hotel.
6.	PAN No	(enclose copy)
8.	Please enclose copy of annual turnover for last three Financial Years (certified from Chartered Accountant)	2020-21 2021-22 2022-23
9.	Service Tax Registration No./GST/CST  No-----	_____(enclose copy)
10.	Details of Health/Food License No.	_____(enclose copy)
11.	Details of any other license required to run the hotel (please specify)	Name of License _____ Name of License _____ Name of License _____ _____(enclose copy)

12.	Preferably, the bidders should have following in room amenities and services. Please specify availability of these amenities and facilities by writing Yes/No against it.	<ul style="list-style-type: none"> <li><b>a) News Paper Yes / No</b></li> <li><b>b) Tea/Coffee Maker with Accompaniments Yes / No</b></li> <li><b>c) Mineral Water facility (daily two bottles of at least 200 ml) Yes / No</b></li> <li><b>d) Standard Toiletries</b> <ul style="list-style-type: none"> <li><b>(i) Soap Yes / No</b></li> <li><b>(ii) Tooth Paste Yes / No</b></li> <li><b>(iii) Tooth Brush Yes / No</b></li> <li><b>(iv) Comb Yes / No</b></li> <li><b>(v) Bath Towel Yes / No</b></li> <li><b>(vi) Hand Towel Yes / No</b></li> </ul> </li> </ul>
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		<ul style="list-style-type: none"> <li><b>(vii) Toilet Roll Yes / No</b></li> <li><b>(viii) Shampoo Yes / No</b></li> <li><b>(ix) Sewing Kit Yes / No</b></li> <li><b>(x) Shower Cap Yes / No</b></li> <li><b>(xi) Shower Gel Yes / No</b></li> <li><b>(xii) Shaving Kit Yes / No</b></li> <li><b>(xiii) Moisturiser Yes / No</b></li> <li><b>(xiv) Shoe Shiner Yes / No</b></li> <li><b>(xv) Room Slippers Yes / No</b></li> <li><b>(xvi) Any other please specify _____</b></li> <li><b>e) Press Iron &amp; Stand Yes / No</b></li> <li><b>f) Daily Housekeeping of room Yes / No</b></li> <li><b>g) 24 Hrs Room Service Yes / No</b></li> <li><b>h) 24 Hrs Hot and Cold Service Yes / No</b></li> <li><b>i) 24 Hrs power backup for all amenities Yes / No</b></li> <li><b>j) Restaurant/Dining facility Yes / No</b></li> <li><b>k) In Home Laundry facility Yes / No</b></li> <li><b>l) Digital Locker Yes / No</b></li> <li><b>m) Unlimited Wi-fi/Internet Service Yes / No</b></li> <li><b>n) Conference hall with the seating capacity of 40 in cluster style seating (Round Table) Yes / No</b></li> <li><b>o) Conference Hall equipped with Audio &amp; Visual facility Yes / No</b></li> <li><b>p) Doctor on emergency Yes / No</b></li> <li><b>q) Parking facility for Guest Yes / No</b></li> <li><b>r) TV with cable connection in room Yes / No</b></li> <li><b>s) Refrigerator Yes / No</b></li> <li><b>t) Complimentary Airport &amp; Railway Station Transfer Facility Yes / No</b></li> </ul>
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13.	<b>Category of Rooms with Complimentary Breakfast:</b>			
	Sl. No.	Room Category	Offered Rate for Single Occupancy (Inclusive of all taxes)	Offered Rate for Double Occupancy (Inclusive of all taxes)

14.	<b>Meal : (Lunch/Dinner)</b>		
	<p>a) Offer Rate for Lunch (Veg) (Inclusive all taxes) :</p> <p>b) Offer Rate for Lunch (Non-Veg) Inclusive all taxes) :</p>		
<b>Standard Food Menu details are attached for your reference:</b>			
<b>Services</b>	<b>Thali : Veg Menu</b>	<b>Or</b>	<b>Thali : Non-Veg Menu</b>
<ul style="list-style-type: none"> <li>• Breakfast (as per hotel menu)</li> <li>• Wi-Fi</li> <li>• Any Other Services (Pls Specify..)</li> </ul>	<ul style="list-style-type: none"> <li>• 01 Veg Starter</li> <li>• 01 Soup</li> <li>• 01 Green Salad</li> <li>• 02 Veg main course</li> <li>• 01 Dal</li> <li>• 01 Rice</li> <li>• Assorted Indian Bread</li> <li>• 01 Dessert for Vegetarian guest (Only for Lunch/Dinner).</li> </ul>		<ul style="list-style-type: none"> <li>• 01 Veg or Non-veg starter</li> <li>• 01 Soup</li> <li>• 01 Green Salad</li> <li>• 01 Veg main course</li> <li>• 01 Non-Veg main course</li> <li>• 01 Dal</li> <li>• 01 Rice</li> <li>• Assorted Indian Bread</li> <li>• 01 Dessert for Non-Vegetarian guest (Only for Lunch/Dinner).</li> </ul>

15. **Capacity of the conference halls:**

- a) Maximum in Cluster Style Seating:
- b) Maximum in Theater Style Seating :
- c) Minimum in Cluster Style Seating :
- d) Minimum in Theater Style Seating :

16. **Conference/Seminars Package**

**1. Residential**

- a. Accommodation
- b. All three meals including conference lunch & Dinner
- c. Two Time Tea/Coffee with cookies
- d. Audio/Visual Facility with Mics
- e. Drinking water facility at the conference venue
- f. Seating Style – Cluster Type (Round Table)

**2. Non-Residential**

- a. One Meal (conference lunch or Dinner)
- b. Two Time Tea/Coffee with cookies
- c. Audio/Visual Facility with Mics
- d. Drinking water facility at the conference venue
- e. Seating Style – Cluster Type (Round Table)

**Package Rate (Per Day) for following :**

No. of Pax	Per Pax Rates with Accommodation (Incl. of all taxes)	
	Single Occupancy	Double Occupancy
10-19		
20-29		
30-39		
40 & above		

  

No. of Pax	Per Pax Rates (Incl. of all taxes)
10-19	
20-29	
30-39	
40 & above	



17.	<b>Additional Hall for Conference /Seminars</b> a) Hall with Audio-Visual facility with Mics.	<b>Package Rate (Per day) for additional hall with Audio &amp; Visual Facility and Mics:</b>	
		Hall Size (as per Seating Capacity)	Offer Rate Per Day (All taxes are inclusive)
18.	❖ Please enclose the Lunch & Dinner Menu		
19.	Enclosure brochure of your hotel (if any).		
20.	Any Other Services (if any)		

Date:

Signature & Seal of the Applicant

**Annexure-II**  
**UNDERTAKING**  
**(ON LETTER-HEAD OF THE HOTEL)**

To  
Indian Institute of Management Bodh Gaya  
Uruvela, Prabandh Vihar, Bodh Gaya,  
Gaya-824234, Bihar, India.

Name of the Hotel\_\_\_\_\_

Name of the Bidder\_\_\_\_\_Due date: \_\_\_\_\_

Sir,

1. This is to certify that I/We before signing 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 of the EoI.

2. I/We shall provide quality hotel accommodation to the Institute with amenities as mentioned in our technical bid.

(Signature of the Bidder)

Name and Address of the Bidder

Telephone Number

**ANNEXURE – III**

**CERTIFICATE**

**(to be provided on letter head of the Hotel)**

I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

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

Date:



Authorized Signatory

Name:

Designation:

Place:

Contact No.: