



Sub.Regional office, MMTC Limited, 7th floor, Alok Bharati Complex, Sahidnagar,
Bhubaneswar – 751007, Telephone No.0674-2544783

No: MMTC/BBSR/ADMIN/Hotel/2022-23/01

Date 17.01.2023

INVITATION FOR SEALED QUOTATION for Empanelment of Hotel (max. up to 3 Star) at Bhubaneswar.

MMTC Limited, a company registered under Companies Act, 1956 having its Sub.Regional Office at Alok Bharati Complex, 7th floor, Sahidnagar, Bhubaneswar, Odisha – 751007 and Regd./Corporate Office at Core 1, Scope Complex, 7, Institutional Area, Lodhi Road, New Delhi – 110 003; hereinafter after referred to as “MMTC” invites sealed bid in **Techno-Commercial format for Empanelment of Hotel at Bhubaneswar.**

| | |
|---|---|
| Tender no. | MMTC/BBSR/ADMIN/Hotel/2022-23/01 |
| Earnest Money | NIL |
| Cost of Tender Document | NIL |
| Bid Submission Date Starts from | 18.01.2023, 09:30 Hrs. |
| Last Date and Time of submission of tender | Up to 13:00 hrs On 02.02.2023 |
| Date and Time of Opening of Tender | 15:30 hrs. On 02.02.2023 |
| Contact Person for Further Communication | Utpal Chatterjee, Manager, MMTC Limited, 7 th Floor, Alok Bharati Complex, Sahidnagar, Bhubaneswar 751007. |

1.0 Eligibility of Criteria:

- 1.1 The bidder must be registered in India. (Documents in support of Company registration/firm/proprietorship, copy of PAN card and GST registration Number (GSTIN) with State code should be submitted).
- 1.2 Bidder must comply with all terms and conditions of the tender **(Signed copy of tender document to be submitted).**
- 1.3 Bidder should not currently have been black listed by any Government Department/PSU or under a declaration of ineligibility for fraudulent or corrupt practices or inefficient/ineffective performance.

Supporting document (s) to be enclosed for above or else bids are liable to be rejected.

2.0 PERIOD OF CONTRACT

The contract will be for a period of 1 **[ONE] year from the date of signing of the contract.** The same may be renewed after two year for further period of two years on mutually agreed terms & conditions/rates, if the services provided are satisfactory.

3.0 Fraud Prevention Policy :

Commitments of the BIDDER(s) / Contractor(s) / Buyer(s) / Vender(s):
The BIDDER(s)/Contractor(s)/Buyer(s)/Vender(s) shall be bound to take all measures necessary to prevent Fraud and Corruption while dealing with MMTC. They agree and undertake to observe the principles/provisions as laid down in “Fraud Prevention Policy” of MMTC (Full text of which is available on MMTC’s website at <http://mmtclimited.com> during their participation in the tender process, during the execution of Contract and in any other transaction with MMTC.

- A. The BIDDER(s)/Contractor(s)/Buyer(s)/Vender(s) shall not, directly or through any other person or firm offer, promise or give or otherwise allow any of MMTC’s employee(s) any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind, whatsoever, during the tender process or during the execution of the Contract.
- B. The BIDDER(s)/Contractor(s)/Buyer(s)/Vender(s) shall not enter with other BIDDERS into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

- C. The BIDDER(s)/Contractor(s)/Buyer(s)/Vender(s) shall not commit or allow any employee of MMTC to commit any offence under the relevant provisions of IPC/Prevention of Corruption Act; further the BIDDER(s)/Contractor(s) / Buyer(s)/Vender(s) will not use improperly or allow any employee of MMTC, for purpose of competition or personal gain or pass on to others any information or document provided by MMTC as part of the business relationship, including information contained or transmitted electronically.
- D. The BIDDER(s)/Contractor(s)/Buyer(s)/Vender(s) shall not instigate third person to commit offences/activities outlined in Fraud Prevention Policy or be an accessory to such offences.
- E. The BIDDER(s)/Contractor(s)/Buyer(s)/Vender(s) if in possession of any information regarding fraud/suspected fraud, hereby agree and undertake to inform MMTC of same without any delay.
- F. Disqualification from tender process and exclusion from future contracts : If the BIDDER(s)/Contractor(s)/Buyer(s)/Vender(s), before award or during execution has committed a transgression through a violation of “Fraud Prevention Policy” of MMTC in any other form such as to put their reliability or credibility, in question, MMTC, other than taking recourse available under law, shall be entitled to disqualify the BIDDER(s)/Contractor(s)/Buyer(s)/Vender(s) from undertaking any transaction with MMTC and/or declare the BIDDER(s)/Contractor(s)/ Buyer(s)/Vender(s) ineligible to be awarded a Contract either indefinitely or for a stated period of time.

4.1 Holiday- Listing Clause:

“Notwithstanding anything contained in this agreement, MMTC’s policy for Holiday-Listing of an Agency mutatis mutandis applies to this agreement and in the event, the agency(s) while discharging its obligations under the Agreement or otherwise, come(s) within the ambit of Page 6 of 20 the said policy, MMTC at its sole discretion reserves the right to suspend/discontinue dealings or take any curative measures with the agency(s) in accordance with the policy in force.”

- 4.2 Integrity Pact shall form part of tender as well as agreement and it shall be executed and annexed to the agreement.
- 4.3 Public Procurement Policy for Micro and Small Enterprises(MSEs) order,2012 dated 23rd March 2012 issued by Ministry of Micro, Small and Medium Enterprises Office of Development Commissioner(MSME) shall also be part of this tender and agreement subsequently.

5.0 SCOPE OF WORK / Terms and Conditions :

- I. Tender will be scrutinized by the committee constituted for the purpose by MMTC Limited, Bhubaneswar. If required the committee may visit the hotels to inspect the facilities and the amenities claimed in the bid. The decision of the committee will be final and binding to the bidders.
- II. MMTC reserves the rights to accept / reject any tender in part or full without assigning any reason whatsoever.
- III. If the last date of receiving / opening of the tender coincide with a holiday, then the next working day shall be the receiving / opening date.
- IV. The final Selection of the Hotels will be as per the following selection process:
 - a) Verification of documents by the committee in support of eligibility criteria as mentioned in Annexure-I;
 - b) Physical visit of Hotel premises (if required) to check the services, amenities and credentials of the Hotels by the committee constituted for this;
 - c) The Committee shall evaluate the bids submitted by the bidders primarily for the essential services/requirements listed in Table-A and Table-B. The unavailability of essential services/requirements shall lead to disqualification and the respected bid will be rejected and no query in this regard will be entertained
 - d) On fulfillment of the essential services / requirements, the committee will evaluate the desirable / preferable amenities listed in Table-A'. The bidder should write Yes / No against the availability of desirable / preferable services.
 - e) The committee will give appropriate weightage to the room and bed size in different category.
 - f) Evaluation of financial bids will be done by committee based on both the amenities and competitiveness of rates;
 - g) MMTC may empanel one or more Hotels in the different locations as per requirement / Financial Bid-I, Financial Bid-II & Financial Bid-III for each category of service required
 - h) The decision of MMTC in all matters will be final and binding on all the bidders/successful bidders.
- V. The price/rate quoted shall not be the sole consideration in deciding the rate contract with the bidders. The decision shall be taken by the committee based on the above-mentioned criteria / facilities / service / location etc. The decision of the Institute in this regards shall be final and binding on the bidders.
- VI. The empanelled Hotels management shall be responsible for the safety of the MMTC guests.
- VII. No separate payment shall be made for any facility listed in Table—A .

- VIII. The Tenders are invited only from reputed Hotels for rate contract for the period of one year, which may be further extendable subject to the satisfactory performance.
- IX. MMTC is looking for Hotels where per day room tariff is for 24 hours from the time of check-in with complimentary breakfast and free Wi-Fi / internet services, The expenses related to room rent will only be paid to the Hotels.
- X. The Hotels will have to collect all other expenses, which are out of scope of this contract such as laundry, telephone usage charges, food on actual consumption basis etc. from the room guest directly.
- XI. MMTC shall book the different categories of rooms on the basis of requirements of the Institute. The Hotel shall be intimated for advance booking.
- XII. All billings of the room rent and not other services will be in the name of "MMTC Limited, Bhubaneswar".
- XIII. All bookings shall be done as per the instruction of the MMTC Limited only.
- XIV. In a situation where inadequate number of bids are received the committee may extend the date or go for retendering. The bidders have no right to object for the same and have to abide by the decisions of MMTC Limited.
- XV. Penalty: The bidder should ensure regular and uninterrupted quality services at all the times. In case of Failure in services or negligence (as defined below), appropriate punitive action shall be taken by the institute, which also includes monetary penalty not exceeding 5% of total payable by IIM Sirmaur for the specific booking.
- XVI. Failure of services and negligence shall be measured in terms of the following:
(I) Not providing accommodation and services as per the booking.
(ii) Any other matter which is an act of negligence or breach of ethics by the Hotels.
(iii) Failure to provide services as per the scope of work mentioned in the agreement which will duly sign by MMTC Limited, Bhubaneswar and with Hotel authorities on the stamp paper.

INSTRUCTIONS, GENERAL TERMS AND CONDITIONS TO BIDDERS

1.0 General

1.1 The Tender shall be submitted in two parts

(i) Technical Bid [Form A1 to A4] - Off Line

(ii) Financial Bid [Section – IV] - Off Line

INSTRUCTION, GENERAL & SPECIAL TERMS & CONDITIONS TO BIDDERS

I. Procedure for submission of offers:

The quotation shall be submitted in two parts, Technical and Commercial and must be sealed in two separate envelopes clearly marked as “TECHNICAL BID” and “COMMERCIAL BID”.

II. Amendments to tender information:

MMTC reserves the right to make revisions or amendments to the tender documents prior to the closing date of the tender. Such revisions or amendments shall be announced by an addendum or corrigendum.

III. PRICE/CHARGES

- a. Prices quoted shall be firm and not subject to variation on any account. The BIDDER should quote for the full part of the work scope as specified in this tender. Part bid for any items will not be accepted and liable to be rejected.
- b. The prices stated in the tenders shall include all taxes, charges, duties, incidental expenses etc. The prices stated are also to include all rights (if any) of patent; registered design or trademark and the BIDDER shall be responsible against all claims in this respect.
- c. The prices quoted by the BIDDER shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected

IV. Validity:

The BIDDER shall hold valid their bids for 90 days from the closing date of the tender. In exceptional circumstances, prior to the expiry of the original tender validity period, MMTC may request the BIDDERS for a specified extension in the period of validity. The request and the response thereto shall be made in writing

A BIDDER agreeing in the request will not be permitted to modify his tender, but will be required to extend the validity correspondingly.

V. Signing and Stamping:

The bid shall be typed or printed in English and all the pages numbered consecutively and shall be signed by the Company's/Firm's authorized official and will bind to the Company/Firm to the contract. The person or persons signing the quotation shall sign all pages of the original quotation, except for un-amended printed literatures. **Non-Compliance would result in disqualification of the bid.**

- VI. The original and copies of the tender shall be signed by a person or persons duly authorized to bind the BIDDER to the contract. Power of authorization shall be furnished in the form of a written Power of Attorney which shall accompany the tender. The tender documents and the related attachments shall be duly signed and stamped so as to indicate the first and second names of the signatory/signatories clearly.

VII. Address:

The BIDDER shall designate the official mailing address and place to which all correspondence shall be forwarded by MMTC.

VIII. BID SUBMISSION

The BIDDERS can submit their bids Sealed offers shall be submitted at the following address of MMTC, not later than **13:00 hours on 02.02.2023**. Offers delivered after this time and date shall be rejected and returned unopened.

MMTC Limited, Alok Bharati Complex,
7th Floor, Sahidnagar,
Bhubaneswar – 751007.

IX. Corrections:

Over writings are not permitted. In case of corrections, the correct word/number should be written separately and attested by authorized signatory & stamped.

X. Acceptance of Tenders:

MMTC reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders, at any time prior to the award of contract, without thereby incurring any liability to the affected BIDDER or BIDDERS or any obligation to inform the affected BIDDER or BIDDERS of the grounds for this action.

XI. Payment Terms:

- a. Payment will be made through **e-payment only** after submission of the Tax Invoice and satisfactory service by the Hotel.
- b. The payment would be made after deducting necessary taxes applicable, if any.
- c. Payment will be made after compliance of all the provisions of GST by the service provider.
- d. The Service Provider should be provided copy of Bank details for e-payment purpose.

XII. Indemnity:

BIDDER shall at all times indemnify MMTC being unlimited with the time, against all claims, which may be made in respect of the said work for infringement of any rights protected by patent registration, design or trade mark. In the event of any claim in respect of any alleged breach of a patent, registered design or trade being made against MMTC, it shall notify to the BIDDER and the BIDDER shall at his own expense, either settle any such dispute or conduct any litigation that may arise, there from.

XIII. Force Majeure:

The force Majeure condition may include but not limited to Fires, explosions, floods, earthquakes, strikes, mobilization, wars, acts of God, acts of Government, etc. The contract delivery period may be extended in case of Force Majeure condition. In order to be able to obtain an extension to the contract delivery period, the BIDDER shall promptly notify MMTC advising the existence of such an event, not later than two weeks of such event happening and produce the necessary documents such as a certificate of Chamber of Commerce or any other competent authority indicating the scope; of such an event, and its impact on the performance of the contract and show that such an event is not attributable to any failures on its part.

XIV. Arbitration:

All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or the breach thereof shall be settled by reference to arbitration by a sole arbitrator to be nominated by the General Manager of MMTC Limited, Bhubaneswar. The award made in pursuance thereof shall be binding on both parties. The venue of arbitration shall be Bhubaneswar.

XV. TERMINATION OF CONTRACT

MMTC shall have the right to terminate the contract at any stage due to unsatisfactory services for which no compensations shall be payable.

ANNEXURE – I

Table – A : Minimum Facilities / Amenities

| Sl. No. | Essential Services / Requirement | Yes | No | Marks |
|----------------|---|------------|-----------|--------------|
| | | | | |
| 1. | Air Conditioner in the rooms | | | |
| 2. | Tea / Coffee Maker with Accompaniments | | | |
| 3. | Minerals Water facility (daily two bottles of at least 2 ltr.) | | | |
| 4. | Bath Towel | | | |
| 5. | Hand Towel | | | |
| 6. | Shower Gel / Soap | | | |
| 7. | Geyser / 24 hrs. Hot & cold water facility | | | |
| 8. | Daily Housekeeping of Room | | | |
| 9. | In Home Laundry Facility | | | |
| 10. | Restaurant / Dining facility | | | |
| 11. | 24 Hrs Power Backup facility for all amenities | | | |
| 12. | TV with Cable connection in the Room | | | |
| 13. | 24 Hrs. Room Service facility | | | |
| 14. | Un limited Wi- Fi / Internet services | | | |
| 15. | Doctor on Emergency | | | |
| 16. | Lift / Elevator in Hotel | | | |
| 17. | Any other facility (Please specify) | | | |

Signature of Bidder

Date

Annexure -I
Table – B : Profile of the Bidder

| Sl. No | Particulars | Description in details |
|--------|---|------------------------|
| 1. | Name of Hotel | |
| 2. | Complete Postal Address with Tel. No., fax/Email of the Hotel | |
| 3. | Tender for Hotel Situated at (please mention the location of your Hotel and distance from the MMTCL Limited, Sahidnagar, Bhubaneswar) | |
| 4. | Complete Contact details of Authorized Person of Hotel, including name, address, telephone, mobile number, Email id, website (if any) | |
| 5. | Year of Registration/Establishment of Hotel Please enclose self-attested copy of required documents-in case of Proprietor-Registration with Shop & Establishment Authorities | |
| 6. | PAN NO. | |
| 7. | GST No | |
| 8. | Please enclose last three years copy of IT return acknowledgement (i.e. FY 2019-20, 2020-21 and 2021-22) | |
| 9. | Please enclose last three financial years (i.e. FY 2018-19, 2019-20 and 2021-22) copy of annual accounts (Balance sheet and profit & loss account) (duly Signed and authorized by a Chartered Accountant) | |
| 10. | Details of Health/Food License No. | |
| 11. | Police License for Hotels | |
| 12. | Trade License | |
| 13. | FSSAI (Food Business license | |
| 14. | Enclose brochure of your Hotel (if any) | |
| 15. | Enclose food menu of Hotel | |

Enclosed Self attested photocopy of all the documents

Signature of Bidder

Date

Annexure -II
UNDERTAKING
(ON LETTERHEAD OF THE HOTEL)

To
MMTC Limited,
7th Floor, Alok Bharati Complex,
Sahidnagar,
Bhubaneswar 751007

Name of the HOTEL with location _____

Sir,

This is to certify that I/We have read and fully understood all the terms and conditions and instructions contained therein before signing this bid and undertake myself/ourselves to abide by the terms and conditions of the tender.

I/We shall provide quality Hotel accommodation and related services to MMTC Limited with amenities as mentioned in our technical bid.

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

(Signature of the Bidder)

Name, Address and Contact details of the Bidder

NOTICE INVITING TENDER NO : **MMTC/BBSR/ADMIN/Hotel/2022-23/01**

MMTC LIMITED

Financial Bid-I

(To be placed in a separate envelop duly sealed and signed)

Note: The bidder has to submit separate financial bid along with annexures for each location.

| Sl. No | Category of Room | Total no Rooms Available | Total No Room Details(Size of carpet area of room (Size in sq. feet) and size of bed (size in feet) | Single occupancy | | Double occupancy | |
|--------|------------------|--------------------------|---|--------------------------|--------------------------------|--------------------------|--------------------------------|
| | | | | Rate (Continental Plan) | Rate (Modified American Plan) | Rate (Continental Plan) | Rate (Modified American Plan) |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |

* Continental Plan = Breakfast +Accommodation

* Modified American Plan = Breakfast + Dinner/Lunch + Accommodation (Specify the items proposed to be served at dinner/ lunch)

Please attach the restaurant Menu (A la Carte/buffet rates and charts)

Discount offered for rooms as per this tender Document (in percentage)

Date:

Signature of the bidder with seal of the firm

Name

Signature of Bidder.....

Date:

NOTICE INVITING TENDER NO : **MMTC/BBSR/ADMIN/Hotel/2022-23/01**

MMTC LIMITED

Financial Bid-11

(To be placed in a separate envelop duly sealed and signed)

Note: The bidder has to submit separate financial bid along with annexures for each location.

| SL No | Name of Banquet hall | Total No of Banquets | Size of Banquet halls(number of guests which can be accommodated for 1 event) | Tariff for hosting any event, (rates to be given per plate according to number of guests) in Fa. (Both figure and words) |
|-------|----------------------|----------------------|--|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

- Please quote rates for 3 course meal (Vegetarian and Non Vegetarian), which should include appetizers, main course and desserts. Soft drinks have to be included in this course only. Hotels are advised to attach their menu/buffet rates along the bid
- Bidder should strictly quote the rates on per plate basis, where it should be mentioned that per plate rates no. of guests are up to 100, 200, 300, if no of guests are upto 500, and so on If bidder wishes, they can attach a separate sheet with clearly quoting rates for this table However, the additional sheet has to be duly signed and stamped.
- The validity of rates have to remain valid as parallel with the tender.
- Any inclusion/exclusion has at the time of event has to be mentioned to institute office separately.
- Please attach the restaurant Menu (A-la-Carte/buffet rates and charts)
- Discount offered for buffet as per this tender Document on percentage).....

Date:

Signature of the bidder with seal of the firm

Name

Signature of Bidder.....

Date:

NOTICE INVITING TENDER NO.: MMTC/BBSR/ADMIN/Hotel/2022-23/01
MMTC LIMITED
Financial Bid-III

(To be placed in a separate envelop duly sealed and signed)

| Sl.No | Name of firm | Accessories provided for event such as chair table, crockeries etc | for Number of guests | Tariff per plate in Rs (Both figure and words) |
|-------|--------------|--|----------------------|--|
| | | | Upto 100 | |
| | | | Upto 200 | |
| | | | Upto 300 | |

- Please quote rates for 3 course meat (Vegetarian and Non Vegetarian), which should include appetizers, main course and desserts. Soft drinks have to be included in this course only. Hotels are advised to attach their menu/buffet rates along the bid.
- The validity of rates have to remain valid an parallel with the tender
- Any inclusion/exclusion has at the time of event has to be mentioned to Institute's separately

Signature of Bidder.....

Date: