

**TENDERDOCUMENT
FOR
MANAGEMENT & MAINTENANCE OF BANQUET HALL
OF
BHUBANESWAR CLUB – Campus II at GHATIKIA**

**Issued by
Bhubaneswar
Club
1 Rajpath, Unit–VI, Bhubaneswar, Pin:751001**

PART-I

NOTICE INVITING TENDER

**Bhubaneswar Club
Rajpath, Unit-VI, Bhubaneswar-751001(Odisha)**

TENDER CALL NOTICE

Invitation For Bids (IFB) for operation & Management of the new Banquet Hall of Bhubaneswar club Campus at Ghatikia, Bhubaneswar for 7(seven) years.

Bhubaneswar Club Campus 2 is a five-acre project. The management has completed a state -of-art air-conditioned banquet hall of 10,000 sq.ft., one acre of open lawns, Parking space for 200 no. of cars, two bridal rooms, two large Kitchens, two Rooms, multiple wash rooms and other facilities.

Interested parties fulfilling the requirement as laid down in the tender document hosted at <https://www.bhubaneswarclub.com> may respond on or before 15.02.2025.

The Club authorities reserve the right to cancel/reject any or all bids without assigning any reasons whatsoever.

**Management of the Club
Bhubaneswar club
Bhubaneswar**

PART-II
INSTRUCTION TO THE BIDDERS

Introduction:

Bhubaneswar Club has developed a state-of-the-art banquet hall of 10,000 sq.ft. approx. consisting of two halls, two bridal rooms, two kitchens, two rooms, toilet for ladies and gents as well as common space consisting of lobbies, corridor, reception etc. which can serve as pre-function area. The banquet hall is part of under implementation campus-II of Bhubaneswar club, Ghatikia on the main road. The entire campus is being developed on a modular fashion. In subsequent phases, Bar, Restaurant, swimming pool, GYM. Guestrooms, Squash-court and other facilities will be completed. The civil work of the entire campus is at an advanced stage. The completed banquet hall has one acre of landscape lawn area meant for outdoor parties and function. An external car park as well as basement parking can cater to more than 200 cars. The club is desirous to procure a reputed business concern to manage and operate the facilities for banqueting, hosting parties, exhibitions, meetings as well as entertainment & recreational works. The complete tender documents will be available at <https://bhubaneswarclub.com>. For any type of clarification, the bidder can contact Shri SanjayLath + 9437012225 email : <mailto:@bhubaneswarclub.com>.

1. Scope of the Bid:
The Management of Club invites bids for Management & Operation contract of the Banquet Hall of Bhubaneswar Club-II at Ghatikia, Bhubaneswar on monthly payment basis for a period of 7 (seven) years extendable by a further term of 3(three) years.
2. Eligible Bidders:
 - i) The bidder must be registered with Income Tax & GST authorities.
 - ii) The offer is open to all business concerns who are in operation for 10 years especially having activities in hospitality/tourism/recreation and entertainment areas
 - iii) They bidder should have a minimum turnover of Rs. 5 Crores from hospitality sector in each of last of last three years.
 - iv) Companies with net worth over of Rs 20 crores would be given due preference
 - v) The bidder must have the capacity to invest at least Rs.5.00 crores to make the Banquet Hall operational as a premier venue in the capital city and preference shall be given to Bidder(s) should he have financial tie up with any commercial bank for an amount of minimum Rs. 5 Crores.
3. One bid per Bidder:
Each bidder shall be allowed to submit one bid only.

4. **Site Visit:**
Bidders are encouraged to visit the site before participating in the bid between 12noon -5P.M from 01.02.2025 to 12.02.2025. Shri K B Patnaik, General Manager of the Club (# 9874855400) may be contacted to facilitate the site visit and meeting the queries.
5. **Bid Submission:**
The bidders are required to submit their bids in the following manner.
- a) The concept plan of the bidder as well as his involvement of not less than Rs.5.00 Crores shall be submitted in a sealed envelope (i.e. Envelope -1)
 - b) The monthly payment offer as rental payment for the facility along with the annual increment will be submitted in a separate envelope (i.e. Envelope-2). The price quoted is exclusive of GST.
 - c) Both the envelopes will be put in a big envelope with a heading of “OPERATION & MANAGEMENT CONTRACT BID” which will Be submitted in the office of the Management, Bhubaneswar club on or before 15.02.2025 at 7.00 PM. Bid documents received after the stipulated time is liable to be rejected.
6. **Bid Opening and Evaluation:**
All the bids received up to 7pm. On 15.02.2025 shall be opened in the club office on 17.02.2025 at 7.45 pm in the presence of the bidders or their authorized representative on the specified date & time. Bidders are encouraged to attend. The evaluation will be done by the Evaluation Committee on the basis of the following criteria.
- a) The selection committee will go through the concept plan and their credentials of the bidder and form a shortlist of technically qualified applicants, due weightage will be given to bidders selected at this stage on their qualifications.
 - b) The second envelope with quote for rentals will be opened and an overall view will be taken to select the agency for the purpose advertised.
 - c) The selection committee may select a single qualified bidder in the event the rest of the bidders are disqualified on grounds that they don't meet the technical criteria; if it is satisfied that the sole bidder meets the requirements and qualifications criteria.

The committee reserves the right to accept or reject any bid without assigning the reason whatsoever.

7. Bid Validity:
The bid shall be valid for a period of 30 days.
8. Bid Security:
The successful bidder shall be called upon to furnish the bid security of an amount equivalent to 50% of the annual payment (12* monthly payment) quoted in shape of demand draft/Pay order favouring Bhubaneswar club, Bhubaneswar before entering into the contract with Bhubaneswar club.
9. Bid Security forfeiture:
The Security deposit will be forfeited if the bidder will not be able to invest the required amount or will not be able to commence their operation on the date to be specified in the contract or any other non- compliance.
10. Negotiation:
The Evaluation Committee retains the right to negotiate with the bidders.
11. Award:
The selected bidder will be awarded the contract for operation & management of the banquet hall meant for the club community.

ANNEXURE-A

**Covering Letter
On Bidder's Letterhead**

Date:

**To
Management of the Club,
Bhubaneswar Club,
Bhubaneswar**

**Sub: Operation & Management Contract of the Banquet Hall of
Bhubaneswar club –II at Ghatikia**

Dear Sir,

I/We the undersigned offer on service for operation & management of Banquet hall of Bhubaneswar club-II at Ghatikia in reference to your publication of Tender Call Notice dated 01.02.2025. I/We herewith submit all the required documents for your evaluation. Investment plan as well as the monthly payment plan with its annual increments is valid for 30 days which shall be binding on us and may be accepted by you at any time before the expiry date.

All the information and Statements made in this bid are true & correct to my/our best of knowledge and I/we accept that any misinterpretation contained in it may lead to disqualification of my/our bid.

I /We have examined and understood all the information provided in your Tender document and participated in the bid to work in accordance with the conditions and requirement of the selection process. I/we hereby agree to bear all the preliminary expenses (pre-agreement) costs. If any deviation is noticed during the time of selection, you have all the rights to reject our bid without assigning any reason whatsoever. My/our authority ceases once I/we submit our bid.

I/we understand you are not bound to accept my/our bid you receive.
I/we remain.

Yours faithfully,

Authorised Signatory with seal

Encl:

ANNEXURE-B
DETAILS OF BIDDER'S ORGANISATION

Sl. No.	Description	Full Details
1	Name of the Bidder	
	a) name of the Proprietor/Partner/Director	
2	Address for Communication	
	a) Address:	
	b) Contact no.	
	c) Email Id:	
3	Name of the Authorised person signing & submitting the bid on behalf of the Bidder	
4	Registration/Incorporation Details	
	a) Registration/Incorporation no.:	
	b) Date & Year	
5	Branch Office	Yes/No.
	a) If yes address details:	
6	Operational Experience:	
	a) No. of Years	
	b) Hospitality/Allied Industry	
7	Permanent Account No.(PAN)	
8	Goods & Service Tax identification No (GISTIN)	
9	Present Party Equipment in Rs.	
10	Annual Turnover	
	a) FY2021-22	
	b) FY2022-23	
	c) FY2023-24	
11	Willingness to carry out the assignment as per the requirement of Bhubaneswar Club	Yes/No.
12	Willingness to accept all the terms & conditions as specified in the Tender document	Yes/No.

Authorised Signatory with date & Seal
Name & Designation:
Address:

ANNEXURE–C

Undertaking On Bidder's Letter head

I/we the undersigned do hereby undertake that my/our firm M/s-----
----- Sole proprietorship firm /Partnership
firm/Company is capable of investing an amount Rs -----, -- crores (Rupees
crores only) as per the appended detail plan of investment for smooth execution
of parties within ----- days from the date of signing the agreement and further
agreed that the amount of security deposit will be deposited within 15 days from
the date of intimation or before the signing the agreement.

Signature of the Bidder

ANNEXURE-D

**Undertaking
On Bidder's Letter head**

I/we the under signed do hereby undertake that my/our firm M/s-----
----- Sole proprietorship firm /Partnership
firm/Company has agreed for a monthly payment plan of Rs. 00,00,000.00
(Rupees only) with an
annual increment of 05/07/10% in response to the tender Call Notice dated which
will be deposited as per the mutually agreed terms through the members of the
club by 10th of the succeeding month.

Signature of the Bidder

ANNEXURE- E

**DECLARATION CERTIFICATE
On Bidder's Letter head**

I/we do hereby declare that our Organisation or partner or any director has not indulged in any unlawful activities leading to conviction in any court of law. We hereby undertake and confirm that we have understood the scope of work properly and shall comply with the terms.

**Authorised Signatory with date & Seal
Address of the Bidder**