

**Name of Work: Invitation of offers for Hotel AccommodationRate
contract for AIESL (AI Engineering Services Ltd.)
At Mumbai.**



Tender Enquiry No. AIESL/TENDER/HOTEL/2022/01 dated 15/09/2022.

Dear Sir / Madam,

AI Engineering Services Ltd. invites sealed tenders from the prospective Hotels for provision of hotel accommodation for its officials visiting **Mumbai**, on two-bid system:-

S.No.	Description	Contract Period
1.	Hotel Accommodation rate contract for officials of AI Engineering Services Ltd., at Mumbai.	Two Years

For further details, prospective bidders may please contact:-

Mr. Devi Joshua Email: enggfacilitation@aies.in
Tel 022-26263330

Last date for Submission of Sealed Tender - 1100 hrs on 06/10/2022.

Signature of Bidder _____



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REQUEST FOR QUOTE

Sub: Tender Enquiry for Hotel Accommodation rate contract for officials of AI Engineering Services Ltd., MRO at OAP Mumbai.

Dear Sir / Madam,

Sealed Tenders under two-bid system (Technical bid & Price bid) are invited from **interested Hotels located in Mumbai having 3/4/5 Star** rating with Valid Certificate issued by Ministry of Tourism, for providing hotel accommodation to our officials who shall be visiting Mumbai 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 from 01 Nov.2022 till 31 Oct.2024. The estimated no. of room booking on 24 hrs check in/ check out basis, needed shall be approx. 500 nos. in 2 years. Nosof 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 and 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 Mumbai 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 sealed in an Envelope I super scribed "Hotel Accommodation rate contract for AIESL MRO at Mumbai - Technical Bid" with Name of the Hotel and Tender Enquiry reference/ due date. It may please be noted that any mention of financial details in this envelope will render the offer invalid.

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4.2. Price bid containing Annexure — 3 duly signed shall be sealed in a separate envelope II and super scribed “Hotel accommodation rate contract for AIESL MRO at Mumbai - Price Bid ” with name of the Hotel and Tender Enquiry reference/ due date. 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. The above two separate sealed envelopes containing the Technical Bid and Price Bid is to be put in a separate master envelope and the same duly sealed and super scribed

“Tender for Hotel accommodation rate contract for AIESL MRO at Mumbai”, with Name of the Hotel and tender enquiry reference and due date is to be submitted to

Executive Director-Engg.,
AI ENGINEERING SERVICES Ltd. (AIESL)
OAP, Kalina, Santacruz East, Mumbai 400029.

So as to reach latest by 1100 hrs on 06/10/2022.

4.4. All the tenders received within the closing time would be opened at 1130 hrs on 06/10/2022. However, the Price bids shall be opened separately at a later date after completion of the evaluation of the technical bids.

The sealed tenders shall be opened at Mumbai, in the office of the undersigned.

4.5. Only the technically qualified tenders shall be considered for opening of Price Bids.

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

Executive Director-Engg.
AIESL, OAP, Mumbai.

Enclosure: as above. — 3 Annexures



Annexure- 1

**General Terms and Conditions for the Hotel Accommodation rate
Contract** (To be kept in Envelope I, duly signed and stamped as token of
acceptance)

1. All hoteliers shall give an undertaking to abide by terms and conditions as per the requirement and agreed too.
2. 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.
- s. 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 2 hrs due to flight delays / exigencies etc.
4. 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 GST, (% of tax applicable on quoted rates) as per the Price Bid format — Annexure 3.
5. Exit Clause: The agreement can be terminated with 60 days' notice by either party, without assigning any reason. 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.
6. 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.
7. Terms of Payment: Bills for actual occupancy to be raised on monthly basis on AIESL and submitted to Executive Director-Engg, Hanger No. 3, Fourth Floor, OAP, Santacruz East, Mumbai 400029. for certification of occupancy along with the authorization. Bills without supporting authorization and guest signature shall not be processed. These will be paid within 60 days of the date of receipt of the commercially clear invoices.



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8. **Cancellation Charges:** Cancellation Charges for Room booking shall not be applicable if done before 12 hrs.
9. **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.
10. 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. Only the short-listed Hotels on technical evaluation shall be advised on the date of opening of the Price bids.
11. 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.
12. 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.
13. Your offer shall be rejected in case of the following:-
 - Quotation received after due date and time.
 - Only single bid i.e. Technical or Price bid received.
 - Quotation received by fax / email.
 - Quotation received unsigned.
14. **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.



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

16. (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 / Ala Carte 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. In Room Internet / Wifi free for the entire stay

(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. Laundry

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Annexure - 2

**Technical Bid Performa
(To be kept in Envelope-I)**

Specifications for Selection of Hotel Accommodation rate contract for AIESL MRO at Mumbai.

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

II. PAN & GST registration : Attach copies PAN _____ GST _____

III. SPECIFICATIONS:

SR. NO.	SPECIFICATIONS	REQUIRED	TO BE FILLED IN BY THE HOTEL
1	Whether the hotel is holding current licenses from the Health Authorities / Municipal / Police / Fire Protection. Specify Type and Ref. No. of licenses' number and attach copy.	Yes	
2	Number of Guest Rooms available	Min. 25	
3	Road Distance in kms from AIESL MRO	10 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	
5	Star Rating of the Hotel. Valid Certificate issued by Ministry of Tourism to be enclosed	Min 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 alternative source of electricity is available in case of power failure.	Yes	

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10.	Following facilities asked at Point No. 17 (A) at Annexure-1 included on complimentary basis		
10.1.	Air Conditioned Room	Yes	
10.2.	24 Hours Hot / Cold Running water	Yes	
10.3.	24 hours Room Service facility.	Yes	
10.4.	Provision for meal / A la Carte meal shall be available inlieu of breakfast limited to Breakfast amount.	Yes	
10.5	Provision of complimentary 2 mineral water bottles (1 ltr each) per day.	Yes	
10.6.	Provision for complimentary bed tea and / or tea /coffee maker in the room.	Yes	
10.7.	In Room Internet / Wi fi free for the entire stay	Yes	
10.8.	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. 17 (A).Like Laundry for a pair of clothes per day Airport pick up and drop One major meal in addition to breakfast		

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