

EXPRESSION OF INTEREST (EoI) FOR EMPANELMENT OF HOTELS AT KURNOOL BY IIITDM KURNOOL

Name of the Work	Providing hotel accommodation at Kurnool with catering /restaurant facilities to the employees and guests of IIITDM Kurnool.
Duration of Contract	Two years from the date of Agreement and with provision to extend the Agreement for another one year with applicable terms & conditions in mutual agreement between both the parties with written consent.
Starting Date & Time for submission of EoI	27.11.2025
Closing Date & Time for submission of EoI	18.12.2025 till 02:00 PM
Date & Time of opening of EoI	18.12.2025 at 03:00 PM
Proposed Date to Commence the Operations	01.01.2026 (Tentatively)
EoI to be submitted to	Registrar, IIITDM Kurnool, Jagannathagattu, Kurnool, Andhra Pradesh – 518008.
Place of opening of EoI	Placement Cell, Administrative Block, IIITDM Kurnool

The EoI document can be downloaded from the Institute website – www.iiitk.ac.in Please refer Tender Section on the Home Page of Website of IIITDM Kurnool. Please keep visiting our website for any corrigendum / amendments and submit the bid documents accordingly.

Background:

Eligibility Criteria for Intending Hotel Empanelment and Rate Contract:

The eligibility criteria will be as per the supporting documents and details required to be filled in Annexure – I.

Specific Requirements:

A. Hotel should be located with the radius of 15 kms from IIITDM Kurnool office address and having minimum 25 Rooms.

B. The hotel should include the following:

- A/C Room on single (King Size bed) /double occupancy(Twin beds) basis/ Suite with attached bathroom (with geyser)
- Complementary Buffet breakfast with 24 Hrs. checkout time.
- TV with cable connection
- 24 Hrs. Power backup
- 24 * 7 high speed Wi-Fi internet connectivity in the hotel.
- Tea/Coffee Maker in the room along with the required material
- Iron and Ironing board in the room on request.
- Chair and Study Desk.
- Two bottles (500 ml each) of packaged drinking water per day.
- Standard Toiletries (Soap, Shampoo, Tooth paste, Tooth Brush, Comb, Bath Towel & Hand Towel)
- CCTV in common areas.
- Dining and Room Service facility
- One time pickup/drop facility within 10 kms range.

Terms & Conditions:

1. The Eols are invited from reputed hotels for rate contract for the period of two years with the date of award of contract and with provision to extend the contract for another one year with applicable terms & conditions in mutual agreement between both the parties with written consent.
2. The hotel room tariff should be for 24 hours cycle with complimentary breakfast, free wi-fi / internet services and such like facilities. The tariff should include room rent as applicable with basic catering facilities as available to other guests. However, expenses on account of individual needs like laundry, telephone usage charges and such other expenses of personal nature should be billed directly to the occupant.
3. The IIITDM Kurnool shall book the different category of rooms on the basis of requirement of the Institute and type of guests.
4. Based on the actual booking of rooms during the month, the empaneled hotel has to submit the bills addressing to "IIITDM Kurnool" with details on monthly basis. The bill, if found correct for payment, will be paid within 30 days.
5. EOI Documents can be downloaded from the Institute website www.iiitk.ac.in Please refer Tender section on the Home Page of the Website and keep visiting our website for any corrigendum / amendments and submit the bid documents accordingly.
6. Tender/Offer may be sent by post /hand to the office of the Tender Inviting Authority namely, Registrar, IIITDM Kurnool, Jagannathagattu, Kurnool, Andhra Pradesh – 518008.
7. IIITDM Kurnool has no obligation for any loss/delay/non-receipt of offers. Offers received late/incomplete are liable for rejection/non-acceptance.
8. The offers will be scrutinized by the committee constituted for the purpose. If required, the committee will visit the hotels to inspect the facilities and amenities claimed in the offer. The committee will recommend the names of hotels suitable for empanelment for each location. The decision of the committee will be final and binding to the bidders.
9. The offer shall be valid for 3 (Three) months from the last date of submission of Eol / revised Eol (if any).
10. The Institute reserves the right to modify the conditions of the Eol, at any time, without assigning any reasons for the same.
11. IIITDM Kurnool reserves the right to accept/reject any offer in part or full, without assigning any reason whatsoever.
12. If the last date of receiving/opening of the offer coincides with a holiday, then the next working day shall be the receiving/opening date.
13. The final selection of vender will be as per the following selection process:
 - (i) Verification of documents by committee constituted for the purpose in support of eligibility criteria with Financial Effect as mentioned in Annexure I

- (ii) Physical visit of hotel premises (if required) to check the services, amenities and credentials of the hotel by the committee constituted for this purpose for ground validation.
- (iii) Evaluation of financial effect by committee in view of amenities and competitiveness of rates.
- (iv) Negotiation of Rates.
- (v) Recommendation of names of hotels suitable for empanelment.
- (vi) Approval of names of hotels suitable for empanelment by competent authority. The Institute may empanel one or more hotels as per requirement and budget.
- (vii) The decision of the Institute in the matter will be final and binding to all the bidders/empaneled hotels.
- (viii) The empaneled hotels shall have to submit a Performance Security of Rs. 15,000/- and the same shall be returned without interest after the completion of the empanelment period subject to satisfactory

14. Penalty

The hotel should ensure regular and uninterrupted quality services at all times. In case of failure in services or negligence (as defined below), appropriate punitive action shall be taken by the IIITDM Kurnool, which also includes monetary penalty as decided by IIITDM Kurnool.

Failure of service and negligence shall be measured in terms of the following:

- a. Not providing accommodation and services as per the booking;
- b. Any other matter which is an act of negligence or breach of ethics by the hotel.

15. Arbitration and Dispute Resolution

Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator to be appointed by the Director, IIITDM Kurnool.

16. Jurisdiction of Court

The court at Kurnool, shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

Registrar
IIITDM Kurnool

Annexure -I
Bidder's Profile with Financial Effect

Expression of Interest submitted in response to enquiry notification issued by the IIITDM Kurnool for Empanelment of Hotel for accommodation & Conferences/Seminars at Kurnool

Sr. No.	Particulars	Description in details
1.	Name of the Hotel	
2.	Complete Contact details of Authorized Person of Hotel, including name, address, telephone, mobile number, Email id, website (if any)	
3.	EoI for Hotel Situated at	
4.	Complete Postal Address with Tel. No., Fax/Email	
5.	Year of Registration / Establishment of Hotel	Please enclose self-attested copy of required documents- in case of Proprietor – Registration with Shop & Establishment Authorities or equivalent authorities, in case of Partnership – Partnership Deed, In case of company – Certificate of Registration and Memorandum of Association or any other document required for registration of hotel.
6.	PAN No	(enclose copy)
8.	Please enclose copy of annual turnover for last three Financial Years (certified from Chartered Accountant)	2022-23 2023-24 2024-25
9.	Service Tax Registration No./GST/CST No-----	_____(enclose copy)
10.	Details of Health/Food License No.	_____(enclose copy)
11.	Details of any other license required to run the hotel (please specify)	Name of License _____ Name of License _____ Name of License _____ _____(enclose copy)

12.	Preferably, the bidders should have following in room amenities and services. Please specify availability of these amenities and facilities by writing Yes/No against it.	a) News Paper Yes / No b) Tea/Coffee Maker with Accompaniments Yes / No c) Mineral Water facility (daily two bottles of at least 500 ml) Yes / No d) Standard Toiletries (i) Soap Yes / No (ii) Tooth Paste Yes / No (iii) Tooth Brush Yes / No (iv) Comb Yes / No (v) Bath Towel Yes / No (vii) Hand Towel Yes / No (viii) Toilet Roll Yes / No (ix) Shampoo Yes / No (x) Any other please specify _____ e) Press Iron & Stand Yes / No f) Daily Housekeeping of room Yes / No g) 24 Hrs Room Service Yes / No h) 24 Hrs Hot and Cold Service Yes / No i) 24 Hrs power backup for all amenities Yes / No j) Restaurant/Dining facility Yes / No k) In Home Laundry facility Yes / No l) Unlimited Wi-fi/Internet Service Yes / No m) Conference hall with the seating capacity of 40 in cluster style seating (Round Table) Yes / No n) Conference Hall equipped with Audio & Visual facility Yes / No o) Parking facility for Guest Yes / No p) TV with cable connection in room Yes / No
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13.	Category of Rooms with Complimentary Breakfast:			
Sl. No.	Room Category	Offered Rate for Single Occupancy (Inclusive of all taxes)	Offered Rate for Double Occupancy (Inclusive of all taxes)	Charges for extra bed (Inclusive of all taxes)
1	Standard			
2	Suite			

14.

Meal : (Lunch/Dinner)
a) Offer Rate for Lunch/Dinner (Veg) (Inclusive all taxes) :

b) Offer Rate for Lunch/Dinner (Non-Veg) Inclusive all taxes) :

Standard Food Menu details are attached for your reference:

Thali : Veg Menu		Thali : Non-Veg Menu
● 01 Veg Starter ● 01 Soup ● 01 Green Salad ● 02 Veg main course ● 01 Dal ● 01 Rice ● Assorted Indian Bread 01 Dessert for Vegetarian guest (Only for Lunch/Dinner).	Or	● 01 Veg or Non-veg starter ● 01 Soup ● 01 Green Salad ● 01 Veg main course ● 01 Non-Veg main course ● 01 Dal ● 01 Rice ● Assorted Indian Bread 01 Dessert for Non-Vegetarian guest (Only for Lunch/Dinner).

16.	Conference/Seminars Package 1. Residential a. Accommodation b. All three meals including conference lunch & Dinner c. Two Time Tea/Coffee with cookies d. Audio/Visual Facility with Mics e. Drinking water facility at the conference venue f. Seating Style – Cluster Type (Round Table) 2. Non-Residential a. One Meal (conference lunch or Dinner) b. Two Time Tea/Coffee with cookies c. Audio/Visual Facility with Mics d. Drinking water facility at the conference venue e. Seating Style – Cluster Type (Round Table)	Package Rate (Per Day) for following : <table><tr><th rowspan="2">No. of Pax</th><th colspan="2">Per Pax Rates with Accommodation (Incl. of all taxes)</th></tr><tr><th>Single Occupancy</th><th>Double Occupancy</th></tr><tr><td>Less than 10</td><td></td><td></td></tr><tr><td>10-19</td><td></td><td></td></tr><tr><td>20-29</td><td></td><td></td></tr><tr><td>30-39</td><td></td><td></td></tr><tr><td>40 & above</td><td></td><td></td></tr></table> <table><tr><th>No. of Pax</th><th>Per Pax Rates (Incl. of all taxes)</th></tr><tr><td>Less than 10</td><td></td></tr><tr><td>10-19</td><td></td></tr><tr><td>20-29</td><td></td></tr><tr><td>30-39</td><td></td></tr><tr><td>40 & above</td><td></td></tr></table>	No. of Pax	Per Pax Rates with Accommodation (Incl. of all taxes)		Single Occupancy	Double Occupancy	Less than 10			10-19			20-29			30-39			40 & above			No. of Pax	Per Pax Rates (Incl. of all taxes)	Less than 10		10-19		20-29		30-39		40 & above	
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17.	Additional Hall for Conference /Seminars a) Hall with Audio-Visual facility with Mics.	Package Rate (Per day) for additional hall with Audio & Visual Facility and Mics: <table border="1" data-bbox="842 136 1406 409"> <thead> <tr> <th data-bbox="842 136 1137 237">Hall Size (as per Seating Capacity)</th> <th data-bbox="1145 136 1406 237">Offer Rate Per Day (All taxes are inclusive)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>		Hall Size (as per Seating Capacity)	Offer Rate Per Day (All taxes are inclusive)								
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18.	Please enclose the Lunch & Dinner Menu												
19.	Enclosure brochure of your hotel (if any).												
20.	Any Other Services (if any)												

Date:

Signature & Seal of the Applicant

Annexure-II
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(ON LETTER-HEAD OF THE HOTEL)

To,
Indian Institute Of Information Technology,
Design & Manufacturing, Kurnool
Q26Q+GMR, Jagannathagattu Hill, Kurnool,
Andhra Pradesh 518008

Name of the Hotel_____

Name of the Bidder_____Due date: _____

Sir,

1. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions of the EoI.
2. I/We shall provide quality hotel accommodation to the Institute with amenities as mentioned in our technical bid.

(Signature of the Bidder)

Name and Address of the Bidder

Telephone Number

ANNEXURE – III

CERTIFICATE

(to be provided on letter head of the Hotel)

I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No.: