



**Indian Maritime University
Chennai Campus
(A Central University Govt. of India)
East Coast Road, Uthandi, Chennai 600 119.
Tel: (044) 24530343/45, Fax: 24530342**

Tender No. IMU/CC/PUR/HOTEL/EVENTS/01/2019

21/01/2019

TENDER NOTICE

Sealed tenders are invited from eligible, reputed hotelier for providing accommodation and facilities for the events organized by IMU Chennai Campus for National & International participants. The Tender Document can be downloaded from the University Website www.imu.edu.in., WWW.eprocure.gov.in .The last date for receiving bids is 3 p.m. on 04/02/2019.

Director

Tender Abstract

1	Notice Inviting Tender No.	:	Tender No. IMU/CC/PUR/HOTEL/EVENTS/01/2 018 dated 21.01.2019
2	Tender document download date	:	22.01.2019
3	Last date and time for receipt of bids	:	03:00 PM on 04.02.2019
4	Date and time for opening of bid	:	11:00 AM on 05.02.2019
5	Service to be provided	:	Providing accommodation and facilities for the events organized by IMU Chennai Campus for National & International participants.
6	Validity of tender offers	:	1 Year from date of opening of tender
7	EMD Amount	:	Rs. 10,000/- in the form of Demand draft from any Nationalized Bank / Scheduled Bank drawn in favour of "Indian Maritime University-CC", Payable at Chennai.
8	Address for Submission of Tender	:	The Director, Indian Maritime University-CC, East Coast Road, Uthandi, Sholinganallur PO, Chennai - 600 119.

1. Objective:

IMU Chennai Campus is inviting tenders from eligible, reputed hotelier for providing accommodation and facilities for the events organized by IMU Chennai Campus for National & International participants.

2. Qualification Criteria:

The eligible bidder has to satisfy the following conditions:

2.1. The bidder should have been categorized as 4 Star (****) or above.

[Mode of Proof: Relevant certification duly issued by concerned authority].

2.2. The bidder should have been in the business of providing accommodation (in a unit located in 15 km radius from IMU CC located near SholingaNallur, ECR/OMR) since September 2013 or earlier i.e. minimum 5 years of experience as on 30.09.2018.

[Mode of Proof: Copy of Purchase Order/Contract agreement/Copy of Invoice etc.].

2.3. The bidder should have average annual turnover of Rs.2.50 Crore during the last 03 financial years (i.e. financial year ending on 31st March 2018).

[Mode of Proof: Copy of Profit & Loss Account of the company for each of the 3 years authenticated by a Chartered Accountant (or) Copy of Income Tax return for each of the 3 years authenticated by a Chartered Accountant].

2.4. The bidder should NOT have been black listed by any government department/agency in the past 3 (three) years on account of fraudulent or corrupt practices or inefficient/ineffective performance or any other cause.

[Mode of Proof: Self declaration in the format prescribed].

2.5. The Hotel should have Swimming Pool within its premises.

[Self-Declaration]

The Bidder must possess ALL the **5 Qualification Criteria**. If the firm does not possess even one of these, it shall stand disqualified and the bid will not be taken up for evaluation. With regard to the various proof/supporting documents produced by the Service Providers for establishing that they meet the various eligibility conditions, it shall be IMU's prerogative to decide whether the document produced is valid evidence or not and to call for additional proof, if required.

A committee from IMU shall visit the Hotel to assess the facilities and capabilities of the Hotel and the recommendation of this committee shall guide and form part of the evaluation of this tender.

3. Instructions to Bidders:

3.1. Tender documents consisting of Technical & Financial Bids shall be submitted by the bidders in two separate sealed envelopes, Cover –I (**Technical Bid**), Should contain

the covering letter, Tender document signed on all pages, Annexure I & Annexure II. This cover should be sealed and super scribed as “**Technical Bid**”. Cover –II (**Price Bid**), should contain only Price Bid (Annexure III)-This cover should be sealed and super scribed as “**Price Bid**”. **Covers 1 & 2 should be kept in a separate main cover and this cover should also be sealed, super scribed as “Tender for providing accommodation and facilities for National & International participants, Chennai”**. The bids should reach latest by 15:00 hrs on 24.01.2019.

- 3.2.The bidder or his authorized representative who are present shall sign a register evidencing their attendance. In the event of the specified date of tender opening being declared as a holiday for the IMU-CC, the tender shall be opened at the specified time on the next working day.
- 3.3.The information furnished by the bidder in Cover - I in the prescribed format supplied by the IMU- CC will form the basis for the evaluation. In exceptional cases IMU-CC or his representative reserves the right to obtain the clarifications from any of the bidder without vitiating the tendering process. If, in the opinion of the IMU-CC, information and documents supplied in support of the tender do not indicate meeting the requirements of the tender specifications, the tender may be determined as non-responsive and may be rejected by the IMU- CC.
- 3.4.The Cover- II -Price Bids will be opened in the presence of the technically qualified bidders or their authorized representatives, if they choose to attend and present. The procedures and number of participants etc., for opening Cover - II will be the same as the procedures outlined in Clause (3.2) & (3.3).

4. Earnest Money Deposit:

The bidder shall have to pay the Earnest Money Deposit of Rs.10,000/- in the form of Demand Draft drawn in favour of Indian Maritime University payable at Chennai and enclose with the Bid . Bids not accompanied by EMD will be rejected.

- a. The EMD will be refunded without any interest to all unsuccessful tenderers within a period of three months after finalization of the award of contract.
- b. The EMD will be forfeited if the tenderer withdraws the tender after opening.

5. Clarifications:

A bidder requiring any clarification regarding the tender document may notify in writing to the address mentioned in the invitation of tenders or may send an e-mail to dradmin.chennai@imu.ac.in

IMU will respond to any request for clarification, received two days prior to the deadline for submission of tenders.

6. Amendment:

IMU reserves the right to amend/ relax / vary any of the tender conditions at any stage of the tender. Amendments to tender conditions will be displayed in the IMU’s website only.

7. Evaluation Process:

- 7.1. The tender shall be based on Quality-cum-Cost based System (QCBS) with **70% weightage to the Technical Bid and 30% weightage to the Price Bid**. IMU shall evaluate the responses to the tender and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.
- 7.2. The interpretation of the bids and the decision made by the IMU in the evaluation of responses to the tender shall be final. No correspondence will be entertained outside the process of evaluation with IMU.
- 7.3. IMU may ask for meetings with the Service Providers to seek clarifications on their bids.
- 7.4. IMU reserves the right to reject any or all bids on the basis of any deviations.
- 7.5. Each of the responses shall be evaluated as per the criteria and requirements specified in this tender.
- 7.6. The Technical Score (TS) of the Service Provider getting the highest mark will be treated as 70, and those of the others will be arrived at proportionately, using the formula: $TS = (T/T_{max}) \times 70$ where T_{max} is the highest mark secured in the Technical evaluation by one of the Service Providers, and T is the mark secured by any given Service Provider. In this manner, each Service Provider will be assigned a Technical Score (TS) out of 70.
- 7.7. The Price Bids shall be opened at a time specified later in the presence of the eligible Service Providers present (if any). The Price Bids of those Service Providers who did not possess the Minimum Eligibility Criteria laid down in Schedule 1 and whose Schedule 2 of the Technical Bid was not marked and evaluated, will not be opened.
- 7.8. This Tender, being a Quality-cum-Cost based Tender, with quality and integrity of the programme being paramount, will be evaluated on 70:30 basis. This means 70% weightage will be given to Technical Bid and 30% weightage will be given to the Price Bid.
- 7.9. The amount quoted by the Service Providers in Sl.No. 1 & 2 shall be the value of the Price Bid of the Service Provider.
- 7.10. The Financial Score (FS) out of 30 for each Service Provider will be arrived at using the formula: $FS = (P_{min}/P) \times 30$ where P_{min} is the value of the lowest Price Bid (after adding Sl. No1 & 2 in the lowest price bid i.e. Column 5), and P is the value of the Price Bid of a given Service Provider (after adding Sl. No1 & 2 in given price bid).
- 7.11. The Total Score for a Service Provider (out of 100) = TS + FS. In case of tie, the selection will be done based on proximity to IMU-Chennai Campus
- 7.12. The Service Provider with the highest Total Score will be awarded the contract for the upcoming 45 days program tentatively starting from 25.02.2019 subject to other terms and conditions of Tender.

7.13. Empanelment:

Based on the Total Score a rank list will be maintained by the IMU-CC. For future events vendor possessing Rank 1 will be approached for conducting programme. If vendor in Rank 1 does not have requisite rooms, vendor in Rank 2 will be approached for conducting program. If the vendor in Rank 2 also does not have requisite room, vendor in Rank 3 shall be approached, and the same shall be repeated until finalizing the venue.

The Technical evaluation of the tenders shall be done on the following method:

Sl. No.	Particulars	Evaluation Criteria**	Maximum Marks
1	The bidder should have been categorized at least as 4 Star (****)	1. 4 Star Hotel – 50 Marks 2. 5 Star & above – 70 Marks	70
2	Number of rooms available in the Hotel.	1. No of rooms = 50 : 10 Marks 2. No of rooms >50<80 : 15 Marks 3. No of rooms > 80 : 20Marks	20
3	The bidder should have average annual turnover of Rs.2.50 Crore during the last 03 financial years.	1. Avg. annual turnover > 2.5< 5 Crore : 3 Marks 2. Avg. annual turnover >5<7.5 Crore : 6Marks 3. Avg. annual turnover >7.5 Crore : 10 Marks	10
		Total	100

** Relevant document proof has to be furnished by the bidder.

8. Instructions to tenderers:

The Tenderer shall give an undertaking that he will comply with all conditions in the tender document.

9. Submission:

Form of Tender along with tender document signed on all pages along with Annexure-I, Annexure-II & Annexure-III duly filled, signed and stamped together with necessary supporting documents and DD for EMD to be put in sealed cover and to be submitted.

The cover should be superscribed as “Tender for hiring of accommodation in hotels for national & international participants of IMU Chennai Campus”.

The Tender shall be submitted in tender box which will be placed in the office of the Deputy Registrar (Admin), or to be sent by post to THE DIRECTOR, INDIAN MARITIME UNIVERSITY, CHENNAI CAMPUS, EAST COAST ROAD, UTHANDI, CHENNAI-600119 before the last date and time.

10. Validity:

The offer will remain valid for a period of 1 Year from the date of opening of tender.

IMU reserves the right to cancel or withdraw the tender any time. IMU also reserves the right to reject any or all tenders without assigning any reason.

11. Mode of Payment.

Payment under this contract would be made as follows:

No request for advance payment or part-payment will be entertained.

The Service Provider shall pay all taxes including GST and other charges imposed by law or by any other statutory or legal authority in respect of its contractual obligations that are required to be performed under the Contract.

The Service Provider will be paid on submission of the bill (after completion of each event) complete in all respects, within a maximum period of 15 working days. However, in case, any clarification is required in the bill, then the same will be returned to the hotelier for modification and re-submission.

12. Scope of work & other requirements:

12.1. Upcoming programme overview and other basic details like participant's number and other details.

Indian Maritime University, Chennai Campus is planning to conduct an international programme i.e. **Indian Technical and Economic Cooperation Programme (ITEC)** which is a bilateral assistance programme run by the Ministry of External Affairs (MEA), Government of India. It is a demand-driven, response-oriented programme that focuses on addressing the needs of developing countries through innovative technological cooperation between India and the partnering nations. Along with its corollary the Special Commonwealth Assistance for Africa Programme, ITEC covers 158 countries across Asia, Africa, Latin America, Central and Eastern Europe, and several Pacific and Caribbean nations. As a part of the above bilateral assistance, IMU is required to conduct training programmes for the African nationals relating to Port Management, Marine Engineering, Nautical Science and Ocean Engineering. The participants are from African Countries and upper limit is 25 Participants per Batch. We have one upcoming programme 45 days program tentatively starting from 25.02.2019 i.e. Nautical Science.

Indian Maritime University, Chennai Campus is also conducting a national training programme for **IES (Indian Economic Services) Trainee Officers**. The upper limit is approximately 15 Participants per Batch. Period is yet to be finalized.

12.2. Requirement from the hotel like room type, occupancy, pick up & drop and any other facility.

Participants & Faculty

Minimum	:	Four Star Category or above
Room Type (A/c room)	:	Double Room (Single Occupancy)
Facilities	:	AC, TV, Fridge, Wi-Fi, etc.,
Airport / Railway Station	:	Should be arranged by
/Bus Terminus or any other point Pick up / Drop		the Hotel for each individual.

12.3. Upper limit on expenditure and orders of specific ministry or IMU-CC in this regard

- (1) Maximum rate of Rs.3000/- (including all taxes) for Single Occupancy - Rate fixed by Ministry of External Affairs, Government of India.
- (2) Maximum rate of Rs.500/- (including all taxes) towards Food expenses - Rate fixed by Ministry of External Affairs, Government of India.
(with Break Fast, Lunch & Dinner – Continental type Plus Coffee/Tea with snacks at 11.30 a.m. and 3.30 p.m on all programme days)

12.4. Other special terms and conditions

- 12.4.1. 24 hours check in time
- 12.4.2. Swimming pool
- 12.4.3. GYM
- 12.4.4. First Aid
- 12.4.5. TV in each room with set top box/cable connection
- 12.4.6. Laundry Service
- 12.4.7. Locker Service
- 12.4.8. Room Service (24 hrs.)
- 12.4.9. Should provide A/C Seminar/Programme Hall with Laptop, LCD Projector, with Audio Facility, Collar Mike, Laser Pointer, White Board (with duster and Marker Pen) during the programme period as complimentary.
- 12.4.10. The Hotel should arrange Minimum two City Visits (in and around Chennai including Mahabalipuram – Places to be finalized after getting approval from

IMU) for maximum of 25 Participants as Complimentary during the Programme Period.

12.4.11. Break Fast and Lunch should be provided for 4 IMU Officials (who will be coordinating the programme) during the Programme Days as complimentary.

12.4.12. Hall for the Inauguration and Valedictory Functions along with Audio visual facility, flower Bouquet, High-tea arrangements with savories/snacks and desert as Complimentary.

12.4.13. One room with Internet facility as complimentary (for office work) during the programme period.

FORM OF TENDER

[In Hotel Letter Head]

To

The Director
INDIAN MARITIME UNIVERSITY

Sir,

Being duly authorized to represent and act on behalf of hereinafter called “the tenderer” and having understood the nature of work involved and examined Terms and Conditions of Contract, Instructions to the Tenderers, Schedules and Bill of Quantities for the Menu of Tender for “**hiring of accommodation of best quality in hotels for national and international participants of IMU Chennai Campus**”; and

1. I / We offer to execute the work in conformity with the terms and Conditions of this tender/contract.
2. I / We undertake, if our Tender is accepted, to carry out the services for the periods specified in this Schedule.
3. I / We agree to abide by this Tender for a period of **1 year** from the date fixed for receiving the same or such further period as may be mutually agreed upon and it shall remain binding upon us and may be accepted at any time before the expiration of that period should we fail to abide by our Tenders during the above said period of **1 year** or such extended period as mutually agreed upon, the IMU shall be at liberty to forfeit the Earnest Money deposited by us.
5. Till such time a formal agreement is prepared and executed, this Tender together with your written acceptance thereof, shall constitute a binding Contract between us.
6. (i) We understand that the IMU reserves the right to,
 - a) Amend the scope of tender and value of contract under this work
 - b) reject or accept any tender including the lowest, cancel the tender process and reject all tender.
7. If our Tender is accepted as a whole or as individual components, we understand that we are held fully responsible for the due performance of the Contract.

We have furnished Earnest Money in the form of Demand Draft issued by payable at Chennai in favour of the

INDIAN MARITIME UNIVERSITY-Chennai campus, for an amount of Rs.10000/- .

We certify that all the particulars furnished in our Bid are true and correct and based on documentary evidence. We understand that if any of the particulars is found to be false or misleading, IMU has the right to summarily reject our bid at any stage and that our company is liable to be blacklisted/debarred by IMU for at least 3 years or for any suitable period decided by IMU

8. We agree to execute the contract referred to in the Tender Documents upon the Terms and Conditions contained or referred to therein and to carry out such deviations as may be ordered.

SIGNATURE.....

FOR AND ON BEHALF OF.....

DATE

ANNEXURE II**Format for Eligibility Criteria Evaluation**

(To be filled by bidder)

Sl.No.	Qualification Criteria	Complied (Yes/No)	Supporting Documents submitted by the bidder
1.	The bidder should have been categorized as 4 Star (***) or above		
2.	The bidder should have been in the business of providing accommodation (in a unit located in ___ km radius from IMU CC [Semmenserry] located near Sholinganallur, ECR/OMR) since September 2013 or earlier i.e. minimum 5 years of experience as on 30.09.2018.		
3.	The bidder should have average annual turnover of Rs.2.5 Crore during the last 03 financial years (i.e. financial year ending on 31st March 2018).	2017-18-Rs. 2016-17-Rs. 2015-16-Rs.	
4.	The bidder should NOT have been debarred by any government department/agency in the past 3 (three) years on account of fraudulent or corrupt practices or inefficient/ineffective performance or any other cause.		
5.	The Hotel Should have Swimming Pool within its premises.		

SI No	Particulars	Description in Details
1	Name of the firm	
2	Complete postal address with tel. no. , fax, email.	
3	Complete contact details of Authorized person of the hotel, including name designation, mobile no and email id	
4	PAN no	
5	GST No	
6	Details of health/ food license	
7	Enclose brochure of the hotel	
8	Category of rooms available with no of rooms in each category	
9	Carpet area of double room [Single Occupancy] quoted in square feet	

Date:

Tenderer's signature with stamp

Annexure- III

Tender for providing accommodation and facilities for the events organized by IMU Chennai
Campus for National & International participants

Price Bid:

Sl. No	Particulars	Quantity (1)	Rate Quoted (Per Day) in Rs. (2)	Amount in Rs. (3)= (1)x (2)
1.	Accommodation: Double room single occupancy with AC, TV, Fridge, Wi-Fi etc.	25 rooms for 42 days = 1050 room days *	----- [Not to exceed Rs. 3000/- per day per participant]	
2	Food Breakfast, Lunch & Dinner-Continental type plus coffee / tea with snacks at 11.30 a.m and 3.30 p.m	25 participants for 42 days = 1050 food day	----- [Not to exceed Rs. 500/- per participant per day]	
Grand Total				
Complimentary Services to be provided:				
1	AC Seminar / Programme Hall [to seat _25_ participants] with Laptop, LCD Projector, with Audio Facility, Collar Mike, Laser Pointer, White Board (with duster and Marker Pen) during the programme period			
2	Hotel should arrange Minimum two City Visits (in and around Chennai including Mahabalipuram) for maximum of 25 Participants during the Programme Period.			
3	Break Fast and Lunch should be provided for 4 IMU Officials (who will be coordinating the programme) during the Programme Days			
4	Hall for the Inauguration and Valedictory Functions along with Audio visual facility, flower Bouquet, High-tea arrangements with savories/snacks and desert as Complimentary			
5	One room with Internet facility (for office work) during the programme period			
6	Any other facility stated in the tender elsewhere or required for the smooth conduct of the programme.			

Note:

1. Payment shall be made for the actual no of rooms occupied by the participants. i.e. even if there is reduction in the number of participants, rate offered per room would remain the same.
2. Food charges shall also be paid for the actual no of participants.
3. The rates indicated above are inclusive of GST and all other taxes.
4. The tentative dates for the upcoming programme starting from 25.02.2019.
5. The bill shall be raised in the name of Indian Maritime University – Chennai campus.

Date:

Tenderer's signature with stamp