

**Name of Work: Invitation of offers for Hotel Accommodation
Rate contract for AIESL (AI Engineering Services Ltd.)
at MRO, Nagpur.**



**Tender Enquiry No. MRO/NAG/ADMIN/2023/030
Dated 23.03.2023**

Dear Sir / Madam,

AI Engineering Services Ltd. invites sealed tenders from the prospective Hotels for provision of hotel accommodation for its officials visiting Nagpur, on 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. Amit Parate, Executive-Engg, EFD, Email: amit.parate@aiesl.in
Tel 0712 2800000 Extn. 228

Ms. Disha Dudhe, Asst. Supervisor, Admin, Email: disha.dudhe@aiesl.in
Tel 0712 2800000 Extn. 232

Last date for Submission of Sealed Tender - 1400 hrs on 15 **April 2023**.

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 in MIHAN SEZ at Nagpur.

Dear Sir / Madam,

Sealed Tenders under two-bid system (Technical bid & Price bid) are invited from **interested Hotels located in Nagpur having good reputation and decent rating**, for providing hotel accommodation to our officials who shall be visiting 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 from 01 May 2023 till 30th April 2025. The estimated no. of room booking on 24 hrs chk in/ chk out basis, needed shall be approx. **250** nos. in 2 years. Nos 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 suitable hotels 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 sealed in an **Envelope I** super scribed **“Hotel Accommodation rate contract for AIESL MRO at Nagpur - 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 Nagpur - 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 Nagpur", with Name of the Hotel and tender enquiry reference and **due date** is to be submitted to

General Manager- Engg., MRO
AI ENGINEERING SERVICES Ltd. (AIESL)
MRO Unit, MIHAN SEZ, Nagpur - 441108

So as to reach latest by **1400 hrs on 15 April 2023**.

4.4. All the tenders received within the closing time would be opened at **1430 hrs on 15 April 2023**. 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 NAGPUR, 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.

A handwritten signature in black ink, appearing to read "K S Satyavira", is written over the typed name.

Mr. K S Satyavira
General Manager – MRO (Engg).
MRO Unit, MIHAN SEZ, Nagpur - 441108

Enclosure: as above. – 3 Annexures

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Signature of Bidder _____

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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.
3. 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 IGST, (% 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:** AIESL being approved SEZ unit located in MIHAN SEZ Nagpur, service provider/hotelier shall submit LUT ARN for every financial year to avail IGST benefits. AIESL will not pay any IGST amount for this authorized operation in SEZ under the contract. 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 invoice value is less than Rs. 10,000/-, AIESL shall pay applicable IGST during the contract period.
7. **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.

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These will be paid within 30-45 days of the date of receipt of the commercially clear invoices.

8. **Cancellation Charges:** Cancellation Charges for Room booking shall not be applicable.
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. **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.
12. 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.
13. 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.
14. 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.
15. **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

Signature of Bidder _____

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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.

16. **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.
17. **(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. 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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Subject: Hotel Accommodation rate contract for AI Engineering Services Ltd. for MRO, Nagpur.

**Annexure - 2 Technical Bid Performa
(To be kept in Envelope I)**

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	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. 40	
3	Road Distance in kms from AIESL MRO	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	Whether adequate internal security / CCTV surveillance is available in the premises. Furnish brief details	Yes	
6	Whether Firefighting system is available, certified and current . Attach copies of certificate.	Yes	
7	Whether all floors have proper Emergency exits and if the same properly placarded & lighted.	Yes	
8	Whether the Hotel has the facilities of a Health club / Gym / Fitness center / swimming Pool.	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 / AlaCarte meal shall be available in lieu 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 / Wifi free for the entire stay	Yes	
10.8	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	
10.9	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).		

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 :

AI ENGINEERING SERVICES LIMITED
NAGPUR MRO
MIHAN SEZ, NAGPUR, 441108



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Annexure – 3

(To be kept in Envelope II)

Financial Bid - Price details

1. NAME & ADDRESS OF HOTEL:

2. 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 and signature with
Rubber Stamp of the Authorized Signatory

Mob no.
Email :



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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 and signature with
Rubber Stamp of the Authorized Signatory

Mob no.

Email :