

Name of Work: Invitation of offers for Empanelment of Hotels in Nagpur for Hotel Accommodation of AIESL's Executives visiting AIESL MRO Nagpur.



Tender Enquiry No. MRO/NAG/HRD/2024/223

Dated. 31st July 2024

Dear Sir / Madam,

AI Engineering Services Ltd. invites tenders on GeM (Government E-Marketplace) from the prospective Hotels for provision of hotel accommodation for its officials visiting Nagpur, on single stage, two-bid system:-

S.No.	Description	Contract Period
1.	Hotel Accommodation rate contract for officials of AI Engineering Services Ltd., at MRO in MIHAN SEZ at Nagpur.	Two Years

For further details, prospective bidders may please contact:-

Mr. A V Savant, Dy. GM-Engg, Email: av.savant@aiesl.in
Tel 0712 2800000 Extn. 234

Mr. Sachin P. Pagare, Dy. Engineer-SS, Email: sachin.pagare@aiesl.in
Tel: 0712 2800000 Extn. 236

Last date for Submission of Bid on GeM - 1200 hrs on 19th Aug 2024.

Signature of Bidder _____

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NOTICE INVITING TENDER

Sub: Tender Enquiry for Hotel Accommodation rate contract for officials of AI Engineering Services Ltd., MRO in MIHAN SEZ at Nagpur.

Tenders under SINGLE STAGE, TWO-BID system (Technical bid & Price bid) are invited on GeM (Government e-Marketplace) from **interested Hotels located in Nagpur having good reputation and decent ratings**, for providing hotel accommodation to officials visiting AIESL Nagpur MRO. This tender enquiry comprises following:

Annexure – 1: General Terms & Conditions

Annexure – 2: Performa for Technical Bid

Annexure – 3: Performa for Price bid

1. **Contract Period:** The contract shall be for a period of **two years**. The estimated no. of room booking on 24 hrs chk in/ chk out basis, needed shall be approx. 200 nos. annually. Numbers of bookings may increase or decrease as per AIESL requirement and billing will be on actual basis. The contract could be extended for a period of **one year** at the same rates, terms & conditions if mutually agreed.
2. While there is no fixed requirement of rooms, AIESL is required to enter into a rate contract with a suitable hotel to accommodate the staff deputed to Nagpur on duty.
3. AIESL shall have right to reject/ eliminate the offers which are not conforming to the selection criteria.

4. Instruction for submission of bids :

- 4.1. The documents under Annexure – 1 and Annexure 2 shall form part of the **“Technical Bid”**. These annexures duly completed & signed on all the pages along with the supporting enclosures are to be uploaded in GeM as “Technical Bid”.

It may please be noted that any mention of financial details in technical bid will render the offer invalid.

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- 4.2. **"Price bid"** containing Annexure – 3 duly signed shall be uploaded in GeM as a Price Bid.
The Price bid validity is to be kept for a period of 60 days from the date of opening of the Price bid.
- 4.3. For participating in this tender, the prospective bidders shall submit their bids only through GeM portal only.
Bids received through any other medium will be summarily rejected.
- 4.4. All the tenders received within the closing time would be opened at **1230 hrs on 19th Aug 2024**. However, the Price bids shall be opened separately at a later date after completion of the evaluation of the technical bids.
- 4.5. Only the technically qualified tenders shall be considered for opening of Price Bids.
- 4.6. AIESL reserves the right to conduct a site visit of the property by the tender committee member/s or by their authorized representative for the purpose of confirming the services provided and assessing the quality of services, so as to ensure conformity with the legal specifications quoted in the tender.
- 4.7. AIESL reserves the right to reject all or any of the tenders without assigning any reasons whatsoever and the decision of AIESL will be final.

Thanking You,
Yours faithfully,
For, AI Engineering Services Ltd.



Sanjay Dwivedi

Mr. Sanjay Dwivedi
General Manager – MRO (Engg).
MRO Unit, MIHAN SEZ, Nagpur - 441108

Enclosure: as above. – (Annexure 1, Annexure 2, Annexure 3)

Signature of Bidder _____

ANNEXURE – 1

General Terms and Conditions for the Hotel Accommodation rate Contract (To be uploaded in Technical Bid, duly signed and stamped on all pages, as token of acceptance)

1. “AIESL” as used in the tender document means “AI ENGINEERING SERVICES LTD.”
2. **The hotel rating should be 3 star and above.**
3. All hoteliers shall give an undertaking to abide by terms and conditions as per the requirement and agreed too.
4. **Bid Security / Earnest Money Deposit:** EMD is not applicable
5. **Security Deposit/Performance Guarantee:** Not Applicable
6. **Turnover Criteria:** Not Applicable
7. **MSME/MSE/Start-ups** unit will get preference as per GOI guideline.
8. **Award of Contract:** On the basis of the report of the committee, the hotels will be shortlisted and Price Bids of only shortlisted Bidders shall be opened to identify the lowest rates offered in each category of hotel (3, 4 & 5 star). The bidder quoting the lowest rates in their respective category (i.e., 3, 4, or 5 star) will be declared as the successful bidder for that particular category (i.e., 3, 4, or 5 star).

However, to ensure availability of rooms during peak seasons, AIESL may consider empaneling more than one hotel of particular category (i.e., 3, 4, or 5 star) at L-1 price of that particular category (i.e., 3, 4, or 5 star). In this case, splitting of requirement will be done on the basis of “differential rates quoted by the tenderer” as mentioned below:

Price differential between L1 & L2 of particular star rating category of hotels	Quantity distribution ratio between L1 & L2 of particular star rating category of hotels
Upto 3%	60:40
More than 3% and upto 5%	65:35
More than 5% and upto 10%	80:20

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In the phrase “differential rates quoted by the tenderers”, the quoted rate would mean

- a. When no price negotiation has been called for, the original rates as obtained at the time of tender opening.
 - b. When price negotiation has been called for, the reference L1 rate for assessment of ratio will be the original rate of L1 firm - as obtained at the time of tender opening.
- 9.** The Hotel is required to bid for the room requirement. AIESL at its discretion shall enter into contract with the hotel depending upon the various factors such as proximity, availability of rooms and facilities provided by each hotel.
- 10.** AIESL shall be billed on the actual rooms utilized. No overlapping charges would be applicable for a check out exceeding agreed check out time, by up to 4 hrs due to flight delays / exigencies etc.
- 11. Room charges (Bed & Breakfast Basis):** The quotes for the room shall be on bed & breakfast basis & shall clearly specify the details giving break-up for the room charges and applicable IGST, (% of tax applicable on quoted rates) as per the Price Bid format – Annexure 3.

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12. (A) Facilities required without any additional payment, and covered within the quoted room rates.

- a. Air Conditioned Room
- b. 24 hours Hot & Cold running water
- c. Room Charges based on 24 hours actuals check in /check out basis
- d. 24 hours Room Service facility.
- e. Provision for meal / AlaCarte meal shall be available in lieu of breakfast limited to Breakfast amount.
- f. Provision of complimentary 2 mineral water bottles (1 ltr each) per day.
- g. Provision for complimentary bed tea and / or tea /coffee maker in the room.
- h. **Pick up drop facility** (free of cost) from Airport to Hotel and vice versa.
- i. **Laundry Services:** One set of uniform (2 garments + 2 undergarments) for laundry per day (or commutative based on the no. of days of stay)
- j. In Room Internet / Wi-Fi free for the entire stay
- k. The Business Centre and Conference Room shall be adequately equipped with the latest equipment (Desktop Computer, Standard Printer, and Wi-Fi Internet) and shall be made available on demand without any additional charges.

(B) Other Additional Facilities Required.

The hotel shall indicate percentage of discount offered in the following on chargeable basis directly to the guest. These discounts are to be mentioned under Price Bid - annexure - 3. :

- i. Ala Carte/ Buffet/Room service for all food and beverage items other than breakfast
- ii. STD/ISD calls
- iii. Day stay rate

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13. Exit Clause:

- a) The agreement can be terminated with 60 days' notice by either party, without assigning any reason. However, AIESL will be free to terminate the contract by giving notice for a lesser period due to unsatisfactory services or complaints received from the staff without any liability to AIESL.
- b) Unless both the parties mutually agree for an extension, the contract stands automatically terminated on its expiry date and no notice of termination will be required.

14. GST: The rates quoted in the commercial bid shall be on bed and breakfast basis inclusive of GST. However, the tender shall indicate the rate of GST applicable as on the due date of the tender. In case of any change in the GST affected by the Govt., during the contract period, the same shall be paid by AIESL at actual on production of Govt. Notification.

15. Terms of Payment: Bills for actual occupancy to be raised on monthly basis on AIESL and submitted to General Manager – Engg, AIESL MRO for certification of occupancy along with the authorization. Bills without supporting authorization and guest signature shall not be processed. Bills will be paid within 45-60 days of the date of receipt of the commercially clear invoices.

16. Payment will be made through ECS (Electronic Clearance Service), TDS shall be deducted by AIESL from the payment made against these invoices, as per the applicable laws.

17. Cancellation Charges: Cancellation Charges for Room booking shall not be applicable.

18. Rooms' availability: In the event of non-availability of rooms of the category of room contracted for, then the officials shall be accommodated in a higher category room without any additional charges. In the event of no substitute higher category room being available for whatsoever reason, alternate accommodation is to be arranged by the Hotel in other Hotels / Rooms of a comparable standard, with pre-approval of AIESL.

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- 19. Validity of Price bids:** The price quoted in the Price bid in Annexure - 3 (Envelope II) shall be valid for a period of 60 days from the date of opening of the Price bid.
- 20.** The Price bids of only those short-listed Hotels that have qualified in the technical evaluation shall be opened. The decision of AIESL on technical bid evaluation shall be final.
- 21. Site Visit:** AIESL reserves the right to conduct a site visit of the property by the tender committee member/s or by their authorized representative for the purpose of confirming the services provided and assessing the quality of services, so as to ensure conformity with the legal specifications quoted in the tender.
- 22.** AIESL reserves the right to reject all or any of the Tenders at any stage without assigning any reasons whatsoever and the decision of AIESL in the matter shall be final and binding on the parties.
- 23.** The prospective tenderers should have the compliance of all the relevant Laws, Acts and regulations as applicable from time to time.
- 24.** Any deviation in submitting the tenders as prescribed or any incomplete tenders are liable for **rejection**. Quotes shall be submitted in the Price Bid format both in words and figures. In case of any variation or correction, the quote given in words shall be taken for evaluation and award of contract.
- 25.** Your offer shall also be **rejected** in case of the following:-
- Only single bid i.e. only Technical or only Price bid received.
 - Quotation received by fax / email.
 - Quotation received unsigned.
- 26. Amendments and clarifications,** if any, to this tender will be published on GeM. **The last amendment, if any, will be hosted a minimum of seven days before the closing date of the tender.**
- 27. Interpretation:** In the event of any difference in the interpretation of any of the clauses of the Agreement and/or the Tender documents, the clarification given by GM-Engg, AIESL, MRO Nagpur, shall be final and binding.

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28. Arbitration: Any dispute or difference whatsoever arising between the parties out of or relating to the construction, interpretation, application, meaning, scope, operation or effect of this contract or the validity or the breach thereof, shall be settled by conciliatory arbitration in accordance by a sole arbitrator duly appointed by AIESL as per Indian Arbitration and Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on the parties.

29. Jurisdiction: In respect of any matter arising out of this contract, the Courts of Law in Nagpur shall have the exclusive jurisdiction and both the parties submit to the said jurisdiction.



AI Engineering Services Limited

Plot No. 01, Sector-09, MIHAN – SEZ, Near Khapri Railway Station, Nagpur – 441108

Tender Enquiry No.: MRO/NAG/HRD/2024/223

Dtd. 31.07.2024

**SUBJECT - TENDER FOR EMPANELMENT OF HOTELS IN NAGPUR FOR
HOTEL ACCOMODATION OF AIESL's EXECUTIVES VISITING
AIESL MRO NAGPUR**

ANNEXURE - 2 TECHNICAL BID PERFORMA

**SPECIFICATIONS FOR SELECTION OF HOTEL ACCOMMODATION RATE CONTRACT FOR
AIESL MRO AT NAGPUR**

I. Name of Hotel with Address, Tel nos. and email:

II. PAN & GST registration : (Attach copies)

PAN _____ GST _____

III. SPECIFICATIONS:

SR. NO.	SPECIFICATIONS	REQUIRED	DETAILS TO BE FILLED IN BY THE HOTEL
1	Whether the hotel is holding following documents:		
1.1	Photo Copy of the ownership certificate	Yes	
1.2	Photo Copy of GST Registration certificate in the name of registered owner	Yes	
1.3	Photo Copy of PAN or Income Tax Certificate in the name of registered owner	Yes	
1.4	Photo Copy of the certificate of registration under "The Maharashtra Tax on Luxuries Act, 1987."	Yes	
1.5	Photocopy of Health / Trade License issued by local local authority or municipality corporation	Yes	
1.6	Photocopy of Fire License issued by Maharashtra Fire Services	Yes	



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SR. NO.	SPECIFICATIONS	REQUIRED	DETAILS TO BE FILLED IN BY THE HOTEL
1.7	Photocopy of the license obtained from FSSAI	Yes	
2	Number of Guest Rooms available	Min. 40	
3	Road Distance in kms from AIESL MRO, MIHAN-SEZ, Nagpur	Maximum 15 km	
4	HOTEL FACILITY :- Confirm whether following facilities are available	-----	-----
4.1.	Internal security is provided within the hotel premises	Yes	
4.2.	A medical doctor is available on request	Yes	
4.3.	Restaurant or room service facility for providing Indian vegetarian & non-vegetarian meals round the clock	Yes	
5	Star Rating of the Hotel.	Minimum 3 Star	
6	Whether adequate internal security / CCTV surveillance is available in the premises. Furnish brief details	Yes	
7	Whether Firefighting system is available, certified and current. Attach copies of certificate.	Yes	
8	Whether all floors have proper Emergency exits and if the same properly placarded & lighted.	Yes	
9	Whether the Hotel has the facilities of a Health club / Gym / Fitness center / swimming Pool.	Yes	



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SR. NO.	SPECIFICATIONS	REQUIRED	DETAILS TO BE FILLED IN BY THE HOTEL
10	Whether alternative source of electricity is available in case of power failure.	Yes	
11	Following facilities asked at Point No. 17 (A) at Annexure-1 included on complimentary basis	-----	-----
11.1.	Air Conditioned Room	Yes	
11.2.	24 Hours Hot / Cold Running water	Yes	
11.3.	24 hours Room Service facility.	Yes	
11.4	Provision for meal / AlaCarte meal shall be available in lieu of breakfast limited to Breakfast amount.	Yes	
11.5	Provision of complimentary 2 mineral water bottles (1 ltr each) per day.	Yes	
11.6.	Provision for complimentary bed tea and / or tea /coffee maker in the room.	Yes	
11.7.	In Room Internet / Wifi free for the entire stay	Yes	
11.8.	Provision of pick up & drop facility (free of cost) from Airport to Hotel and vice versa.	Yes	



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SR. NO.	SPECIFICATIONS	REQUIRED	DETAILS TO BE FILLED IN BY THE HOTEL
11.9.	Provision of Laundry Services on complimentary basis: One set of uniform (2 garments + 2 undergarments) for laundry per day (or commutative based on the no. of days of stay)	Yes	
11.10	The Business Centre and Conference Room shall be adequately equipped with the latest equipment (Desktop Computer, Standard Printer, WiFi Internet) and shall be made available.	Yes	
11.11	Please also indicate any other additional facilities that could be offered on complimentary basis other than the facilities listed in Annexure-1 at point No. 12 (A).		

IV. We confirm that we have read and understood the general terms and conditions of this tender and confirm our acceptance to abide by the same.

V. We confirm that the above details are true and correct.

Date: _____

**Name & Signature with
Rubber Stamp of the Authorized Signatory**
Mob. No.: _____
Email Id: _____

Signature & Stamp of Bidder



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ANNEXURE - 3

FINANCIAL BID (PRICE BREAK-UP)

I. Name of Hotel with Address, Tel nos. and email:

II. RATE PER ROOM PER 24-HOUR DAY BASIS

S. No	Item	Quoted Rate per day in figures and words
1	24 Hour Room Rate per day on 24 hours Check in / Check out basis inclusive of full breakfast as per tender document.	
2	Applicable GST and any other tax (please give detailed break up)	
TOTAL ALL INCLUSIVE AMOUNT QUOTED PER DAY		

TOTAL ALL INCLUSIVE AMOUNT QUOTED PER DAY (IN WORDS): _____

Date: _____

**Name & Signature with
Rubber Stamp of the Authorized Signatory**
Mob. No.: _____
Email Id: _____



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3. DISCOUNT OFFERED ON ADDITIONAL FACILITIES & EXTRA CHARGES		
Sr.No.	Additional facilities - Description	Discount offered
A	Discount offered on:
1	Ala carte Room Service on published menu rate. %
2	Breakfast Buffet %
3	Lunch Buffet %
4	Dinner Buffet %
5	Discount on Laundry & Dry Cleaning facilities %
6	Discount on STD/ISD calls %
7	Any other Discount on _____. %
8	Day stay rate in Rupees %
B	Extra Charges, as applicable. Please specify the heads and reasons thereof.	

I the authorized signatory, on behalf of the Hotel, hereby give an undertaking to abide by the terms and conditions of the tender.

Date: _____

**Name & Signature with
Rubber Stamp of the Authorized Signatory**
Mob. No.: _____
Email Id: _____