

होटल प्रबंध, खानपान तकनीकी एवं पोषण आहार संस्थान, ग्वालियर
(पर्यटन मंत्रालय, भारत सरकार के अधीन स्वायत्त संस्थान)
एयरपोर्ट रोड, महाराजपुरा, ग्वालियर – 474 005 (म0प्र0)

दूरभाष क्र. 0751 – 2471477

वेबसाइट : www.ihmgwalior.org

ईमेल : ihmgwl@gmail.com

निविदा विज्ञप्ति

TENDER DOCUMENT

For Preparation of Feasibility Study Report of Existing 20-Room EDC Hotel.

1. Advertised Tender Enquiry:

This Institute invites sealed tenders from experienced and professionally competent consultancy firms/agencies for conducting a Detailed Feasibility Study for the re-wamp and commercial operation of the existing 20-room **Executive Development Centre (EDC)** located within the campus of IHM Gwalior, Airport Road, Maharajpura, Gwalior, M.P. – 474 005 for commercial operations.

Interested agencies may submit their bids in a two-bid system (**Technical Bid and Financial Bid in separate sealed envelopes**) as per the terms and conditions given in this document.

2. IMPORTANT DATES

Particular	Details
Tender Issue Date	22/12/2025
Last Date	16/01/2026
Technical Bid Opening Date	22/01/2026
Financial Bid Opening Date	To be notified to technically qualified bidders.
Tender Fee (Non-refundable)	Rs.1,000-00 (One Thousand only)
Place of Tender Submission	Institute of Hotel Management, Catering Technology & applied Nutrition, Airport Road, Maharajpura, Gwalior, M.P. – 474 005.

3. ELIGIBILITY CRITERIA

The agency must fulfill the following conditions:

1. Minimum 3 years' experience in preparing Feasibility Studies/DPRs for hospitality/tourism/hotel projects.
2. Must have completed at least two (02) Hotel Consultancy assignments of 3-star or equivalent.
3. The agency must be a registered entity with valid GST, PAN, and other statutory registrations.
4. Must not be blacklisted by any Government/Autonomous Institution.
5. Should have technically qualified personnel for undertaking the study.

Note: Documentary proof must be attached with the Technical Bid.

4. Terms of Reference (ToR)

- **Background:** The Institute of Hotel Management, Catering Technology & Applied Nutrition, Gwalior (IHM Gwalior) has in its premises a 20-room Executive Development Centre (EDC) to be utilized for its training and academic activities. To evaluate the existing facility, its viability and potential for commercial operations by re-wamp, IHM Gwalior intends to engage a professional consultancy agency to prepare a detailed Feasibility Study Report.
- **Objective of the Assignment:** The primary aim of this consultancy is to:
 - Assess the current facility of the existing 20-room EDC hotel for commercial operations.
 - Evaluate the financial viability and future potential of the hotel.
 - Recommend operational, structural, financial, and managerial improvements.
 - Provide a comprehensive feasibility report for future planning, development, and revenue optimisation.

5. SCOPE OF WORK: The consultant shall undertake a comprehensive feasibility study covering:

5.1 Existing Facility Assessment

- Assessment of rooms, kitchen, restaurant, conference area, housekeeping, and infrastructure.
- Physical condition, repair/renovation requirement, and technical systems required for the re-wamp and potential expansion.

5.2 Market Study & Demand Analysis

- Demand–supply study of the hospitality sector in Gwalior.
- Competitor analysis.
- Customer segment identification.
- Seasonality & occupancy trend analysis.

5.3 Financial Feasibility

- ARR estimation and occupancy forecasting.
- Revenue projections (Rooms + F&B + ancillary).
- Operating cost estimation.
- Profitability, P&L, break-even analysis.
- Capital expenditure assessment (if any).

5.4 Operational Model Evaluation

- Institute-run model
- Outsourcing / PPP model
- Management contract / Licensing
- Lease model

5.5 SWOT Analysis

- Strengths
- Weaknesses
- Opportunities
- Threats

5.6 Risk Assessment

- Financial risks
- Operational risks
- Market risks
- Model-specific risks

5.7 Final Recommendations

- Most viable operational model
- Revenue enhancement strategies
- Long-term sustainability recommendations

5.8 Submission Requirements

- 03 Hard Copies
- Soft Copy in PDF + Editable format

6. GENERAL TERMS & CONDITIONS

1. The tender must be filled completely, without overwriting or alterations.
2. Conditional / incomplete tenders shall be rejected by the Institute.
3. The Tender Fee of Rs.1000/- (one Thousand only) (non-refundable) shall be paid through Demand Draft in favour of "Secretary, Institute of Hotel Management, Gwalior or NEFT/RTGS/Online to Account No. 12691011000063, IFSC – PUNB0126910, A/c Holder Name : Secretary, Institute of Hotel Management, Gwalior.
4. The Institute reserves the right to reject or accept any or all tenders without assigning any reasons.
5. The consultant shall ensure confidentiality of all data provided by the Institute.
6. The entire feasibility study must be completed within 45 days from the date of award of work.
7. The feasibility study will be the sole property of the IHM Gwalior.
8. Delay in submission may attract penalty as decided by the Institute.
9. The decision of the Principal, IHM Gwalior will be final and binding in all matters.
10. In case any legal dispute arises between the bidder and the Institute, the jurisdiction shall be the Courts of Gwalior only.

7. SUBMISSION OF BIDS: The tender shall be submitted under two-bid system: Technical Bid and Financial Bid in separate sealed envelopes, placed within one sealed outer envelope.

- **Main Envelope** (Super-Scribed) : The tender should be submitted in a sealed envelope super-scribed as :

(Tender for Feasibility Study of 20-Room EDC Hotel-IHM Gwalior)

To,

The Principal

Institute of Hotel Management, Catering Technology & Applied Nutrition,
Airport Road, Maharajpura, Gwalior – 474 005

From: Name & Address of Bidder: _____

1. Envelope – A: Technical Bid

Super-scribed as:

Technical Bid

Note: This envelope must contain the copies of self-attested copy and details as per attached annexure-1

2. Envelope – B: Financial Bid

Super-scribed as :

Financial Bid

Note: This envelope must contain the details as per attached annexure – 2.

Signature and Stamp of
The Firm owner

8. AWARD OF WORK

- After evaluation, the successful agency will receive a Letter of Award (LoA).
- The agency must acknowledge and sign the Work Order within 7 days.

9. PAYMENT TERMS

1. 100% – On submission and approval of the final feasibility report by IHM Gwalior.

10. CONTACT DETAILS

Principal

Institute of Hotel Management, Catering Technology & Applied Nutrition

Maharajpura, Airport Road, Gwalior (M.P.) – 474 005

Phone: 0751 – 2471477

Mobile No. - 9410394202

Email: ihmgwl@gmail.com

Website: www.ihmgwalior.org

Annexure - 1
(For Technical Bid Envelope)

Technical Bid Format

(To be submitted in a separate sealed envelope marked "Technical Bid")

1. General Information

- Name of the Agency/Firm : _____
- Registered Address : _____
- Communication Address : _____
- Contact Person Name : _____
- Mobile Number : _____
- Email ID. : _____

2. Agency Registration& other Details:

Particular	Details	Enclosures Attached (Yes/No)
GST Registration No.		
PAN Number		
Registration Certificate		
MSME/Startup Certificate (if applicable)		
Last 03 Years Income Tax Return filing cert. of Firm		
CVs of Key professionals		
The self attested copy of Tender Document from page 01 to 04 should be attached.		
(02) Hotel Consultancy assignments of 3- star or equivalent.		
Undertaking Certificate for non-blacklisting		
Tender Fees of Rs.1000/- Demand Draft or Transaction Details		

3. Experience Details

S. No.	Name of Project	Client Name	Year	Project Value	Enclosures Attached (Yes/No)

Authorized Signatory

Name & Designation : _____

Seal of Agency : _____

Date : _____

Annexure – 2
(For Financial Bid Envelope)

Financial Bid Format

(To be submitted in a separate sealed envelope marked "Financial Bid")

Sr. No.	Description	Amount in Rs.
1.	Consultancy Fees	
2.	GST	
3.	Total Amount (including GST)	

Amount in words: Rupees_____

Note: The quoted fee shall be inclusive of all travel, accommodation, data collection, printing, documentation and other expenses.

Declaration: I/we hereby declare that:

1. The rates quoted above are final and inclusive of all applicable taxes.
2. No extra charges will be claimed beyond the above amount.
3. All terms and conditions of the tender are acceptable to us.

Authorized Signatory

Name & Designation : _____

Seal of Agency: _____

Date: _____

UNDERTAKING FOR NON-BLACKLISTING

(To be submitted on the Letterhead of the Bidder)

I/We, M/s _____, having registered office at _____, do hereby solemnly affirm and declare that:

1. Our firm/agency has not been blacklisted, debarred, or prohibited by any Ministry/Department of Government of India, State Government, Autonomous Body, PSU, Statutory Body, or any other Government organization as on the date of submission of this tender.
2. No inquiry, vigilance case, or disciplinary action is pending against our firm which may affect the execution of the work.
3. We further declare that no court case, criminal case, or legal proceedings are pending against our firm/agency which may adversely affect our eligibility to participate in this tender.
4. In case the above information is found to be false or incorrect at any stage, the Institute of Hotel Management, Gwalior shall have the right to disqualify our bid, terminate the contract, and take any other action deemed fit, without any compensation.

This undertaking is given in connection with the tender for:

"Preparation of Feasibility Study Report for Existing 20-Room EDC Hotel at IHM Gwalior."

Place: _____

Date: _____

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Seal of the Firm/Agency: _____