



AI Engineering Services Ltd.,
NSCBI Airport,
Dum Dum, Kolkata- 700 052,

Tender No: KOL/AIESL/Hotel/111-23

Date: 18/10/2023

SUB: Tender for Hotel(s) equivalent to 3 star and above at Guwahati for accommodation of Engineering Personnel of AI Engineering Services Ltd with daily pick up and drop facilities from Hotel to Airport and vice versa during stay.

AI Engineering Services Ltd. (AIESL) invites Bids from Recognized/ Registered Hotels in Two-Bid system (i.e. Technical Bid and Commercial Bid) in separate sealed envelopes to provide accommodation of Engineering Officials at Guwahati. Intending bidders fulfilling eligibility criteria as detailed in the Tender Document may submit their bid as per the prescribed Tender Document consisting of 13 **pages**. The intending bidders (Hotels) should submit their bid **on or before 31/10/2023 within 14:00 hrs** . The same shall be opened **on 31/10/2023 at 15:00 hrs** in the office of the DGM-PPMM, New Technical Area, AIESL, Kolkata-700052 in the presence of authorized representatives of the intending hotels. The Bid of only the eligible bidders shall be opened and requisite information pertaining to the same shall be forwarded to such bidders.

DETAILS OF THE TENDER

- **Facilities to be offered with room: Refer Annexure A**
- **General Terms and Conditions of Tendering Process and Contract: Refer Annexure B**
- **Format for Technical Bid: Refer Annexure C/1**
- **Format for Financial Bid: Refer Annexure C/2**
- **Hotel Information Sheet: Refer Annexure D**
- **Board Resolution Format: Refer Annexure E**

Other Conditions

- The tender opening will be based on Two-Bid system (i.e. Technical Bid and Commercial Bid) in separate sealed envelopes bidding procedure. Accordingly, interested hotels are required to submit their quotation in a sealed condition to the following address vide registered post/ speed post/ courier:

To: DGM-PPMM,AI Engineering Services Ltd,

NTA,NSCBI Airport,Kolkata-700052

Two-Bid system(i.e. Technical Bid and Commercial Bid) entails the following:

Step 1– Technical bid (Annexure C/1 in prescribed format) to be completed and enclosed in a sealed Envelope **super scribed** with the words “**TECHNICAL BID**”.

Step 2– Financial Bid (Annexure C/2 in prescribed format) to be completed and enclosed in a sealed Envelope **super scribed** with the words “**FINANCIAL BID**”.

Step 3– Hotel Information Sheet (**Annexure D**) and Facilities to be offered with the room (**Annexure A**) to be completed and submitted with **Technical Bid**.

Step 4– Board Resolution Format (**Annexure E**) to be completed on Hotel’s letterhead and submitted with **Technical Bid**.

Step 5- Both the sealed envelopes containing **Technical bid & Commercial bid** are to be put together in another **Master Envelope** super scribing, “ Tender No. KOL/AIESL/Hotel/111-23 dated: 18/10/2023, due to open on 31/10/2023” and be sealed for onward submission.

All the above enclosures to be attached (duly sign copy) .

- The ‘Technical Bid’ shall have all details of offers without rates while, ‘ Financial Bid’ shall contain rates only.
- The Bids of only the eligible hotels will be opened.
- Incomplete quotations are subject to rejection.
- AI ENGINEERING SERVICES LIMITED is not liable for any claim for costs , which may be incurred for preparation of tender.
- AI ENGINEERING SERVICES LIMITED’S present requirement is approximately 1(One) room per day for the accommodation of Engineering Personnel. This may increase / decrease depending on exigencies and as per the prevailing flight schedule.
- AI ENGINEERING SERVICES LIMITED reserves the right to accept whole or part of the tender with out assigning any reasons whatsoever. Also AIESL reserves the right to select 2 or more hotels for meeting its entire requirement.
- The room requirements indicated in the tender are envisaged at present. Contract will be issued for the actual room requirement which may change at the time of release of contract and may also change due changes in schedules/policy or due non-operation of flights to station.
- In case of flight delays, the hotel will provide additional rooms required at the contracted rates.
- AI ENGINEERING SERVICES LIMITED reserves the right for not awarding any contract or awarding the contract to one or more Hotels. Rates should therefore hold good for part room quantities too.(NOTE: The Hotel is required to bid for the total room requirements).
- The rate quoted in the Financial Bid should be valid for 03(three)years i.e. for contracted period **and should be inclusive of daily Airport pick up and drop, Breakfast and all facilities as mentioned of Annex. C/1and should be exclusive of the applicable GST.**
- The applicable GST should be clearly indicated separately and shall be reimbursed as per prevalent rules governing the same. L1 bidder will be arrived based on total expenditure estimated for 3 years.

- AI ENGINEERING SERVICES LIMITED will issue a contract to the successful bidder / chain. AI ENGINEERING SERVICES LIMITED may at its sole discretion require the successful bidder / chain to enter into contract containing additional terms and conditions or any variations in the existing terms that may be mutually agreed.
- The hotel acknowledges that in the event the contract is issued to the hotel then the agreement shall be binding for its duration ,regardless so many changes in management or ownership of the hotel listed here in.
- Please indicate in your reply if you have provided services to AI ENGINEERING SERVICES LIMITED. If this is not the case, please fill in the Hotel Information Sheet in Annexure D.
(Please also fill this if you have done so before)
- The Hotel authorizes their respective authorized signatory to action on its behalf. We here by enclose the draftCopy of the Board Resolution being **Annexure E**. The respective Hotel needs to send a copy of the Board Resolution at the time of submission of this tender.
- Please indicate clearly the name and designation of the person signing the tender documents.
- All terms and conditions of the proposed contract which may get executed between the parties will have superseding effect over all the General Terms and Conditions of the respective Hotel/which are published by the respective Hotels in their Website /Platform/ Brochures/Invoice etc.
- For queries regarding the Tender please contact Executive (PPMM), Kolkata, between 9.30 am to 4.00pm. from Monday to Friday. The query should be forwarded through his **e-mail** 'rathin.roy@aiesl.in ', **Mobile: 9748565784** and reference of the tender must be provided.
- The Bid submitted should be valid for a period of 90 days from the date of opening of Bid.
- The Hotel shall give an undertaking/ declaration that they are not registered in any Govt. website/ portal, like GEM, any other open tender or vendor participating forum.
- Any personal loss incurred by the tenant of the hotel who are residing from AIESL and any such financial and non-financial loss incurred due to such negligence, carefree and misrepresentation by the hotel shall be borne by Hotel Authority.
- The hotel shall submit all such necessary documents that are relevant in such current period to certify/ establish the following, " 3 star or above", Government clearances for " Food, PWD, Hygiene, Labor Commission, Fire safety, etc." as and where applicable.
- The Hotel shall also determine of providing such "**Rack Rate**" to such corporate agreements, that is being entered into by the company, which shall be lower from the Market Rate.

DGM-PPMM
AI Engineering Services Ltd., ER, Kolkata

ALL ANNEXURES

“ANNEXURE-A”

FACILITIES TO BE OFFERED MANDATORY WITH THE ROOM

1	Facilities to be provided in the Room rate.	Yes / No
1.1	Complimentary Breakfast and Coffee/ Tea/ Juice.	
1.2	Hotel should offer Complimentary daily Airport pick up and drop in vehicles at all hours.	
1.3	Complimentary 2 (two) bottles of mineral water (1 litre each)	
2.	Other Facilities	
2.1	Engineering Personnel will be provided an early check-in and/or late check-out, at no additional cost, based on the flight pattern, as communicated by the airline. Hotel to confirm 24(twenty four) hours check-in / check-out will be applicable. (Note: AI Engineering Services Limited will be billed on the actual rooms utilized on a 24 hours check out basis. For a check out exceeding 24 hours the following conditions shall apply: 1. No over lapping charges should be levied upto Eight hours. 2. There after upto twelve hours, 50% of the room rent should be levied. 3. After twelve hours full rate will be applicable.	
2.2	The Hotel will recover any expenses incurred by the Engineering Personnel not covered by the Tender and shall have no claim against AI Engineering Services Limited for the same.	
2.3	Priority/Dedicated Check in/ Check out at reception counter(i.e no waiting in queue)	
2.4	Rooms shall be readily available to the Engineering Personnel on arrival at the hotel.	
3.	Medical Facilities	
3.1	The Hotel, in case of emergency, shall arrange for medical assistance and doctor on call. The Hotel shall bill AI Engineering Services Limited for the expenses incurred for the same.	
4.	Meal Entitlement	
4.1	The Engineering Personnel will be entitled to complimentary breakfast along Tea, Coffee, Juice .	

ANNEXURE B

GENERAL TERMS & CONDITIONS OF TENDER PROCESS AND CONTRACT.

1	Contract Period
1.1	The Contract shall be for a period of 3 years.
1.2	The Contact period could be extended for a further period of one year on the same rates, terms and conditions if mutually agreed.
2	General Terms & Conditions
2.1	Intimation for booking of Hotel rooms shall be made minimum 08 (Eight) hours before check-in.
2.2	In the event the Hotel is unable to provide the contracted rooms, the Hotel will make alternate accommodation arrangements in any other hotel of the same grade at no increase in price to the AI Engineering Services Limited. If alternate accommodation is at lesser rate, the benefit is to be passed on to AI Engineering Services Limited. The Hotel shall resort to these alternate arrangements only during Forces Majeure and unforeseen circumstances (i.e. the Hotel shall not deny rooms to AI Engineering Services Limited by according priority or preference to other clients).
2.3	In the event of cancellation, no retention charge will be levied if the intimation for cancellation is sent 04(Four)hours in advance from time of arrival.
2.4	The Hotel will provide additional rooms over and above the committed rooms at the contracted rates as and when required.
2.5	If the AI Engineering Services Limited has to amend the allocation of committed rooms due to operational reasons, then 06(six) hours advance notice will be given to the Hotel for any such changes.
2.6	All reservations are guaranteed in event of late arrival when booked by AI Engineering Services Limited., The Hotel will guarantee Early check-in and Late check out against each booking.
3.	Terms of Payment
	Bills will be made monthly on actual occupancy basis by the Engineering Personnel. Invoices would be submitted to Executive-Finance (AI Engineering Services Limited), Kolkata, after approval and sanctioning of the same by such competent authority and will be settled within 60 days from the date of receipt of the bills, after due compliance of GST and other statutory compliances are done within time by such vendor.
4.	Taxation
4.1	The Hotel shall provide the necessary documentation to AI Engineering Services Limited to support or secure exemptions or recoveries of any applicable taxes, duties , Interests, penalties or similar charges which may arise under the contract.
4.2	The contract shall be executed between AI Engineering Services Limited Regional HQRS and the Hotel.
4.3	GST compliance by Hotel will entail clearance of their invoices by AIESL.

5.	Termination
5.1	Exit Clause: The contract can be terminated by AIESL without assigning any reasons whatsoever by giving 90 (Ninety) days advance notice .In cases where it will not be possible for the AI Engineering Services Limited to give the hotel the required advance notice due to exigencies (changes in the operating schedule, discontinuation of an existing pattern, discontinuation of sector etc.) the AI Engineering Services Limited will give the hotel 7 (seven) days advance notice.
5.2	Deficiency of Service: Not withstanding stated herein above in clause 5.1 above, AI Engineering Services Ltd. reserves the right to terminate the contract if there are service level complaints from Engineering Personnel, and the same are not attended to satisfactorily either immediately or within 15 (fifteen) days of the complaint, as the case may be. At the expiry of the 15 (fifteen) days, if the complaint is not resolved satisfactorily, AI Engineering Services Limited reserves the right to terminate the contract forth with. Further, any recurrence of the service level complaints, shall give us the right to terminate this contract forthwith, without giving any further notice of cure and forfeit the payments, or charge penalty if any.
6.	Indemnity
	The Hotel shall be liable for and will indemnify AI Engineering Services Limited in respect of all such liability and responsibility in case of any or all claims arising due to loss of or damage to any property/belongings of such employees/persons arising out of the act, negligence and omissions of the Hotel or the Hotel's employees, agents or sub-contractors in the performance of this contract.
7.	Insurance
	The Hotel will maintain a comprehensive public liability insurance with a reputable insurance company to cover its liabilities arising under the Indemnity Clause above and if so requested produce the policy of insurance and the receipt for the current premium to AI Engineering Services Limited. for its inspection. Any limitations, monetary or otherwise in such policy shall be notified to AI Engineering Services Limited Ltd., but any such limitations shall not be construed as a limit on the liability of the hotel under the Indemnity Clause above and the hotel shall remain liable in full for the matters and to the extent not covered by the policy.
8.	Force Majeure
	Should AI Engineering Services Limited be unable to operate due to Force Majeure, the contract would be temporarily suspended. Force Majeure shall mean any event or circumstances beyond the reasonable control of any party including industrial and civil disputes, war, governmental action, riots, fire, floods, drought, inclement weather and any acts of God. No party shall be liable to any other party for its inability to perform any obligation under this agreement caused by a force Majeure.

9.	Arbitration and Jurisdiction
	<p>Arbitration Any dispute arising between the parties in respect of the construction, interpretation, application, meaning, scope, operation or effect of this document or the validity or breach there of, shall first be settled by mutual consultation. If the dispute remains unresolved after a period of 90days from the date when the mutual consultation has started, the matter in India shall be referred for settlement to an Arbitrator to be appointed by the CEO of AI Engineering Services Limited and the award made in pursuance there of shall be binding on the parties.</p> <p>Jurisdiction Any dispute whatsoever shall be subject to the jurisdiction of courts of Kolkata, India.</p>
10.	General
	This contract contains the entire agreement between the parties and constitutes a complete and exclusive understanding of the terms of contract between the parties, and supersedes all prior agreements and understandings, written or oral, relating to the subject matter here of. This Agreement may not be modified except in writing and signed by duly authorized officers of both parties. Headings used in this contract are for convenience only and shall not be used to interpret or construe the provisions of this contract.
11.	Confidentiality
	Both parties will keep confidential the terms and conditions outlined in this contract; however, the relevant provisions can be shared with the employees on a „need to know“ basis, so as to enable the parties to comply with their respective obligations under the Agreement.

General Conditions pertaining to Bidding/Tendering Process:

1. AI Engineering Services Limited reserves the right to reject all or any of the Tenders at any stage without assigning any reasons whatsoever and the decision of AI Engineering Services Limited on the matter will be final and binding on the parties. Tender Quotations can also be rejected in case of the following:-
 - a. Tender Quotation received after due date and time
 - b. Only single bid i.e. Technical or Financial bid received.
 - c. Tender Quotation received unsigned.
 - d. Tender Quotations , both Technical and Financial, not received.

2. Any deviation in submitting the tenders as prescribed or any incomplete tenders are liable for rejection. Quotes should be submitted in the Financial Bid format in INR in both, words and figures. In case of any variation or correction, the quote given in words will be taken for evaluation and award of contract.

ANNEXURE C/1

FORMAT FOR TECHNICAL BID

Ref No: _____

City: _____

Name of Hotel: _____

Address: _____

Category of Hotel: _____

We hereby wish to submit our offer for accommodation of your Engineering Personnel at _____ .The validity of the offer will be till _____ .

	AI Engineering Services Limited. REQUIREMENT (Note:3 Star Equivalent and above only)	HOTEL Confirmation		Unit
1.	Room Availability			
1.1	Total number of rooms in the Hotel.			Nos.
1.2	Number of reserved rooms for other Domestic/International Airlines.			Nos.
1.3	Number of Rooms offered to AIESL.			Nos.
2.	Safety and Security	Yes	No	Remarks
2.1	Security systems such as CCTV, Keycards, E-visitors etc .in the hotel premises.			
2.2	Electronic safes in rooms			
3.	Complimentary Facilities: <u>Mandatory to be provided in the Room Rate.</u>			
3.1	Complimentary Breakfast at Coffee/ Tea/ Juice and Room Service			Yes/ No
3.2	Complimentary individual Airport transfers at the time of check-in and check-out			Yes/ No
3.3	Complimentary daily pick up and drop facility from Hotel to Airport and vice versa during stay.			Yes/ No
3.4	Complimentary 2(two)bottles of mineral water of reputed brand(1 litre each)			Yes/ No

3.5	Laundry service for 2 set of clothes per day (two shirt & equivalent ;two trouser or equivalent)		Yes/No
4.	Other Facilities		
4.1	24 hours priority Check in / Checkout facility. Engineering Personnel will be provided an early check-in or late check-out, at no additional cost, based on the flight pattern, as communicated by the airline. (Mandatory)		Yes/No
5.	Emergency Assistance		
5.1	24 hours Doctor on call/Paramedical assistance in case of Emergency.		Yes/No
6.	GST Registration Number & PAN Number (Mandatory) :		

I/We confirm that all of the information provided above is correct and that I/We have read acknowledged and agreed to all terms and conditions of this tender.

For and on behalf of the Hotel

Authorised Signatory

Name:

Designation:

Date:

Contact No.:

Email Id:

ANNEXURE C/2

FORMAT FOR FINANCIAL BID

Accommodation of Engineering Personnel of AI Engineering Services Limited at Guwahati.

Ref No: _____

City: _____

Name of Hotel: _____

Address:

_____ Category of Hotel:

We hereby wish to submit our offer for accommodation of your Engineering Personnel at _____ .The validity of the offer will be till _____ .

	Rates – Rooms: (All rates to be quoted in INR for available base category rooms. Rates quoted should be inclusive of daily pick up and drop facility from Hotel to Airport and vice versa , Breakfast and all facilities as mentioned in Annex. C/1 and should be exclusive of the applicable GST)			
	Rooms with daily pick up and drop facility from Hotel to Airport and vice versa during stay.	1 st Year	2 nd Year	3 rd Year
	Room rate with daily pick up and drop facility from Hotel to Airport and vice versa during stay.			
	Applicable GST (HSN/SAC code to be mentioned)			
	Total (Quote figures and words)			

- **Inclusions and exclusion should be kept in mind before offering the rate(s). L1 bidder will be arrived based on total expenditure estimated for 3 years.**

Authorised Signatory

Name:

Designation:

Date:

ANNEXURE D

HOTEL INFORMATION SHEET

Accommodation of Engineering Personnel of AI Engineering Services Limited at Guwahati.

1. General Information			
Property Name:			
Status: (LLP, Company etc.) [Documents in support of the same shall be requested]			
Address:			
Telephone:	Fax	Contact Sales Person:	
Website:		Designation:	
E-mail Address:		Sales Phone:	Sales Fax:
		Email:	Mobile:
Property Type: <input type="radio"/> 5Star <input type="radio"/> 4Star <input type="radio"/> 3Star		License No:	
Number of rooms:	Number of rooms for sale:	Current Occupancy level:	
Year of establishment:	Rooms last renovated on:	Next Renovation Due:	
Nearest Airport:		Distance:	kms
24 hours Check In Time/ Checkout Time: Yes/ No			
2. Fire, Safety and Security (Please tick the applicable)			
24-hour security with Key Card E-Visitors	Yes/No	Room doors have a second in side lock	Yes/No
Hard-wired smoke alarms	Yes/No	Room doors have safety chains	Yes/No
Smoke detectors in all rooms/public areas	Yes/No	Audible emergency evacuation alarm system in public areas	Yes/No
Automatic Sprinklers in rooms/public areas	Yes/No	Emergency evacuation plan	Yes/No
Fire extinguishers in rooms/hallways	Yes/No	Valid regulatory or Insurance certificate	Yes/No
Emergency exit maps in rooms/hallways	Yes/No	Hotel has valid fire certificate	Yes/No
Emergency lighting in rooms/hallways	Yes/No		Yes/No
<u>Declaration</u>			
I/We confirm that all of the information provided above is correct and that I have read acknowledged and agreed to all the terms and conditions of this tender.			
Name: _____		Designation: _____	
E-mail: _____		Tel: _____ Fax: _____	
Signature: _____		Date: _____	

ANNEXURE E

Board Resolution Format

(On Hotel's Letterhead)

“RESOLVED THAT the Company be and is hereby authorized to respond to the tender floated by AI Engineering Services Limited regarding providing Engineering Personnel accommodation at(Mention name of place).

RESOLVED FURTHER THAT_____ (Name),(Designation)of the Company is hereby authorized to finalize the terms of the transaction in the best interest of the Company and to agree on behalf of the Company to the terms or conditions that may be negotiated between the Company and AI Engineering Services Limited.

RESOLVED FURTHER THAT_____ (Name),(Designation)of the Company be and is hereby authorized to sign all such documents and agreements as may be required to give effect to the above transaction.”

Authorized Signatory

Name:

Designation:

Date