



**NOTICE INVITING TENDER FOR THE EMPANELMENT OF HOTELS
TO MNIT JAIPUR**

No. F5(4124)ST/MNIT/PTP/2024

Phone : 0141-2713312,2713352

Registrar, MNIT, JLN Marg, Jaipur invites tenders *for the Empanelment of Hotels to MNIT Jaipur.*

Vendors are requested to submit their online bid for mentioned item as per detailed technical specification given and Price Bid as per BOQ on CPP Portal. The Important information related to tender are as follows:

Schedule	
Event	Date & Time
Date of Issue/Publishing	23.06.2025 02.00 PM
Document Download/Sale Start Date	23.06.2025 02.05 PM
Pre Bid Meeting	01.07.2025 11.30 AM
Last Date and Time for receipt of queries	15.07.2025 02.00 PM
Document Download/Sale End Date	15.07.2025 02.05 PM
Last Date and Time for Uploading of Bids	15.07.2025 02.30 PM
Date & Time of Opening of Technical Bids	16.07.2025 02.00 PM
Date of Opening of Financial Bids	will be informed later
Earnest Money	Rs. 30,000/- EMD in the form of Demand Draft in the name of The Registrar, MNIT payable at Jaipur or NEFT/RTGS in the bank account details as under:- Bank Name: ICICI Bank Ltd., Bank Branch: MNIT Jaipur Account Holder: Registrar MNIT Jaipur, J.L.N. Marg, Jaipur Bank Account No: 676805000011 Bank IFSC Code: ICIC0006768
No. of Covers	02
Bid Validity days	90 days
Email Address (for Any Clarifications)	storepurchase@mnit.ac.in



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NOTICE INVITING TENDER

1. Over View

Malaviya National Institute of Technology Jaipur (MNIT Jaipur) is an Institute of National Importance established by the Ministry of Education (Shiksha Mantralaya), Government of India through an Act of Parliament. It is a leading technical institute in the country. More details about MNIT Jaipur are available on our website www.mnit.ac.in.

MNIT Jaipur invites tenders for the Empanelment of Hotels from reputed, luxurious, spacious and with good ambience Hotels located in Jaipur (comparable to 3-star rating), not more than 06kms from MNIT Jaipur Campus to accommodate various types of guests of the institute.

2. Broad Scope of Work

MNIT Jaipur invites tenders from reputed, luxurious, spacious, and good ambience Hotels with a minimum 3-star rating to accommodate various types of guests of the institute. The institute shall accommodate guests who visit the institute for various purposes, such as attending conferences, workshops, guest-lectures, recruitment of students and other official purposes.

All guests shall visit as per the requirements of the institute and the bookings shall be given with advance intimation.

3. Period of Contract

The empanelment period is initially for 01 (One) Year. However, the contract shall be extended for a further period of up to 01 (one) more year if the services provided by the Agency are found to be satisfactory, on the same terms and conditions, and at the sole discretion of the Institute.

4. Requirement for Hotel Accommodation / Booking of Rooms

4.1. The Hotel shall be required to adhere to the following requirements:

- a) Accommodation on a single occupancy basis in well-appointed standard accommodation with amenities inclusive of facilities like air conditioning, TV with pan India cable connection, 24- hour hot water facility and power supply, cleaned pressed bed sheet, bath towel, hand towel, soaps, Mineral water bottles, daily in each room, each day to each occupant/s.
- b) The room size should be a **minimum of 180 sq. ft** excluding the attached bath/toilet.
- c) The hotel should be located within 6 kms. from the M N I T J a i p u r for easy commutation purposes.
- d) The Hotel should have a minimum of three-star rating.
- e) The check-in time should be 24 hours. Billing would be on 24 hours basis.
- f) Complimentary serving of Bed Tea and Tea/Coffee maker in each room.
- g) Complimentary Buffet Breakfast.
- h) Buffet Lunch/Dinner with a good spread of itemized menu. Buffet Lunch/Dinner will be at the option of the participants during the stay in the Hotel.
- i) Complimentary Wi-Fi facility in every room.
- j) The number of rooms may decrease/increase at the time of arrival of the guests/participants. In such cases, billing will be on an actual basis.
- k) MNIT Jaipur will pay only for the accommodation for the guests/participants. Any personal expense would be borne by the individuals only and to be collected by the Hotel.
- l) There must be no hidden charges, MNIT Jaipur will pay only the charges for items included in the bid Document. A Nodal Officer from the hotel must be deputed for coordination purposes at all times for all purposes.



- m) In case of unsatisfactory feedback and other administrative reasons, if the period of stay at the hotel is terminated before completion of the program, payment will be released to the hotel on a pro-rata basis for the actual period of stay of the participants.

4.2. The process of room booking:

- a) MNIT Jaipur will indicate the number of rooms required and also indicate the single/ twin-occupancy requirement 2 to 3 days before the dates for which the booking is needed.
- b) The hotel must ensure prioritized booking for MNIT Jaipur guests as per the rates agreed as per this tender.
- c) The actual number of rooms may vary + or – 5%. The Hotel must not charge any penalty for the variation in numbers so long as that this variation is within the + or – 5% band.
- d) The hotel to indicate additional charges if any for additional rooms or cancelled rooms as the case may be in the financial bid.
- e) In case of unsatisfactory feedback and other administrative reasons if the period of stay at the hotel is terminated before completion of the program, payment will be released to the hotel on pro-rata basis for actual period of stay of the participants.

Note: The empanelment of hotels services can be used by all the Departments/Sections of MNIT Jaipur.

5. Eligibility Conditions for Bidders

The tendering Agency must fulfill the conditions mentioned in the succeeding paras in order to be eligible for technical evaluation of the bid:

- a) The bidder **should have at least 20 rooms on a single occupancy** basis for the participant.
- b) The offered property of the bidder should have an adequate parking facility for the participants to alight and embark inside/in front of the property. A Self Declaration needs to be submitted along with a Technical Bid for the points mentioned in a & b.
- c) The bidder(s) should be registered with the Goods and Services Tax Council for Goods & Service Tax (GST). A copy of the GST registration certificate has to be submitted with the tender document. A copy of the GST Registration Certificate, PAN, and Bank account details should be submitted along with the Technical Bid. The names appearing on all these documents and tender documents should be the same or linked.
- d) The bidding agency is required to have a minimum of a Three (3) Star Rating issued by the HRCCA (The Hotel and Restaurant Approval and Classification Committee).
- e) The Star Rating Certificate issued by the HRCCA must be attached to the bid submission as proof of compliance with this requirement. Bids submitted without the appropriate certification will not be considered.
- f) The Bidder(s) should be either:
 - i A company registered under the Indian Companies Act, 1956/2013 (OR)
 - ii A partnership firm registered under the Indian Partnership Act, 1932 LLP (Limited Liability Partnership)

(OR)

 - iii A Proprietorship firm duly registered either under the suitable act or any other Act of State/ Union, as applicable for dealing in the subject matter of procurement (Note: A self-certified declaration regarding the non-applicability of registration to any Act should be submitted by the Bidder)
- g) The Bidder(s) should have a Trade License for the hotel from the concerned Municipal Corporation/appropriate authority.



- h) The Bidder(s) should have a Health License from concerned Authorities.
- i) The Bidder(s) should have a Food License from FSSAI/appropriate authority.
- j) The Bidder(s) should have a Fire Safety License from the Fire Department/appropriate authority.
- k) The average annual turnover of the bidder(s) should be at least Rs. 10 Lakhs (Rupees Ten Lakhs Only) in the last 3 financial years ended as of March 31, 2024 (2021-22 to 2023-24). The year in which no turnover is shown would also be considered for working out the average. Copies of duly audited statements of accounts (Balance Sheet with Profit & Loss accounts) are to be submitted with the Technical Bid for the last three (3) years as above.
- l) Bidders should be regular in filing Income Tax returns. A copy of the Income tax returns filed for the last three financial years (2021-22 to 2023-24) should be submitted with the Technical Bid.
- m) The bidders should not be blacklisted by any department of the Government of India and Private organizations in the past. There should not be any criminal case registered against the bidding firm or its owners/partners anywhere in India. An undertaking to this effect and should give a self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per [Annexure-III](#) in the Company letterhead duly signed by the owner/partner or both to be enclosed.

6. Instructions to Bidders

6.1. Downloading of Tender Document

The tender document can be downloaded from the Institute website at URL Link: <https://www.mnit.ac.in/news/newsall?type=tender> and from Central Public Procurement Portal link: <http://eprocure.gov.in/eprocure/app>. The submission of e-Bids will be only through the e-Tender portal <https://eprocure.gov.in/eprocure/app>. Bids will not be accepted in any other form.

6.2. Earnest Money Deposit

- a. The Bidder(s) should remit an Earnest Money Deposit (EMD) of **Rs. 30,000/- (Rupees Thirty Thousand only)** at the bank account mentioned on **Page 1**. A copy of the payment transaction receipt should be uploaded with the Tender application form, else the bid will not be considered for the bidding process.
- b. The EMD of the unsuccessful bidders will be released after the finalization of the Tender. No interest is payable on the Earnest Money Deposit (EMD).
- c. Micro and Small Enterprises (MSMEs) firms as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organization or the concerned Ministry or Department or Startups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT) for all these items only, are exempted from EMD. However, they have to enclose valid self-attested registration certificate(s) along with the Tender to this effect, without which the bid won't be considered for further process.
- d. The bidders who seek exemption from EMD as per clause above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the bid document, they will be suspended for three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.

6.3. Amendment to Bid Document

- a. At any time before the date of submission of bids, MNIT Jaipur shall modify the bid document with amendments on its own.
- b. Such amendments shall be notified on the CPP Portal and MNIT Jaipur website only and these amendments will be binding on all prospective bidders.



- c. The Institute may, at its discretion, extend the last date for the receipt of bids.
- d. MNIT Jaipur reserves the right to cancel the tender without assigning any reason at any stages of evaluation before finalization.
- e. MNIT Jaipur also reserves the right to, at any time and in its absolute discretion, the following:
 - i. Accept or reject all bids.
 - ii. To obtain further clarification or supporting documents during the technical bid evaluation.
 - iii. To suspend, discontinue, modify and/or terminate the Tendering process at any time.
 - iv. To reject any unreasonable bid.
 - v. To modify/change/delete/add any further terms and conditions prior to the opening of Financial bid.

6.4. Conditional Bids

Conditional bids or Bids based on the process/basic schemes other than mentioned and / or not conforming to the technical specifications/requirements of the Bidding documents will not be considered.

6.5. Technical Bids Criteria

- i. The technical bid shall contain all the relevant information which forms part of the technical bid. The information provided in the technical bid will be used for understanding and assessing/evaluating the quality of solution being proposed by the Bidder.
- ii. All the information should be organized in logically structured form and attached as a technical bid with an index. Bidders should comply with eligibility criteria and technical requirements. The detailed formats are attached at [Annexure-I](#). The Bidder is to complete the same in all respect and submit accordingly. No deviations are acceptable in [Annexure- I](#).

6.6. Financial bid Details

- i. The Financial bid should be submitted strictly as per the BoQ attached in ([Annexure-II](#)) format, failing which the offer will be rejected. (Renaming or changing the format of BoQ) will not be acceptable.
- ii. ***Evaluation of financial bids will be done separately for Item Sr. no. 01 & 02 and accordingly L1 bidder will be decided separately for Item Sr. no. 01 & 02.***
- iii. The Rates quoted by the tenderer should be inclusive of all charges except GST and must hold good till the completion of work and should not be subjected to any escalation. No claim on this account what so ever shall be entertained at any stage including the extended period, if any.
- iv. Vendor should quote rates in the financial bid ([Annexure-II](#)) format only, bids indicating rates anywhere else will be rejected.

6.7. Validity of Bids and Rates

- i. All the quoted rates would be valid until the completion of the contract. No escalation of price whatsoever would be allowed during the currency of the contract, including extended period if any.
- ii. The quote shall remain valid and open for acceptance for a period of 90 days from the date of opening of financial bid. In exceptional circumstances, MNITJ may request the bidders for the extension of the validity period.



6.8. Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

6.8.1. Registration

- i. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.
- ii. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- iv. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g., Sify / nCode / eMudhra etc.), with their profile.
- v. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- vi. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

6.8.2. Searching For Tender Documents

- i. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- ii. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document. The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

6.8.3. Preparation of Bids:

- i. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii. Bidder to go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- iii. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- iv. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g., PAN card



copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

6.8.4. Submission of Bids

- i. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- ii. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iii. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the financial bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- iv. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- v. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- vi. Upon the successful and timely submission of bids (i.e., after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- vii. The bid summary has to be printed and kept as an acknowledgment of the submission of the bid.

6.8.5. Assistance to Bidders:

- i. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the email id storepurchase@mnit.ac.in.
- ii. Any queries relating to the process of online bid submission or queries relating to CPP Portal, in general, may be directed to the 24x7 CPP Portal Helpdesk numbers.



6.8.6. Procedure for Submission of Bids

- i. The Bidder should submit the Bid in two parts viz. **Technical Bid** and **Financial bid**. Technical Bid along with required documents and **Financial bid as per Annexure-II/BOQ** should be submitted online.
- ii. The Bidder (s) shall not make any changes or amendments to the tender document as published in the CPP Portal and MNIT Jaipur website.
- iii. All correspondence and documents relating to the Tender shall be written in English.
- iv. No addition or alteration should be made in the tender document.
- v. The tender document should be filled in legible handwriting/printing/typing without ambiguity.
- vi. If any correction is necessary in the information provided by the Bidder, the same should be made after scoring out the old entry. In any case, there should not be any overwriting. All the corrections should be attested with the full signature of the Bidder with date.
- vii. It is construed that the Bidder has read all the terms and conditions before submitting their offer. An undertaking as given in **Annexure-III** to the effect of stating that all the terms and conditions of the Tender have been read and abided by the tenderer shall be furnished.
- viii. Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.
- ix. The bidders are cautioned that furnishing of incomplete/ambiguous information, suppression of facts and any alteration of the prescribed tender format will entail outright rejection of the bid application.
- x. Bidders should note that they should submit their financial bids in the prescribed format given by MNIT Jaipur, and no other format is acceptable.

6.8.7. Bid Submission

Since this tender is based on two-bid system, the bids (complete in all respects) must be submitted online in **two parts** as explained below:

a) Technical Bid

The following documents are to be submitted along with Technical Bid (**Annexure-I**), as per the tender document;

- i. **EMD:** (a) Copy of the UTR details for online transfer to MNIT Jaipur Or
(b) Copy of the Bank Guarantee Or
(c) Udyam Registration Certificate or any other relevant document for EMD exemption.
- ii. Self-Declaration for Number of Rooms, area of the room, and Parking Facility.
- iii. Application form as per **Annexure - III**.
- iv. Copy of PAN and GST Registration.
- v. Copy of the constitution or legal status of the bidder /Sole proprietorship / firm agency etc., like an Attested copy of the deed of partnership, if the firm is a partnership concern. Certificate of Incorporation duly certified in case of Company.
- vi. Copy of Trade / Food / Health and Fire Safety License.
- vii. A copy of work orders and testimonials/completion /performance certificate from the present and past clients of equivalent order / SLA (executed the work(s) received in the last 3 years) with verifiable contacts need to be attached with the Tender document to prove their competency.
- viii. A copy of Income tax returns filed and audited accounts statement for the last three financial years (2021-22 to 2023-24).
- ix. Signed Tender document and its all annexures.
- x. All other documents mentioned in the tender document, except the Financial bid document.



b) Financial bid

- i. Financial bid (As per **Annexure-II** duly filled and signed)- Price must be quoted as per the format specified for all the items, failing which tender shall be rejected.

7. Pre-Bid Meeting

A Pre-Bid Meeting with the intending bidders will be conducted in person at Training & Placement Cell, Prabha Bhawan, MNIT Jaipur on 01.07.2025 at 11.30 AM Hrs. to clarify doubts that shall arise before submitting the bids.

The bidders need to send the scanned copy of the letter of authorization from their firm (or firms they are representing) to storepurchase@mnit.ac.in before 30.06.2025 to attend the Pre-bid meeting as per the format enclosed vide **Annexure-IV**.

8. Opening of Technical Bid

Technical bid will be opened by the Tender Opening Committee on 16.07.2025. Financial Bids of the eligible bidders will be opened later. The date and time for opening of Financial Bids will be intimated through CPP Portal.

9. Evaluation of Bids

- a. Physical visit of hotel premises (if required) will be carried out by MNIT Jaipur to check the services, amenities and credentials of the hotel by the Technical Evaluation Committee constituted for this purpose for ground validation. If the property is not found suitable as per the requirement of MNIT Jaipur as recommended by the committee, the financial bid of the bidder will not be opened.
- b. The Technical bid will be opened first and evaluated. The Financial bid of only those bidders whose technical bid is found to be technically qualified by the Committee after ground validation, will be opened. The bidders are therefore advised to check the contents of the technical bid documents to ensure that all requirements as per the tender have been provided in **Technical Bid**.
- c. The institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose.

10. Opening of Financial bid and Award of Empanelment

The financial bids of all the technically eligible bidders will be opened. The date and time for opening of the Financial bid will be informed to all the technically qualified bidders through CPP portal.

- a. **AWARD OF EMPANELMENT:** The final selection of vendor will be as per the following selection process:
 - The bidder who has quoted the lowest rate shall be declared as L1 vendor and others will be declared as L2, L3, etc., based on the ascending order of the rates quoted by them.
 - MNITJ may empanel more than one hotel in each category and may offer the rates of L1 to L2, L3 etc., The decision of the Institute in this matter will be final and binding to all the bidders/empaneled hotels.
 - If more than one hotel is empaneled, the distribution will be equitable to the extent possible at the discretion of MNITJ. The distribution of the services shall also be based on quality of the service and subsequent customer satisfaction.
- b. MNIT Jaipur reserves the right to negotiate the quoted price, with the successful Agency / Hotel to arrive at a fair and reasonable price.
- c. MNIT Jaipur reserves the right to give a counteroffer to the negotiated L1 rates to other bidders for matching the L1 rates. All other terms and conditions of this document shall remain operative even if a counteroffer rate is offered to the Agencies.



- d. The Successful bidder/s should accept the offer within 10 days from the date of receipt of the “Letter of Offer, failing which the offer will be cancelled.
- e. In case the successful bidder backs out before the actual award or execution of the agreement or declines the offer of empanelment, for whatsoever reason(s), MNIT Jaipur will have the right to forfeit the EMD.
- f. It is clearly understood by the parties that no financial liability of any type is created by the issuance of the work order. The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available, and the performance of the agency/hotel.
- g. Any act on the part of the bidder to influence anybody in the institute is liable to rejection of his bid.
- h. The decision of the Competent Authority, MNIT Jaipur will be final in all matters relating to this tender.
- i. The Institute reserves the right to accept or reject all the offers including the lowest without assigning any reason.

11. General Term & Conditions

11.1.Payment Terms

- a. No advance payment will be made in any case.
- b. The Service Provider should submit the bill in the form of a Tax Invoice containing the details of the GST Registration number of the Service Provider and MNIT Jaipur (**08AAAJM0351L1Z6**) along with HSN/SAC code every month.
- c. Billing will be on an actual check-in/check-out basis for bookings of rooms or on a programme basis as per the instructions provided by MNIT Jaipur
- d. No Retention Charges/ Cancellation Charges/Surcharges are payable by MNIT Jaipur.
- e. Payment will be made within 10 working days from the date of submission of the bill after the completion of the program.
- f. Billing to be done to: The Registrar, Malaviya National Institute of Technology Jaipur.
- g. The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes, etc.)
- h. TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from the Service Provider's bills.

11.2.Termination of Services

- a. Empanelment shall cease to exist automatically at the end of the date mentioned in the empanelment work order without any separate notice.
- b. Contract can be terminated by MNIT Jaipur by giving one-month notice in advance.
- c. The tenderer will be bound by the details furnished by him/ her to MNIT Jaipur, while submitting the EOI/tender document or at a subsequent stage. In case any such documents furnished by him/ her are found to be false at any stage, it would be deemed to be a breach of terms of contract making him/ her liable for legal action besides termination of contract.
- d. In case of dispute, the interpretation /decision of MNIT Jaipur will be treated as final.
- e. Work Order will be issued one week in advance after checking the availability, and in case the agency fails to provide as per the above specifications and scope of work, the empanelment of the agency will be liable to be terminated.
- f. MNIT Jaipur may, without prejudice to any other remedy for breach of contract, terminate the contract in whole or in parts in the event of the following:
 - i. If the Service Provider fails to provide the services as detailed in the Tender within the period (s) specified in the contract or any extension thereof granted by the Institute.
 - ii. If the Service Provider fails to perform any other obligation(s) under the contract.
 - iii. If the Service Provider is declared insolvent by the competent Court of Law without any notice.



11.3. Penalty Clause

- a If it is observed at any stage during the execution/defect liability period that the quality of the work is not satisfactory, the contract/ work order as a whole shall be terminated, and penalty may be imposed. Applicable penalties would be levied from the amount payable to the vendor on such termination and the balance amount, if any, would be paid. The decision of the Institute in the matter of penalties, would be final and binding.
- b Deficiency in services listed in the Scope of Work, will be construed as lapses on the part of the Vendor. Such lapses due to Vendor will be viewed seriously and penalties will be imposed up to 5% of the total value of the order on the vendor in case of any delay/deviation in service. MNIT Jaipur reserves the right to impose the penalty and the quantum of the penalty will be decided in individual cases and the decision of the Institute shall be final and binding.
- c In case of failure to carry out the services to the satisfaction of MNIT Jaipur as per the terms and conditions, the Institute will be free to get services done by any other agency at the cost and risk of the service provider.

11.4. Forfeiture of Earnest Money

The earnest money will be forfeited in the following cases:

- a. Earnest Money is liable to be forfeited and the bid is liable to be rejected if a bidder withdraws or amends or impairs or derogates from the Tender in any respect within the period of validity and/or after opening the Tender. Such bidders will also be blacklisted.
- b. When information/certificate/document furnished is found to be false at any stage.
- c. When the bid documents have been manipulated or altered after they are downloaded from the website.

11.5. Signing of Contract

- a. The Empaneled bidder shall be required to execute the Contract Agreement as per format (**Annexure - V**) accepting all terms and conditions stipulated herein on a non-judicial stamp paper of Rs. 100/- (Rs. one hundred only) within 10 working days from the issue of the Work Order. In the event of failure on the part of the successful bidder to sign the Contract within the period stipulated above, the EMD shall be forfeited and the acceptance of BID shall be considered as cancelled.
- b. The Bidder shall certify that a change in ownership is not anticipated in the proposed period of the contract. If such a change is anticipated, the scope and effect thereof shall be defined. MNIT Jaipur shall file a suit against the bidder for breach of this clause requesting damages and/or specific performance remedies therefrom.

11.6. **Firm Price:** The Price quoted by the bidder will be firm throughout the Empanelment Period. There will be no increase in the prices under any circumstances.

11.7. Canvassing in connection with the tenders is strictly prohibited and tenders submitted by the tenderers who resort to canvassing will be liable to rejection. Any bribe, commission or advantage offered or promised by or on behalf of the tenderer to any officer or staff of MNIT Jaipur shall block his/ her Tender from being considered. Canvassing on the part or on behalf of the tenderer will also make his Tender liable to rejection.

11.8. **Authority of person signing document:** A person signing the tender application or any documents forming part of the contract on behalf of another shall be deemed to warrant that he/she has authority to bind such other and if, on enquiry, it appears that the person so signing had no authority to do so, MNIT Jaipur may without prejudice to other Civil and criminal remedies cancel the contract and held the signatory liable for all cost and damages.



- 11.9. In respect of services rendered to MNIT Jaipur, the Service Provider shall be liable for depositing all taxes, levies, cess, etc. to the concerned tax collection authorities from time to time as per existing rules and regulations on the matter.
- 11.10. While making payment to the Service Provider, TDS and other statutory deductions will be effected by the Institute.
- 11.11. The Income Tax (TDS) shall be deducted at the prevailing rate from the bills, as amended from time to time in accordance with the provisions of the Income Tax Department, and the relevant certificate to this effect shall be issued by MNIT Jaipur to the Agency.
- 11.12. In case, the vendor fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof MNIT Jaipur is put to any loss/obligation, monetary or otherwise, MNIT Jaipur shall be entitled to get itself reimbursed out of the outstanding bills of the Agency, to the extent of the loss or obligation in monetary terms. This shall be in addition to the right of MNIT Jaipur to initiate penal measures against the Service Provider including the termination of the contract.
- 11.13. **Subletting of Work:** The firm/agency should not assign or sublet the work/job or any part of it to any other person or party. The Tender is not transferable. Only one Tender shall be submitted by one tenderer.
- 11.14. The Bidder should have requisite licenses from appropriate governmental regulatory bodies for operating the services in India, if applicable. (License documents obtained from Government authorities should be attached).
- 11.15. **Arbitration:** In case of any unreconciled disputes between the parties MNIT Jaipur and the agency/firm to whom the contract had been awarded, arising out of any of the terms of the Contract Agreement, the dispute shall be referred to a single Arbitrator mutually agreed, as per Arbitration and Reconciliation Act 1996, in Jaipur jurisdiction. The decision of the Arbitrator shall be final and binding on the both parties.
- 11.16. **Jurisdiction:** All disputes arising out of this contract shall be subjected to the Courts at Jaipur.
- 11.17. Force Majeure:
- 11.17.1. Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- 11.17.2. Force Majeure shall mean fire, flood, natural disaster, or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.
- 11.18. Only "Class-I and Class-II local supplier will be eligible to bid notified vide (DPIIT) Notification No. P- 45021/2/2017-PP (BE-II) dated 4th June, 2020. It is mandatory for bidders to quote items having local content equal or more than 20%. Refer revised Public Procurement (Preference to Make in India), Order 2017 P-45021/2/2017-B.E-II dated 04.06.2020 issued by DPIIT, Ministry of Commerce and Industry, Govt. of India. **(Submit duly filled Annexure VI for the same)**



ANNEXURE – I: PROFILE OF THE BIDDER

EMD Transaction/Exemption Eligibility Details	Transaction Ref No: _____ dated: _____ If exempted Provide a Valid Certificate Number: _____		
SI. No.	Information Particulars	Response	
1	Name of the agency / firm /company		
2	Address of the agency / firm /company		
3	Legal status (Individual, proprietary, partnership firm, limited company, etc.) Document to be attached.		
4	Authorized Signatory Details	Name	
		Designation	
		Email	
		Phone	
	Details of Contact other than Authorized Signatory	Name	
		Designation	
		Email	
		Phone	
5	Month and Year of commencement of business		
6	Registration number of the firm. (as per Shops and Establishment act.).	Copy of the certificate to be attached	
		PAN No. of the Agency	
		GST No. of the Agency	
7	Star Rating, Trade/Food/Fire / Health License Copies of the approval / license to be attached.		
8	Has your firm/company ever changed its name at any time? If yes, provide the previous name and the reasons there for.		
9	Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.		



10	Brief details of Litigations, if any, Connected with related work, Current or during the last three years, the opposite party and the disputed amount.						
11	Give details of Termination of previous contract, if any						
12	Details of bank mandate; Name of the Bank Name of the Branch Account No. Type of Account IFSC Code No. (copy of the cancelled cheque should be enclosed)	<table border="1"><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr></table>					
13	Total experience (years/ months) in the Related work						

Turnover for the last 3 years (from 2021-22 to 2023-24). Please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

Financial Years	2021-22	2022-23	2023-24
Details of Gross Annual Turnover - (Rs. in Lac)			
Average Turnover in last three years	INR _____ in Lakhs		



Technical Criteria

Kindly indicate the answers against each Technical Criteria below:

Particulars	Answers
Category of Hotel (3 Star & equivalent).	
Number of Restaurants with capacity to accommodate more than 50 people at the same time.	
Availability of Single Occupancy Room with standard accommodation amenities (No of Rooms)	

We confirm that, all the details mentioned above are true and correct and if MNIT Jaipur observes any misrepresentation of facts on any matter at any stage of evaluation, MNIT Jaipur has the right to reject the proposal and disqualify us from the process.



ANNEXURE-II: FINANCIAL BID – BOQ

SL. No	Type of room	Quantity
1	Standard or Similar Category (Single Occupancy)	1
2	Deluxe or Similar Category (Single Occupancy)	1

Note: Evaluation of financial bids will be done separately for Item Sr. no. 01 & 02 and accordingly L1 bidder will be decided separately for Item Sr. no. 01 & 02.

Generally, the requirement for lunch services is rare; however, if lunch is required, it shall be ensured by the firm with which the contract is made that it does not charge more for the buffet lunch than for the buffet dinner.

The check-in time should be 24 hours. Billing would be on 24 hours basis. However, if the additional stay is less than 12 hrs, only half-day charges will be billed.



ANNEXURE – III: SUBMISSION OF TENDER DOCUMENT

The Registrar,
Malaviya National Institute of Technology Jaipur
JLN Marg, Malaviya Nagar
Jaipur 302 017.

Date:

Subject: “Tender For Empanelment of Hotels to MNIT Jaipur”

Reference: Tender Notice published in MNIT Jaipur website & on CPP portal. - ***Tender No:*** F5(4124)ST/MNIT/PTP/2024 **dated: 23.06.2025**

Dear Sir,

With reference to the tender notice published on the above-mentioned website, I / We hereby submit my/ our Tender in the required format. I / We have carefully gone through the terms and conditions and prescribed given, and I / We accept the same without any alterations/modifications.

It is certified that I, _____ (name of the person) S/o Shri _____
r/o _____

a) am authorized to sign this document on behalf of
M/s. _____

(the name of the firm/company which is bidding in this tender) and that our firm/company have never been blacklisted by any of the Government Organization / Agencies in the past and there is no criminal case registered against our firm/company or its owner/partners anywhere in India.

b) hereby certify that none of my relative (s), as defined in the tender document, is/are employed in MNIT Jaipur as per the details given in the tender document. In case, at any stage, it is found that the information given by me is false/incorrect, MNIT Jaipur shall have the absolute right to take any action as deemed fit / without any prior intimation to me.

c) further declare that:

1. All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our Agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/ terminated.



2. I understand that the decision taken by the MNIT Jaipur is final and binding in all matters.
3. I hereby agree to work as per the terms and conditions stipulated by MNIT Jaipur.
4. I understand that the MNIT Jaipur reserves the right to accept or reject and to cancel the Tender and reject all bids at any time prior to the award of the contract, without detailing any specified reasons whatsoever

Place: _____

Signature _____

Name _____

Date: _____

Designation: _____

Seal of agency / Firm / Company



ANNEXURE – IV: LETTER OF AUTHORISATION

**LETTER OF AUTHORISATION FOR ATTENDING PRE-BID/PRICE
BID OPENING MEETING (in bidder's letterhead)**

To
The Registrar,
Malaviya National Institute of Technology Jaipur
JLN Marg, Malaviya Nagar
Jaipur 302 017.

Subject: Authorization for attending Pre Bid/Financial bid Opening Meeting on
(date) in the “**Tender For Empanelment of Hotels To MNIT Jaipur**”.

The following persons are hereby authorized to attend the Pre Bid for the Tender mentioned above on behalf of.(Bidder) in order of preference given below.

Order of preference	Name	Designation	Contact No	Specimen Signatures
I				
II				

Alternate Representative

Signatures of Bidder

or

Officer authorized to sign the
bid Documents on behalf of the
Bidder.

Notes:

1. Maximum of **two representatives** will be permitted to attend Pre Bid Meeting / bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representatives will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.



ANNEXURE – V: CONTRACT AGREEMENT FOR HOTEL EMPANELMENT

This agreement is executed on this day of _____

Between

The Malaviya National Institute of Technology Jaipur, an Institute of National Importance and having its Office at JLN Marg, Malaviya Nagar, Jaipur - 302017 (hereinafter referred as MNIT Jaipur) which expression shall include its successors and assigns, of the one part

AND

M/s -----, a proprietorship/ partnership/ Pvt. Ltd./ Ltd., having it's registered office at -----, acting through Shri _____, hereinafter referred to as the hotel, which expression shall include his successors, representatives and assignees, of the other part.

Whereas-M/s ----- shall provide hotel services to the guests of Malaviya National Institute of Technology Jaipur on the request of authorized person of MNIT Jaipur on the agreed terms and conditions from -----.

NOW IT IS agreed by and between the parties as under:-

1. The Agreement for providing Hotel Service to the officers and guests of MNIT Jaipur and shall be effective from ----- to----- have come into force on -----

2. The Agreement shall be valid from ----- to-----.
3. The hotel shall allow the stay of MNIT Jaipur guests, on the basis of getting the booking request from authorized person of MNIT Jaipur.
4. The hotel will provide and maintain the quality of stay (room should be neat & clean) and meal arrangements as requested.
5. The Hotel should have proper in-house arrangements to provide meals to the guests.
6. The hotel will provide the hotel services for the entire period i.e. till validity of agreement as mentioned at serial no.1 above on the following rates:-
 - Standard or similar room single occupancy with complementary buffet breakfast:
Rs_____/ - per day
 - Standard or similar room single occupancy with complementary buffet breakfast and buffet dinner: Rs_____/ - per day
 - Deluxe or similar room single occupancy with complementary buffet breakfast:
Rs_____/ - per day
 - Deluxe or similar room single occupancy with complementary buffet breakfast and buffet dinner: Rs_____/ - per day
7. The above charges will include facilities such as, in room tea/coffee maker, 02 packaged drinking water bottles. There shall not be any advance payment towards booking of rooms. Taxes as admissible shall be extra.



8. The Bills shall be submitted by the Hotel on monthly basis. The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes & levies) and shall be accompanied with a copy of the booking request through email from the authorized person of MNIT Jaipur at time of payment. There shall not be any advance payment towards booking of rooms.
9. No sub-contracting by the hotel shall be allowed for providing the Services as prescribed vide this agreement. In the event of doing so it shall result in termination of empanelment and forfeiture of Security Deposit
10. The Hotel shall comply with all Acts, bye laws and statutory regulations applicable from time to time with regard to performance of work and the MNIT Jaipur shall have no liability in this regard. During the period of the validity of the contract the hotel should have validity of the legal documents as mentioned in the tender document i.e :
 - Registration for Goods & Service Tax
 - Income Tax Registration i.e. PAN
 - Registration with Municipal Corporation/ Issued by concerned authorities i.e. Municipal Corporation for Health Licence
 - Registration with Municipal Corporation/Police for Trade Licence
 - Registration with Fire Department for Fire Licence.
 - FSSAI Licence from the concerned authorities.
11. Either party to the agreement shall be entitled to terminate the agreement by giving 60 days' notice in writing to the other party without prejudice to other rights & remedies available to it or if the proprietor/Partner/Director of the hotel becomes insolvent or fails/neglect to carry out the instructions of the MNIT Jaipur. However, MNIT Jaipur may terminate the present agreement without assigning any reason whatsoever.
12. The Hotel agrees to the deduction on account of statutory obligations as per Government notifications & rules.
13. In case, if, it is noticed and found at any stage that the statutory regulations as mentioned in the tender document are not being complied with, then the MNIT Jaipur shall have the right to terminate the contract without giving any notice.

The parties hereto acknowledge that this agreement constitutes the entire agreement between and the tender document and its annexures are also part and parcel of this agreement.

14. In case, if, it is noticed and found at any stage that a complaint has been raised by the guest (s) the quantum of penalty which will be imposed is as under:
 - (i) On receiving complaint for 1st time –10% of the bill amount.
 - (ii) On receiving complaint for 2nd time – 30% of the bill amount
 - (iii) On receiving complaint for 3rd time – 50% of bill amount and blacklist of the hotel.
15. For any dispute or differences arising between the parties with regard to this agreement the same shall be referred to the Sole Arbitrator appointed by Competent Authority of MNIT Jaipur. Such sole arbitrator shall be appointed as per the provisions of Arbitration and Conciliation Act 1996 (As amended up to date). There shall be no objection by the parties for appointment of such person as Arbitrator. The award of the Arbitrator so appointed shall be



final and binding on the parties to this Agreement

The venue of the Arbitration shall be at Jaipur

The cost of Arbitration shall be equally shared between the parties

Language of Arbitration proceedings shall be English

The Courts in the city of Jaipur shall have exclusive jurisdiction

IN WITNESS of above both parties have set their hands to the agreement along with its schedule on the date and month first written in the presence of the witnesses.

Signatures of:

For Malaviya National Institute of Technology Jaipur
JLN Marg, Malaviya Nagar,
Jaipur – 302017
Signatory)

M/s -----

Through Sh..... (Authorized

Witness

Witness

1.

(Signature & name and address)

(Signature & name and address)

2.

(Signature & name and address)

(Signature & name and address)



CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE TENDER

Sl. No	Details	Tick (✓)
1	All the documents and Annexures, except Financial bid document.	
2	Only Financial bid documents as per the <i>Annexure-II</i>	
3	Whether GST Registration Certificate is enclosed.	
4	Whether PAN is enclosed.	
5	Whether duly filled in Technical Bid documents (i.e., Annexure-I to the tender document) along with all the related enclosures have been enclosed with the Tender: i. Registration/ Incorporation details of the bidding firm/Agency/ Company ii. Documents in support of Legal Status of the Bidder. Copy of Registered Partnership Deed or Articles / Memorandum of Association in the case of partnership firm or Private Limited Company. iii. Authorization / Power of attorney for signing the tender document. iv. Audited Annual Accounts and Income Tax Return for the last three consecutive financial years i.e., 2021-22 to 2023-24. v. Details of completed contracts in the prescribed format during the last three years along with proof with verifiable contacts. vi. Details of ongoing contracts in the prescribed format along with proof with verifiable contacts. vii. All other information/ details/ supporting documents/proof desired in the Tender document.	
6	Whether Technical Bid documents as per <i>Annexure-I</i> of the tender document are submitted.	
7	Whether Declaration, Undertaking Certificate as per <i>Annexure- III</i> to the effect that the Bidder had never been blacklisted by any of the Government Organization / Agencies is submitted.	
8	Whether Technical Bid documents and all the required enclosures to the Technical Bid are serially numbered and overwriting/erasures, if any, in the technical bid duly been signed and endorsed with seal?	
9	Whether an Index or Table of Contents of all enclosures to the Technical bid has been prepared and attached with the Technical bid, to facilitate quick reference?	
10	Whether Tender documents have been signed with the seal on all the pages by the Bidder.	



ANNEXURE-VI

DECLARATION OF LOCAL CONTENT

11.18[For Local Content of Products, Services or Works]

(To be given on Company Letter Head – For tender value below Rs.10 Crores)

(To be given by Statutory Auditor/Cost Auditor/Cost Accountant/CA for tender value above Rs.10 Crores)

To,
The Registrar MNIT Jaipur

Subject: Declaration of Local Content

Tender reference No. _____

1. Country of Origin of Goods being offered: _____
2. With reference to Order No. P- 45021/2/2017-PP(BE-II)-Part (4) Vol.II dated 19-07-2024 read with O. M. No. P- 45021/102/2019-BE-II-Part (1) (E-50310) dt. 04/03/2021 of DPIIT, Ministry of Commerce and Industry, Govt. of India, we fall under the following category of supplier (please tick the correct category) for the items for which this tender has been floated and being bided.

- Class I local supplier – has local content $\geq 50\%$. Local contents added at _____ (name of location).
- Class II local supplier – has local content $\geq 20\%$ but $< 50\%$. Local contents added at _____ (name of location).
- Non-local supplier – has local content $< 20\%$. Local contents added at _____ (name of location).

3. Details of value addition in India:

No.	Particulars	Content (In percentage)
1	dition of indigenous items (manufactured in India) inclusive of taxes	
2	dition of Locally sourced imported items inclusive of taxes	
3	ense/Royalty paid/Technical expertise etc.	

4. Certificate from OEM for Country of Origin has been attached (mandatory if bidder is reseller) (Strike down if not applicable).
5. We are solely responsible for the above mentioned declaration in respect of category of supplier. False declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which we may be debarred for up to 2 years as per Rule 151(iii) of the General Financial Rules along with such other actions as may be permissible under law.

Signature of Bidder Name:

Designation: Organization Name: Contact No.: