

DEVELOPMENT OF INSTITUTE OF HOTEL MANAGEMENT AT MOHALI ON DESIGN, BUILD, OPERATE, & TRANSFER (D.B.O.T.) BASIS

REQUEST FOR PROPOSAL DOCUMENT

For

SELECTION OF PRIVATE SECTOR PARTICIPANT

for and on behalf of

**INSTITUTE OF HOTEL MANAGEMENT, PUNJAB, BHOOTGARH,
MOHALI, SOCIETY
(IHM SOCIETY)**

AND

DEPARTMENT OF TOURISM, GOVERNMENT OF PUNJAB

ISSUED BY



August 2009

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DEVELOPMENT OF INSTITUTE OF HOTEL MANAGEMENT AT MOHALI ON DESIGN, BUILD, OPERATE, & TRANSFER (D.B.O.T.) BASIS

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SECTION I PROJECT INFORMATION MEMORANDUM

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DEFINITIONS AND INTERPRETATION

Bid(s)/Proposal(s)	As defined in the Clause I 1 (b) of Section 2 (ITB)
Bidders	As defined in the Clause I 2 (a) of Section 2 (ITB)
Construction Performance Security	As defined in Article I Section 1.1 of JDA (Section 4 of RFP)
Developer	As defined in Clause I 7 (m) of Section 2 (ITB)
Government	Government of Punjab
Joint Development Agreement	As defined in Clause I 1.(d) of Section 2(ITB)
Member	Member of a Consortium
PPP	Public Private Partnership
NOA	As defined in Clause VI 1 (a) of Section 2
Pre-Proposal Conference	As defined in Clause III 6 of Section 2 (ITB)
Project	As defined in Article I Section 1.1 of JDA (Section 4 of RFP)
Proposal Due Date	As defined in Clause III.4 of Section 2 (ITB)
Proposal Security/Bid Security	As defined in Clause III.3 of Section 2(ITB)
Proposal Validity Period	As defined in Clause III.9 of Section 2 (ITB)
Re. or Rs. or INR	Indian Rupee
Selected Bidder	As defined in Clause V.7 (b) of Section 2

Interpretation clause: The words and expressions beginning with capital letters and defined in this document shall, unless the context otherwise requires, have the meaning ascribed thereto herein. The words and expressions beginning with capital letters and not defined herein, but defined in the draft Joint Development Agreement, shall, unless the context otherwise requires, have the meaning ascribed thereto therein.



DISCLAIMER

This Request for Proposal (RFP) is issued by Punjab Infrastructure Development Board constituted under the “Punjab Infrastructure Development and Regulation Act, 2002 (hereinafter referred to as “PIDB”).

The RFP is not a prospectus or offer or invitation to the public in relation to the sale of shares, debentures or securities, nor shall this RFP or any part of it form the basis of or be relied upon in any way in connection with, any contract relating to any shares, debentures or securities.

In considering an investment, if any, in the proposed Project, each recipient should make its own independent assessment and seek its own professional, technical, financial and legal advice. It is merely an information memorandum to facilitate the interested parties without making any representation and corresponding obligation thereto about the proposed project.

Whilst the information in this RFP has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither PIDB nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed Project, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment. It does not, and does not purport to, contain all the information that a recipient may require. Neither PIDB nor any of its officers, employees nor any of its advisors nor consultants undertakes to provide any recipient with access to any additional information or to update the information in this RFP or to correct any inaccuracies therein which may become apparent. Each recipient must conduct its own analysis of the information contained in this RFP or to correct any inaccuracies therein that may appear in this RFP and is advised to carryout its own investigation into the proposed Project, the legislative and regulatory regime which applies thereto and by and all matters pertinent to the proposed Project and to seek its own professional advice on the legal, financial, regulatory and taxation consequences of entering into any agreement or arrangement relating to the proposed Project.

This RFP includes certain statements, estimates, Projections, targets and forecasts with respect to the Project. Such statements estimates, Projections, targets and

forecasts reflect various assumptions made by the management, officers and employees of PIDB, which assumptions (and the base information on which they are made) may or may not be provided or prove to be correct.

No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied upon as, a promise, representation or warranty. PIDB accepts no responsibility for statement made in any advertisement or other material and any one placing reliance on any other source of information would be doing so at his own risk and responsibility.



Section 1

Project Information Memorandum

I. Introduction

1) Background

Department of Tourism (DoT), Government of Punjab (GoP), through Punjab Infrastructure Development Board (PIDB), has embarked upon a major initiative to boost higher education in the expanding field of hospitality and tourism in the State. With this focus, Government of Punjab intends to establish a world class Institute of Hotel Management in the industrial hub of Mohali. The project is being developed and implemented through a professionally managed viable & sustainable Public Private Partnership (PPP) with a view to leverage managerial efficiencies to provide quality education and training of international standards to would-be hospitality professionals; facilitate appropriate level of private investments in the hospitality education and effective implementation of the project

2) Invitation to Private Sector Players

PIDB invites proposals from parties based on “Notice Inviting Tender” advertisement dated for private sector participation in establishing Institute of Hotel Management at Mohali. All parties who submit the Request for Proposal (RFP) document are hereinafter called “Bidders”. The Bidders shall provide the qualification information in response to the Notice Inviting Tender advertisement dated as provided in Annexure 9.

This Project Information Memorandum provides details of the project in order to enable the Bidders understand the project

3) Tourism Booming in India

India’s travel and tourism market was valued at US\$42 billion in 2005, and is growing rapidly. India emerged as the fifth most preferred destination by the world’s travellers in a survey conducted across 134 countries. India also figures in the Annual Readers’ Travel Awards 2005, which were announced by the prestigious magazine Conde Nast Travellers UK in its September 2005 edition. A 5,000 year history, culture, religion and alternative medicine fascinate both budget and luxury travellers alike

The Department of Tourism’s resolve in promoting Indian tourism has strengthened as it recognises it’s potential. Tourism in India is the third largest foreign exchange earner, accounting for 2.5% of GDP. It also makes a direct contribution to economy with significant linkages with agriculture, horticulture, handicrafts and construction. The outlay on tourism development rose to Rs. 7,860 million in 2005/2006, from Rs. 3,500 million in 2003/2004

With 390 million Indians on the move in 2005, it is little wonder that it is domestic travellers that sustain the travel and tourism business. Domestic business travel and visiting family/friends, as well as pilgrimages, contributed to the 13% growth in number of trips within the country that year



A resilient economy with high GDP growth, rising disposable incomes, higher aspirations, cheaper air travel and better products from the industry enticed Indian travelers. A number of global tour operators have also entered the Indian tourism market either directly or through strategic alliances. The UK and the US lead arrivals into the country. Combined, they accounted for 33% of total arrivals in 2005

By 2020, Government of India expects travel and tourism to contribute Rs 8,500 billion to GDP, almost four times the value in 2005.

4) Tourism Potential in Punjab and Neighboring States

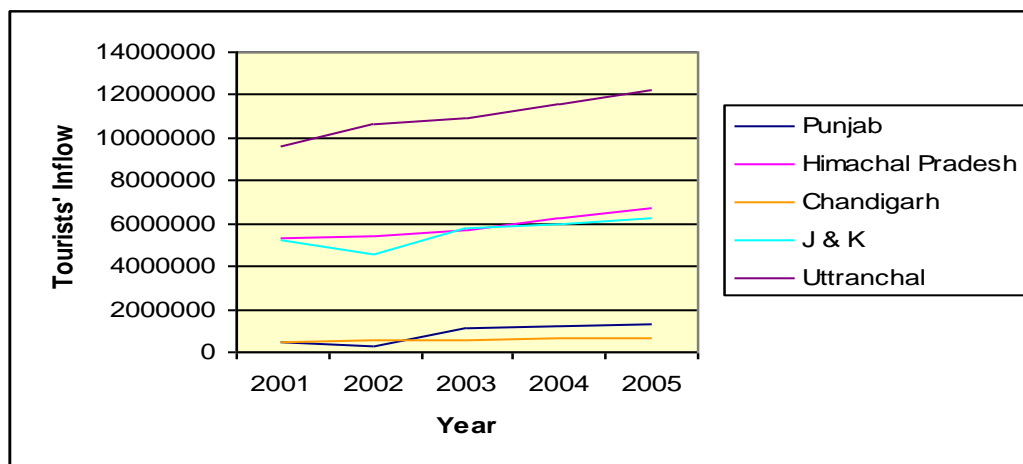
Tourism in Punjab and neighboring states including Haryana, Himachal Pradesh and Uttaranchal, is offering strong potential and huge benefits for the economy, including employment generation.

In a bid to make Punjab a hub for tourism, the State Government is planning to encourage the private sector to develop infrastructure for tourism in the state while it plays the role of a facilitator and regulator. Various cities in Punjab are easily accessible through air, road and rail. More than 70 lakh Punjabis residing in other countries visit Punjab every half a year and their focus of visit generally includes places of religious and historical importance. This has resulted in an accelerated growth of other hospitality components in the State, further attracting domestic & international tourists and ensuring regular inflow of tourists throughout the year in the State. Opening of the India-Pakistan border is further likely to boost tourism industry in the State.

Initiatives that have been announced by the State Government to develop tourism projects on PPP include development of Wagha Border, restoration and up-gradation of the heritage buildings, development of tourist circuit for which a luxury train depicting the rich culture of the State will be introduced for domestic as well as International tourists, development integrated tourism projects etc. Mushrooming of industries in the State, as a result of encouragement from the State Government also has had an effect of a catalyst on the tourism of the State. Big industrial giants Ranbaxy, Hero Group, Infosys, Hitachi, Motorola etc are setting up projects in the State. Besides, another 80 Large & Medium Projects with investment of about Rs. 1091 crore are at various stages of implementation. All these factors combined, have encouraged the tourism inflow in Punjab and the need to encourage the hospitality industry in Punjab.

The following graph depicts an increasing trend of tourists' inflow in Punjab and neighboring States:





5) Growing Need for Trained Hospitality Professionals

With the boom in tourism and travel, hospitality industry in the region has grown rapidly in the past decade and is still growing. The demand for manpower in this industry is on the increase and the hospitality sector is facing a manpower shortage particularly of professional and trained persons. Demand has outstripped supply and the need for qualified manpower is increasing. There is a dearth of management-oriented trained people in the industry. The industry average of people servicing a hotel room is 2:1 in India compared to 0.5:1 overseas, mainly because of lack of high quality managers and is one of the reasons why hotel companies have begun to look for international managers with the required exposure in the region.

Not many people are being trained in the State to service the hotel sector with adequate management courses. Manpower is provided to hotels and restaurants in the country from both government-run and privately managed hotel management institutes and food craft institutes and it has been predicted that a shortfall of trained manpower currently facing the sector would burgeon unless training facilities are augmented to meet the international standards

It has been estimated that the industry in Punjab and neighboring states will need to absorb over 15000 trained personnel between 2007 and 2010. This has happened as the number of hotel rooms has increased in the region in the last three years. The training capacity available at present is only about 1000 per year, which leaves a wide gap between demand and supply. Hence, there is a strong need to emphasize on immersive learning of youths of the region to groom them into hospitality professionals of international standards and to fill up the demand-supply gap

II. Key Players in Project Development

1) Department of Tourism, Government of Punjab (DoT)

As part of the initiative to unlock the tourism potential of Punjab and in order to stimulate the growth of the Hospitality Sector in Punjab, Department of Tourism, Government of Punjab has identified tourism projects to be developed through PPP model. In order to improve the quality of the tourism product, to develop places of tourist interest, to provide necessary facilities for all categories of tourists and pilgrims, to market Punjab tourism products internationally and domestically so as to



provide employment and for the economic, environmental, social and cultural benefit of our citizens, a tourism policy has also been introduced by DoT

2) Punjab Infrastructure Development Board

The Government of Punjab created the Punjab Infrastructure Development Board (PIDB) by enacting "*The Punjab Infrastructure Development and Regulation Act, 2002*". PIDB is the nodal agency for development of infrastructure in Punjab on Public Private Partnership format. PIDB is desirous of developing and augmenting its competencies in the area of project identification, development and implementation, to create state of the art infrastructure projects by attracting and facilitating private sector financing.

Department of Tourism, Government of Punjab (DoT), through PIDB has taken up setting-up of Institute of Hotel Management at Mohali. This institute is envisaged to meet International standards and would be developed and implemented on BOT basis

3) Institute of Hotel Management, Punjab, Bhoogarh, Mohali, Society (IHM Society)

A society has been formed and registered under The Societies Registration Act, 1860 for the purposes of developing and implementing the project through PPP. The Society comprises ten members with Principal Secretary- Tourism, GoP as its Chairperson and other representatives from Ministry of Tourism (GoI), DoT etc. The detailed role of the society is covered in subsequent sections

4) IL&FS Infrastructure Development Corporation Limited (IL&FS IDC)

IL&FS Infrastructure Development Corporation Limited (IL&FS IDC) is the project development arm of Infrastructure Leasing and Financial Services Limited (IL&FS), a leading financial institution in commercialisation of infrastructure projects in India as sponsor, lender and advisor and is currently assisting various state governments to develop infrastructure projects on a Public Private Partnership (PPP) format

PIDB along with IL&FS IDC has taken up the initiative to develop projects in the State on a public private partnership model. For this PIDB has entered into a Project Development and Promotion Partnership (PDPP) arrangement with IL&FS IDC. The arrangement identifies IL&FS IDC as the project developer, which would render advice, develop projects, identify prospective promoters and undertake mobilization of financial resources

III. Project Site

1) Location

The project site is on the road joining Kurali & Siswan in Mohali District and is located about 8 km from National Highway NH-21 and 14 km from Chandigarh. The site is very close to two proposed Expressways viz. Mohali-Baddi Expressway and Chandigarh-Anandpur Sahib Expressway, which are both likely to be commissioned by 2011, and is thus expected to have high speed access to major towns in the region, including Chandigarh, Mohali, Baddi, Ambala, Jalandhar and Phagwara. The site location vis-à-vis the proposed Expressways has been shown below





2) Land

An area of about 6 acres of has been identified and earmarked for establishing the facility. The Land is owned by the IHM Society and will be provided to the Selected Bidder/Developer on lease for the Term of Agreement (45 years). The modalities pertaining to the terms and conditions for leasing the land to the Developer are covered in Section 4 of the RFP document. The selected bidder developer shall not acquire any right whatsoever over the infrastructure developed including building, furniture fixtures of the IHM and shall handover the infrastructure, furniture, fixtures to the Society on expiry of the 45 years period. On expiry of the lease period under the lease deed,, the IHM Society shall again undertake a transparent bidding process with or without change in terms and conditions of the Agreement in its sole discretion, where in the lessee - developer will also be allowed to participate except for termination of lease-deed on gross violation of terms and conditions of the lease deed or assurances given to the society for development of the project. In case the Developer is again selected as successful bidder, the Term of Agreement shall be



Site Photographs (for illustrative purpose only)



extended to a term as per the terms of bidding determined by the IHM Society. In case as a result of re-bidding process, any proposal from a person other than the Developer is selected, the Developer shall have right to match the same and such proposal shall be accepted and the award made in accordance with the provisions thereof.

3) Topographical Survey of the Site

The topographical survey of the site has been carried out and the map showing the levels and slope of the land is attached at Annexure 1. The temporary benchmark level has been fixed as 100; i.e. - the level of the water tank that exists at the site. As shown in the topographical map annexed, the area has fairly leveled surface with the heights ranging between 100 m and 102.25 m with respect to the temporary benchmark. The area close to the road is slightly lower in height (96.68 meters) as compared to the other areas. The land has gradual slope towards North and North West directions, whereas the land towards South/ South-West is steeper

IV. Project Components

1) Envisaged Project Components

The project components that have been envisaged for the facility may include, as per the applicable relevant norms:

- (a) Administrative block
- (b) Teaching Block
- (c) Real Time Internship Facility Residential Area for students, faculty and support staff
- (d) Support service area

However, the Developer will be free to decide and design components that would form part of the Project, subject to the conditions:

- (i) The land shall not be utilized except for the use of the Project Site for Tourism and Hospitality Education related activities and training for service industry only; and
- (ii) Minimum Development Obligations as laid out in the subsequent paragraphs
- (iii) The change in the scope/ purpose of the land shall not be made except with specific and prior permission of the Society in writing.

All the project components as envisaged by the Developer shall be detailed in the Technical Proposal & cost of the same should reflect in the financial proposal

V. Project Financials

1) Cost of the Project

The project cost shall include construction costs, escalation, overheads, preoperative cost, interest during construction, work tax, project development cost, quality control, independent quality control consultancy cost (IQCC cost), expenses towards clearances and deposits, detailed engineering and DPR preparation, contingency, debt syndication (as per percentage of debt), establishment expenses, insurances and working capital funding

2) Revenue Streams



The following may form part of the sources of revenue:

- (a) Student fee
 - (i) regular programs
 - (ii) short term courses
 - (iii) training programs
 - (iv) vocational courses
- (b) Day meals & catering services to other institutions/ entities
- (c) Revenues through services of guest rooms & other facilities at real-time internship facility
- (d) Revenues from Hotel (optional) that could be a part of the project
- (e) Hostel fees
- (f) Others sources of income accrued from activities relating to hospitality education
- (g) Any other activities relevant and incidental for accomplishing the purpose of the project

VI. Scope of Work

1) Scope of Work of the Developer

The Developer will be expected to carry out all the activities pertaining to:

- (a) Planning, designing, financing and establishing the Institute, including construction, provision of relevant assets, equipment, faculty, ancillary services and amenities related to the institute to carry out academic course at the Institute;
- (b) Conducting academic courses in Hotel/Hospitality Management as per affiliation sought from NCHMCT/AICTE/National and International Universities, as felt necessary by the Developer subject to applicable laws and guidelines for such institutes in India and with approval from the IHM Society.
- (c) Introducing, at its option, other courses if those were NCHMCT/AICTE/others recognized, and related to Hospitality or Tourism Industry, and with approval from the IHM Society.

The Scope of Work of the Developer will be as listed below:



- Enter into a Joint Development Agreement with IHM Society for Establishment of Institute of Hotel Management at Mohali
- Designing, Financing, Constructing, Operating, Maintaining and Managing the facility for a period co-terminus with the Term of Agreement (including Construction Period)
- Carry out Minimum Developmental Obligations as provided in Para VI. 2 as per standards and specifications given in Annexure 4.
- Provide infrastructure and support facilities
- Conduct academic courses as per Para VI. 1 b and VI.1 c above
- Operate, maintain and manage the facility during the Term of Agreement in accordance with Operational and Maintenance Standards given in Annexure 5
- Carry out activities to promote and market the facility

In addition, the Selected Bidder will be expected to:

- Carry out the conceptualization, planning, detailed studies, surveys and investigations for the Project
- Complete the design and detailing of the Project
- Reach financial closure for the Project, including mobilizing debt & equity¹
- Procure required clearances (other than those under specific obligations of IHM Society for commencing and implementing the Project)
- Complete construction works as approved by IHM Society and required for establishment of Institute of Hotel Management within the stipulated time frame
- Assist IHM Society for seeking recognition from NCHMCT, AICTE or an equivalent national or international body
- Assist IHM Society for seeking affiliation from a university which is nationally or internationally recognized
- Maintain and improve the facility over time to provide the desired levels of services to the users

2) Minimum Development Obligations

- (a) The facility is expected to be built so as to set new standards of excellence for the industry, but must comply with the minimum of standards/ guidelines as provided in Annexure 3 and Annexure 7 of this Project Information Memorandum. If there are additional norms stipulated by the affiliating body that the Developer is seeking affiliation from, the Developer will have to comply with such norms. The facility shall have the following broad components:
 - (i) Administrative Block: This would generally include the office complex, Principal's/ Director's office, Conference room, Record room, Visitor's waiting room, Reception lobby, Pantry, Auditorium or as may be required by the Society etc

1 Concessioneing Authority shall not stand guarantee, or underwrite any financing agreements for the Project



- (ii) Teaching Block: Broadly this would include Classrooms, Staff Rooms, Library, Reprography room, Audio Visual, Lab, Examination / Multipurpose Hall, Accommodation Operation (House Keeping), Food & Beverage Service, Restaurant & Bar, Front Office Lab, Computer Lab, Language Lab, Basic Training Kitchen, Quantity Food Kitchen, Advance Training Kitchen, Bakery, Confectionery, Larder Kitchen, Demonstration Kitchen, Cold and Dry Food Stores, General Stores, Craft Kitchen, R&D and Microbiology Lab, Basic Training Restaurant, Pantry, Advance Training Restaurant with Bar Area, Fast Food Restaurant-cum-Canteen, Students Dining Hall etc
- (iii) Support Service Area: This would include Doctor's room, Locker/ Rest/ Dressing rooms (boys, girls & staff), Swimming Pool, Play fields, Students recreation room, Generator room, Pump house, Engineering/Tool Room, Security Staff room, Public Telephone booth, banking, tuck shop, laundry etc
- (iv) Residential Area: This would include accommodation for staff including teaching staff & hostel for students (separately for girls & boys)
- (v) Support Infrastructure: The main facility must be supported by effective water supply, sewerage, electric supply, parking and green areas
- (vi) Other than the above, an internship facility as per guidelines and norms applicable to IHM will form part of the project to enable the students to under real-time training and get hands-on experience.

3) Other Developments

Developer has the option to add Hotel/Restaurant(s)/catering services etc depending on demand. In addition, he shall be free to decide other project components that he may wish to incorporate in the project, subject to the use of the Project Site for activities relating to Institute of Hotel Management and other courses related to Tourism/Hospitality industry and as per permitted land use. In this regard, prior written approval from IHM Society will need to be obtained. Any additional development as envisaged by the Bidder shall be detailed in the Technical Proposal and cost of the same should be reflected in its financial proposal.

4) Construction Period

Construction period for minimum developmental obligations as mentioned above shall be 24 months and would be commissioned initially on priority. Construction period for the additional development as proposed by the bidder shall be indicated in the Works Schedule as a part of the technical schedule that bidder would submit and shall be constructed and commissioned accordingly

5) Development Controls



- (a) The facility shall be developed only for the purposes relating to the Institute of Hotel Management and hospitality related activities, subject to pre-approval, in writing, from the IHM Society. The proposed site falls within the Local Planning Area of Mullanpur, for which Greater Mohali Area Development Authority is in the process of developing a Master Plan. The bidder shall ensure that he develops the institute as per development guidelines, which will be applicable from time to time. However, the land use confirmation shall be sought by the IHM Society well in advance and provided to the Developer as part of its Conditions Precedent.

6) Prohibited Activities

Activities which are prohibited under the law of the land shall not be allowed and more so as indicated in Annexure 6 of this Project Information Memorandum



Annexure to Project Information Memorandum

Annexure 1

Topography Survey Map

The contour plan of the project site is enclosed in a CD.



Annexure 2

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Annexure 3**NORMS AND STANDARDS FOR INSTITUTES OFFERING B.Sc. DEGREE PROGRAM
IN HOSPITALITY AND HOTEL ADMINISTRATION AND PG
DIPLOMA/DIPLOMA/CRAFT PROGRAMS IN OPERATIONAL AREAS**

Intake	:	150 in each year of the 3 year Degree program and intake of 30 each for any four of the following programs:
		<ul style="list-style-type: none"> ➤ PG Diploma in Accommodation Operations and Management ➤ Diploma in Food Production ➤ Diploma in Food & Beverage Service ➤ Diploma in Front Office Operation ➤ Diploma in House Keeping Operation ➤ Diploma in Bakery & Confectionery ➤ Craftsmanship Course in Food & Beverage Service ➤ Craftsmanship Course in Food Production ➤ Other innovative short-duration programs
Faculty to Student Ratio	:	From 1: 15
Total land requirement	:	0.5 Acres in metro cities or 2.5 Acres in other urban areas or 5 Acres in rural areas.
Carpet area of the Institution excluding Hostels and Staff Residences	:	4808 Sq.Mtrs.
Plinth area of the Institution excluding Hostels and Staff Residences	:	6731 Sq.Mtrs.
Carpet area per student	:	8.44 Sq.Mtrs.
Space Norms	:	As per Annexure '3A'
Staff Norms	:	As per Annexure '3B'
Equipment & Laboratory Norms	:	As per Annexure '3C'



INTRODUCTION

Professional hospitality education and training today has assumed significance catering to the global hospitality industry and other service sectors. Hospitality business is poised to create many new jobs, requiring appropriate education and training at all levels in this specialized field of education. Teaching in this specialized area integrates both education and training to create and equip both supervisory level and entry level through a mix of education and training activities. The infrastructure thus required is of specific needs in terms of space, building, equipment and staffing. The facilities proposed through norms and standards shall cater to delivery of the education and training of long and short duration programs under one canopy. The demand of the trained personnel in Tourism and Hospitality on annual basis is huge and the objective is to provide training in right environment by competent faculty through standardized curriculum, not just for hotel and restaurant business but also for different spectrum of hospitality service sectors.

COURSE DURATION

B.Sc. Degree program is of three years duration and examinations are held on the annual basis except in case of M.Sc. and PG Diploma programs. Other programs such as PG Diploma/ Diploma and Certificate Course in Food Production are of one years duration whereas Certificate Course in Food & Beverage Course is of six months duration.

INTAKE TO THE PROGRAMS

The B.Sc. Program in Hospitality and Hotel Administration provides for an optimum intake of 150 students annually depending upon availability of suitable infrastructure. A mix of Post Graduate, Diploma and Certificate programs along side the Degree program caters to different opportunities of placement both within and outside country.

COURSE STRUCTURE**Three-Year Bachelor of Science in Hospitality and Hotel Administration – 120 Credits**

Annual results comprise 30% weightage for Mid-term and 70% weightage for Term-end performances.

Eligibility	:	Senior Secondary (10+2) or equivalent with English as one of the main subjects.
Title	:	Degree
Duration	:	Three Years
Selection	:	Through All India Joint Entrance Examination held by NCHMCT in April or May every year
Industrial Training	:	20 weeks after first year

First Year Teaching, Examination & Credit Scheme

Sl.No	Code	Subject	Hours per week		Marks		Credits
			Th.	Pr.	Th.	Pr.	



1	BHM101	Foundation Course in Food Production	2	8	100	100	4
2	BHM102	Foundation Course in F&B Service	2	4	100	100	4
3	BHM103	Foundation Course in Front Office	2	2	100	100	4
4	BHM104	Foundation Course in Accommodation Operation	2	2	100	100	4
5	BHM105	Application of Computers	-	2	50	100	3
6	BHM106	Hotel Engineering	2	-	100	-	2
7	BHM107	Nutrition and Principles of Food Science	2	-	100	-	2
8	BHM108	Accountancy	2	-	100	-	2
9	BHM109	Communication	1	-	50	-	1
Total (NCHMCT Component)			15	18	800	500	26
10	BHM 10	Foundation Course in Tourism (IGNOU Component)	*	-	100	-	08

Second Year Teaching & Examination & Credit Scheme – Term A

Sl.No	Code	Subject	Hours per week		Marks		Credits
			Th.	Pr.	Th.	Pr.	
1	BHM201	Food Production Operations	2	8	100	100	4
2	BHM202	Food & Beverage Operations	2	2	100	100	4
3	BHM203	Front Office Operations	2	2	100	100	4
4	BHM204	Accommodation Operations	2	2	100	100	4
5	BHM205	Food & Beverage Controls	2	-	100	-	2
6	BHM206	Hotel Accountancy	2	-	100	-	2
7	BHM207	Food Safety & Quality	2	-	50	-	1
8	--	Research Methodology	1	-	-	-	-
Total (NCHMCT Component)			15	14	650	400	21
9	BHM 209	Management in Tourism	*	-	100	-	08
10	BHM 210	Communication Skills in English	*	-	100	-	08
11	BHM 211	Human Resource Management	*	-	100	-	08
Total (IGNOU Component)			-	-	300	-	24
Grand Total			15	14	950	400	45

Second Year Teaching & Examination & Credit Scheme – Term B

No.	Code	Subject	Marks	Credits
1.	BHM 208	Industrial Training (20 weeks)	200	05

Third Year Teaching, Examination & Credit Scheme

Sl.No .	Code	Subject	Hours per week		Marks		Credits
			Th.	Pr.	Th.	Pr.	
1	BHM 301	Advance Food Production	2	8	100	100	4
2	BHM 302	Advance F&B Operations	2	2	100	100	4
3	BHM 303	Front Office Management	2	2	100	100	4
4	BHM 304	Accommodation Management	2	2	100	100	4
5	BHM 305	Food & Beverage Management	2	-	50	-	1
6	BHM 306	Facility Planning	2	-	100	-	2
7	BHM 307	Financial Management	2	-	100	-	2
8	BHM 308	Strategic Management	1	-	50	-	1
9	BHM 309	Research Project	-	2	-	100	6
	-	Tutorials/Library Work	2	-	-	-	-
Total (NCHMCT Component)			17	16	700	500	28
10	BHM 310	Tourism Marketing	*	-	100	-	08
Grand Total			-	-	800	500	36

* indicates minimum 12 counselling sessions of two hours each per theory group.

Other Courses

Post Graduate Diploma in Accommodation Operation & Management

Eligibility : Graduation in any stream with English as compulsory subject.

Title : P G Diploma

Duration : One year

Selection : Based on merit in the qualifying examination

Industrial Training : Six months

Sl. No.	Subject	Teaching Hours per week	
		Theory	Practical
1.	Front Office Operations	02	06
2.	Computers	-	02
3.	Accommodation Operation Management	03	02
4.	Accommodation Operation Theory	03	04
5.	Accounts	02	-
6.	Hotel Engineering	02	-
7.	Interior Decoration	03	04
8.	Supervisory Management	02	-
Total:		17	18

Post Graduate Diploma in Dietetics and Hospital Food Service



Eligibility : Graduate with Science or Bachelor in Home Science with English as compulsory subject.

Title : P G Diploma

Duration : One year

Selection : Based on merit in the qualifying examination

Industrial Training : Six months

Sl. No.	Subject	Teaching Hours per week	
		Theory	Practical
1.	Human Physiology	01	-
2.	Nutrition	02	01
3.	Biochemistry	02	-
4.	Epidemiology, Hygiene & Public Health	02	-
5.	Clinical Nutrition	03	01
6.	Therapeutic Dietetics & Dietetic Techniques	03	05
7.	Hospital Organization & Institutional Management	02	-
8.	Book Keeping & Food Costing	02	-
9.	Quantity Food Production & Service	01	03
10.	Research	-	03
11.	Sports Science	02	-
12.	Library/Visits to Hospitals, Industrial Canteens, Guest lectures	02	-
Total:		22	13

Diploma in Food Production

Eligibility : Senior Secondary (10+2) or equivalent with English as compulsory subject.

Title : Diploma

Duration : One Year + six months in industry

Industrial Training: 24 weeks after the annual examinations.

Sl. No.	Subject	Distribution of Time			Distribution of Marks				MTS	
		Hours per Week			Council's Exam					
		Th	Pr	Total	Th	Hrs	Pr	Hrs	Th	Pr
1.	Cookery	3	16	19	100	3	125	6	20	20
2.	Larder	2	8	10	50	2	125	6	10	20
3.	Hygiene and Nutrition	2	-	2	100	3	-	-	10	-
4.	Commodities and Costing	3	-	3	100	3	-	-	20	-
5.	Computer Awareness	-	01	01	-	-	-	-	-	-
I. Total		10	25	35	350	-	250	-	60	40

Diploma in Food & Beverage Service



Eligibility : Senior Secondary (10+2) or equivalent with English as compulsory subject.

Title : Diploma

Duration : One Year + six months in industry

Industrial Training: 24 weeks after the annual examinations.

Sl. No.	Subject	Distribution of Time			Distribution of Marks				MTS	
		Hours per Week			Council's Exam					
		T	P	Total	Th	Hrs	Pr	Hrs	Th	Pr
1.	F & B Service I	6	10	16	100	3	150	4	20	20
2.	F&B Service II	6	8	14	100	3	150	4	20	20
3.	Business Communication	2	-	2	50	2	-	-	10	
4.	Hygiene & Sanitation	2	-	2	50	2	-	-	10	
5.	Computer Awareness	-	01	01	-	-	-	-	-	-
II. Total		16	19	35	300	-	300	-	60	40

Diploma in House Keeping Operation

Eligibility : Senior Secondary (10+2) or equivalent with English as compulsory subject.

Title : Diploma

Duration : One Year + six months in industry

Industrial Training: 24 weeks after the annual examinations.

Sl. No.	Subject	Distribution of Time			Distribution of Marks				MTS	
		Hours per Week			Council's Exam					
		T	P	Total	Th	Hrs	Pr	Hrs	Th	Pr
1.	House Keeping Operation	06	10	16	1 (3 Hrs)	100	06	200	20	40
2.	Interior Decoration	05	-	05	1 (3 Hrs)	100	-	-	10	-
3.	Hygiene and Hotel Maint.	05	04	09	1 (3 Hrs)	100	02	50	10	10
4.	Communication	03	-	03	2 Hrs	50	-	-	10	-
5.	Computer Awareness	-	02	02	-	-	-	-	-	-
III. Total		19	16	35	-	350	-	250	50	50

Diploma in Front Office Operation



Eligibility : Senior Secondary (10+2) or equivalent with English as compulsory subject.

Title : Diploma

Duration : One Year + six months in industry

Industrial Training: 24 weeks after the annual examinations.

Sl. No.	Subject	Distribution of Time			Distribution of Marks				MTS	
		Hours per Week			Council's Exam					
		T	P	Total	Th	Hrs	Pr	Hrs	Th	Pr
1.	Front Office Operation	05	10	15	100	03	100	03	20	-
2.	Principles of Accounts	04	-	04	100	03	-	-	20	-
3.	Hotel Accounts	03	-	03	100	03	-	-	20	
4.	Business Communication & Office Orgn.	03	02	05	50	02	50	02	10	10
IV. 5	V. Application of Computers	02	06	08	50	02	50	01	20	-
VI. Total		17	18	35	400	13	200	06	90	10

Diploma in Bakery & Confectionery

Eligibility : Senior Secondary (10+2) or equivalent with knowledge of English.

Title : Diploma

Duration : One Year + six months in industry

Industrial Training: 24 weeks after the annual examinations.

Sl. No.	Subject	Distribution of Marks			Distribution of Marks				MTS	
		Hours per Week			Council's Exam					
		Th	Pr	Total	Th	Hrs	Pr	Hrs	Th.	Pr.
1.	Bakery	04	12	16	100	3	150	6	20	20
2.	Confectionery	04	12	16	100	3	150	6	20	20
3.	Hygiene and Sanitation	01	-	01	50	2	-	-	10	-
4.	Commodities and Costing	01	-	01	50	2	-	-	10	-
5.	Computer Awareness	-	01	01	-	-	-	-	-	-
VII.	Total	10	25	35	300	-	300	-	60	40

Certificate Course in Food & Beverage Service



Eligibility : 10th Class of 10+2 or equivalent examination with English as compulsory subject.

Title : Craft Certificate

Duration : Six Months

Industrial Training : 24 weeks after the annual examinations.

Sl. No.	Subject	Teaching Scheme		Examination Scheme							
				No. of Papers & Duration		Theory			Practical		
		Theory (Hrs.)	Practical (Hrs.)	Theory	Practical	Internal	External	Total	Internal	External	Total
1.	Food Service	01	11	01 (3 Hrs.)	01	20	80	100	20	80	100
2.	Beverage Service	04	10	01 (3 Hrs.)	01	20	80	100	20	80	100
3.	Communication	02	-	-	-	-	-	-	-	-	-
4.	Pantry Operation	-	02	-	01 (2 Hrs.)	-	-	-	10	40	50
Total:		12	23					200			250

Certificate Course in Food Production

Eligibility : 10th Class of 10+2 or equivalent examination with English as compulsory subject.

Title : Craft Certificate

Duration : One year

Industrial Training : 24 weeks after the annual examinations.

Sl. No.	Subject	Teaching Scheme		Examination Scheme							
				No. of Papers & Duration		Theory			Practical		
		Theory	Practical	Theory	Practical	Internal	External	Total	Internal	External	Total
1.	Cookery	03	13 Hrs.	01 (3 Hrs.)	01 (6 Hrs.)	20	80	100	50	250	300
2.	Larder	-	06 Hrs.	-	01 (4 Hrs.)	-	-	-	20	80	100
3.	Bakery & Patisserie	-	10 Hrs.	01 (2 Hrs.)	01 (4 Hrs.)	10	40	50	20	80	100
4.	Costing	01	-	01 (2 Hrs.)	-	10	40	50	-	-	-
5.	Hygiene	01	-	01 (2 Hrs.)	-	10	40	50	-	-	-
6.	Equipment Maintenance	01	-	01 (2 Hrs.)	-	10	40	50	-	-	-
Total:		06	29 Hrs.					300			500



ANNEXURE - 3A**NORMS FOR SPACE**

The challenge of allocating space for specific work areas will be to allow enough functional efficiency without excess space to be added on building resulting in higher operating and maintenance costs. Space allowance in relation to investment should be balanced in term of:

- a) Proposed permanence of the faculty
- b) Essentials for operating efficiency
- c) Desirable standards in terms of appearance, sanitation and quality training
- d) Immediate and future costs, depreciation, upkeep and maintenance.

The spaces have been booked according to functions that the facility is to perform and area calculated in terms of:

- No. of students undergoing training at one time in one lab / class
- Amount and size of equipment / furniture to be used
- Space needed for supplies (stores)
- No. of covers for food service at one time (food service area)
- Suitable traffic area (large in case of training Institute).

Norms for space have been determined based on the functional requirements. To effectively meet such requirements, institutions should comply with the norms prescribed. Provisions less than the stipulated norms would have adverse effects on instructional and administrative functions, services and other essential co-curricular activities.

CLASSIFICATION OF BUILDING AREAS

Keeping in mind the functional utility, the space requirements in a Hospitality Institute are classified into academic area, Administrative and Residential area.

Academic area comprises of class rooms; laboratories for Food Production, Bakery, Restaurant Service, Laundry, Accommodation Operations, Front Office Operations, Computer Lab, Language Lab, Maintenance Workshop, Library and Examination Halls, Dry Rations Store, Cold Stores Room, Students Activities Centre.

The Administrative area comprises of the Director's/Principal's office, PA's room, Administrative Officer's office, Administration and Accounts section, Record room etc.

The area for support services include students (boys & girls) lounge and locker room, facility lounge and locker rooms, indoor games hall (gymnasium room), Doctor's room besides sub-station, generator room, pump house, temperature controlled garbage disposal facilities, gas bank, water storage both underground and over head storage. The other campus facilities include Car / Scooter / Cycle parking areas, Open Air Theatre.

Residential areas includes staff quarters, students hostels along with Warden's residence (hostel and other residential areas may be located away from the main institute premises subject to condition that dedicated transport connectivity is ensured for the facility of staff and students).

ACADEMIC/TEACHING CARPET AREA AT A GLANCE :

S.No.	Area	Minimum Area
1.	Teaching Area	39660 Sq.Ft.
2.	Support Service Area	9190 Sq.Ft.
3.	Administrative Area	2880 Sq.Ft.
	Total Area	51730 Sq.Ft.
	Total Area in Sq.Mtrs.	4808 Sq.Mts
		.
		Say 4800 Sq.Mts.

RESIDENTIAL CARPET AREA AT A GLANCE

S.No.	Area	Area
1.	Principal & Essential Staff Only	15500 Sq.Ft.
2.	Hostel for 50% (Boys & Girls)	51012 Sq.Ft.
	Total Area	66512 Sq.Ft.
	Total Area in Sq.Mtrs.	6181 Sq.Mts
		.
		Say 6200 Sq.Mts.

ACADEMIC / TEACHING BLOCK

S.No.	Area	Area
A	TEACHING AREA:	
	Food Production including Bakery & Confectionery Labs	10300 Sq.Ft.
	Food & Beverage Service	7800 Sq.Ft.
	Accommodation Operation (House Keeping)	3750 Sq.Ft.
	Front Office Lab	900 Sq.Ft.
	Computer Lab	1500 Sq.Ft.
	Audio Visual Lab (Optional)	750 Sq.Ft.
	Library	1600 Sq.Ft.
	Language Lab (Optional)	900 Sq.Ft.
	Classrooms (eight)	8260 Sq.Ft.
	Examination / Multipurpose Hall	2700 Sq.Ft.
	Students Activities Center / Gymnasium (Girls – 300 Sq.Ft. + Boys – 600 Sq.Ft.)	900 Sq.Ft.
	Indoor Games	600 Sq.Ft.
	Total Teaching Area	39960 Sq.Ft.
B	SUPPORT SERVICES AREA	9190 Sq.Ft.
C	ADMINISTRATIVE AREA	2880 Sq.Ft.
D	RESIDENTIAL AREA:	
	Staff (Essential)	15500 Sq.Ft.
	Students (Boys & Girls)	51012 Sq.Ft.

A) OVER VIEW OF AREA (CARPET AREA) – TEACHING AREA

*Teaching Area – Laboratories (For minimum 30 students in a Group)***A.I) FOOD PRODUCTION**

Purpose: To demonstrate and conduct hands-on training in processing raw material into ready to serve finished dishes, evaluating pre-processing and testing finished dishes.

S.No.	Laboratory	Area Reqd. per Student	No. of Labs	Area (in Sq.Ft.)
1	Basic Training Kitchen	40 Sq.Ft.	01 No.	1200
2	Quantity Food Kitchen + Tandoor	40 Sq.Ft.	01 No.	1200
3.	Advance Training Kitchen	40 Sq.Ft.	01 No.	1200
4.	Bakery	40 Sq.Ft.	01 No.	1200
5.	Confectionery*	30 Sq.Ft.	01 No.	900
6.	Larder Kitchen*	30 Sq.Ft.	01 No.	900
7.	Demonstration Kitchen	25 Sq.Ft.	01 No.	750
8.	Cold and Dry Food Stores/ General Stores	-	01 No.	1000
9.	Craft Kitchen	40 Sq.Ft.	01 No.	1200
10.	R&D and Microbiology Lab	25 Sq.Ft.	01 No.	750
Total Area				10300

Note : HOD's office space and teachers lounge space has already been included in the administrative area.

A.II) FOOD & BEVERAGE

Purpose: To demonstrate and conduct hands-on training in Foods & Beverage Service skills.

S.No.	Laboratory	Area Reqd. per Cover	Minimum Covers	Area (in Sq.Ft.)
1	Basic Training Restaurant 30 students on waiting Rota	25 Sq.Ft.	60 Nos.	1500
2	Pantry (Attached)	-	-	500
3	*Advance Training Restaurant with Bar Area of 200 Sq.Ft.	25 Sq.Ft.	-	1700
4	* Area required for 60 covers and Pantry – 1/4 of Dining Area	-	-	500
5	Fast Food Restaurant-cum-Canteen (also operational at lunch time – 50 covers as extension of students dining area)	14 Sq.Ft.	50 Nos.	700
6	Dining	-	30 Nos.	500
7.	Students Dining Hall + Pantry	12 Sq.Ft.	200 Nos.	2400
Total Area				7800

A.III) ACCOMMODATION OPERATIONS (HOUSE KEEPING)

S.No.	Laboratory	Area (in Sq.Ft.)
1	Laundry (30 sq.ft. per student)	900
2.	Linen Room	450
3.	House Keeping Practical Lab	900
4.	Guesthouse/Mockup (3 Nos.)	1500
Total Area		3750

A.IV) FRONT OFFICE LAB : 1 No. 900 Sq.Ft.
(Front Office classroom with desk for Reception, Information & Cashier, Reservations, PABX, Telefax)

A.V) COMPUTER LAB 1500 Sq.Ft.
(Minimum 50 Sq.Ft./Student and batch of 30 students with computer terminal for each student)

A.VI) AUDIO VISUAL LAB 750 Sq.Ft.
(Minimum 25 Sq.Ft./ Student)

A.VII) LIBRARY AND RESOURCE CENTRE 1600 Sq.Ft.
(Minimum 1500 Sq.Ft. for 500 Students and for every additional student 0.21 Sq.Mtr.)

A.VIII) LANGUAGE LAB 900 Sq.Ft.
(Minimum 30 Sq.Ft. per Student and Batch of 30 Students)

A.IX) CLASSROOMS
(Each classroom should be fitted with white board/black board/teacher's table/students' chairs/curtains/venation blinds and install overhead projectors)

PURPOSE : To lecture, demonstrate, conduct tutorials and evaluations.

STRENGTH : Minimum 60 students/theory class (desirable 40).

15-20 Students to a Room : Norm is 1.20 Sq.Mtrs./12.91 Sq.Ft. Say 13 Sq.Ft./ Student.

30-40 Students to a Room : Norm is 1.10 Sq.Mtrs./ Students 11.84 Sq.Ft. =480

50-60 Students to a Room : Norm 1 Sq.Mtr. / Student i.e. 660 Sq.Ft.

Optimum Size of the Class Room of 50-60 Students = 12 Sq.Ft. X 60 = 720 Sq.Ft.

Minimum Size of the Class Room for 40 Students = 480 Sq.Ft. Say 500 Sq.Ft.

Minimum

a) 8 Classrooms of 720 Sq.Ft. each 5760 Sq.Ft.

b) 5 Classrooms of 500 Sq.Ft. each 2500 Sq.Ft.

8260 Sq.Ft.

A.XI) STUDENTS ACTIVITIES CENTER / GYMNASIUM = 900 Sq.Ft.



A.XII) INDOOR GAMES ROOM = 600 Sq.Ft.

A.XIII) CONFERENCE / SEMINARS ROOM

(Desirable only since Restaurants can be also be used for conferencing purposes)

Capacity : 50 Persons

Space Required Norms : 16 Sq.Ft. / Person = **800 Sq.Ft.**

A.XIV) EXAMINATION / MULTIPURPOSE HALL : 01 No.

Requirement Norms : 2.5 Sq.Mt. / Student or 26.90 Sq.Ft./student

Capacity : 100 Students

Space Requirement : 2690 Sq.Ft **Say 2700 Sq.Ft.**
(26.90 Sq.Ft. x 100 Students)

NOTE: Balance space for other students for exam shall be met by classroom space. Also that theory exam for all the courses shall not be held in one shift.

A.XV) APPLIED TRAINING CENTER: (DESIRABLE)

A 25 room ATC with conferencing facilities for 50 pax and banquet function area for 300 pax.

A.XVI) AMPHITHEATRE - 300 CAPACITY

AUDITORIUM (Desirable only) 500 Pax = 5000 Sq.Ft.

Note: Facilities which can be used on sharing basis shall be – Auditorium, Amphitheatre, Central Library, Examination Halls, Parking Area, Hostels and Sports fields only.

B) NORMS FOR SUPPORT SERVICES

PURPOSE: To provide health care, catering and other commercial services to staff and students.



AREA NORMS :

- Students locker room to be provided for a minimum of 50% total student strength at 10 Sq.Ft. per student optimum and 8 Sq.Ft. per student minimum.
- Practical staff locker room to be provided for all staff.

	<u>Minimum (Sq.Ft.)</u>
Locker Room – Girls (30% of 570 intake) 08 Sq.ft. per Student (08x171 Girls)	1368
Locker Room – Boys (70% of 570 intake) 08 Sq.ft. (08 x 399)	3192
Practical Staff Locker 08 Sq.ft. x 50	400
Doctor's Room 80 Sq.ft.	100
Dressing Room	300
Sub-Station *	1000
Generator Room * (Generator load as per requirements of labs and essential lighting only)	700
Pump House	200
Engineering/Tool Room	900
TOTAL SUPPORT AREA	9190

Note-1 : The Institute dining hall shall be used for hostel catering services also wherever hostels are in the campus. Norms of 1.5 Sq.Mt. per student may be adhered to for providing the catering facilities for hostlers i.e. 3066.6 Sq.Ft. for 285 students i.e. 200 boy and 85 girls as per norms.

Note-2: Support services can be on sharing basis such as sub-station and captive generation of power, pump-house and water storage (underground and overhead).

C) ADMINISTRATIVE AREA NORMS

PURPOSE : To provide administrative support to the academic activities of the Institute.

- a) PRINCIPAL'S OFFICE = 30 Sq.Mtr. = 322.8 Sq.Ft. SAY 325 Sq.Ft.
- b) P.A. to PRINCIPAL = 14 Sq.Mtr. SAY 150 Sq.Ft.



- c) ADMN. OFFICER = 15 Sq.Mtr. / 161.40 Sq.Ft. SAY 150 Sq.Ft.
- d) COMMON LOUNGE FOR TEACHERS/ = 600 Sq.Ft.
Department wise (Partitioned)
(8.8 Sq.Ft. per Teacher)

Separate Cabin for each H.O.D. at a rate of 100 Sq.Ft. for each H.O.D.

	<u>Minimum</u> <u>(Sq.Ft.)</u>
PRINCIPAL'S OFFICE	400
P.A'S OFFICE	150
ADMINISTRATIVE OFFICER'S OFFICE	150
GUEST LOUNGE	200
SEPARATE CABIN FOR EACH HOD 4X150	600
ADMINISTRATIVE SECTION (HALL)	600
CASHIER'S CABIN	80
RECORDS ROOM	500
TELEPHONE OPERATOR ROOM *	100
SECURITY GUARD ROOM *	100

	2880



D) RESIDENTIAL AREA NORMS**STAFF RESIDENCES**

Minimum accommodation that should exist in the Campus should provide for:

- Principal's residence
- Residences for all Heads of Department
- Residences for 3 essential staff (caretaker, electrician, driver, pump house operator)

DESIRABLE:

Acute problem of scarcity of teaching staff has necessitated many efforts. One such major effort stipulated in the Program of Action of National Policy is the provision of residential accommodation which would facilitate attracting and retaining of competent personnel. The norm is:

- a) Accommodation for 50% faculty.
- b) In highly urbanized and industrialized areas, where housing is an acute problem, accommodation could be provided for 100% of faculty and staff.

The provision of housing could be accomplished in the following ways:

Constructing houses in the campus and/or

Leasing houses in the vicinity and/or

Providing liberal house building loans to enable faculty to construct their own houses.

Area Norms :**Essential**

1500 Sq.ft. for Principal	x	1	=	1500 Sq.ft.
Visitors Lounge	x	1	=	500 Sq.ft.
1000 Sq.ft. for Head of Department or equivalent / Hostel Wardens	x	4	=	4000 Sq.ft.
800 Sq.ft. for Sr.Lecturer, Lecturer or equivalent	x	8	=	6400 Sq.ft.
800 Sq.ft. for non-teaching/technical supporting staff	x	2	=	1600 Sq.ft.
500 Sq.ft. for Security and Engineering staff	x	3	=	1500 Sq.ft.

TOTAL ESSENTIAL**15500 Sq.ft.**

Note: Staff Accommodation can also be outsourced, however, campus should provide accommodation for security and essential services staff.

E) STUDENTS RESIDENTIAL AREA

Under phase I, the hostel accommodation is being suggested for 50% of the intake of the 3 year Degree course and 20% of the intake of other courses. Accordingly 70% accommodation is being provided for the boys hostlers and 30% of the accommodation is being provided for the girls hostlers. Provision under Phase II should also kept in mind in case the ratio of boys and girls population changes radically or in case the specific location of the institute does not provide for local availability of the accommodation or transport. In such cases the hostel accommodation should be doubled.

Residential Area Norms

i)	100% of total students of 3 years (450 students) =	450 students
ii)	50% from short duration courses (120 students) =	60 students

	Total Intake :	510 students

For Girls

20% of 510 students = 100 students

Area for girls hostel = 60% triple seater i.e. 60 girls = 20 rooms
 40% single seater i.e. 40 girls = 40 rooms

 60 rooms

Carpet area for Girls hostel:

40 single seater rooms @ 97 Sq.Ft./student = 3880 Sq.Ft.
 25 triple seater rooms @ 215.20 Sq.Ft./student = 5280 Sq.Ft.

 9160 Sq.Ft.

For Boys

Strength = Total – girl students = 249-75 = 174 boys

Area for boys hostel = 70% triple seater i.e. 300 boys = 100 rooms
 30% single seater i.e. 150 boys = 150 rooms

 250 rooms

Carpet area for Boys hostel:

150 single seater rooms @ 97 Sq.Ft./student = 14550 Sq.Ft.
 100 triple seater rooms @ 215.20 Sq.Ft./student = 21520 Sq.Ft.

 36070 Sq.Ft.

Common Rooms Area for both hostels @ 50% intake 510 seats = 255 hostlers



	255 x 16.40 Sq.Ft.	= 4182 Sq.Ft.
Hostel Wardens :	2 x 800 Sq.Ft.	= 1600 Sq.Ft.
	-	-----
		5782 Sq.Ft.

Gr. Total = 36070 + 5782 = 41852 Sq.Ft. i.e.

Girls Hostel	9160 Sq.Ft.
Boys Hostel	36070 Sq.Ft.
Common Rooms for both Hostels	4182 Sq.Ft.
Wardens Residence	1600 Sq.Ft.
Guest Rooms for parents – 2 Nos.	
Sick Room – 2 Nos.	

	51012 Sq.Ft.

Note: In case hostels are located away from the premises of the Institute, extra space will be required for creation of hostel kitchen, dining hall, stores and wash-up area. However, in case of hostels located in the main premises and that too particularly in case of hospitality institutes, it is desirable that students dining space and students dining hall catering to the requirements of lunch can be used for the purpose of hostel mess. This way, the space can be saved and so can be the investment.

Multi-utility Shop	-	200 Sq.Ft.
Bank Extension Counter/ATM-	350 Sq.Ft.	
Security	-	300 Sq.Ft.
Gardening tool room	-	150 Sq.Ft.

Note: Under the phase II, there should be a provision for extension of the hostel accommodation for both boys and girls at 100% occupancy.



F) NORMS FOR CAMPUS FACILITIES

The teaching, administrative, amenities and residential area are usable (carpet) areas. Provision is to be made for corridors, stairs, entrance, foyer, toilets, stores for cleaners, gardeners and sweepers. An average of 50% of carpet area is suggested for these. Such a provision is not necessary for staff quarters and guest house as the norms suggested for them are in terms of plinth area.

SCOOTER STAND	:	3 Sq.Mtrs./ Scooter	=	30 Sq.Ft. (Essential)
CAR PARKING	:	25 Sq.Mtrs./ Car	=	250 Sq.Ft. (Essential)
CYCLE STAND	:	1.1 Sq.Mtrs./ Cycle	=	11 Sq.Ft. (Essential)
OPEN AREA	:	15000 Sq.Mtrs.	=	150000 Sq.Ft.(Optional)
OPEN AIR THEATRE (Capacity – 300 students) - Desirable				



ANNEXURE - 3B**STAFF NORMS**

The effective and efficient deployment of staff members will improve the quality of instruction and ensure better output, growth and development of the Institutions.

Depending on the nature of the work, the members of the staff are grouped as follows:

- Director and Teaching Staff
- Supporting Staff (skilled & non-skilled)
- Administrative and Ministerial Staff

NORMS FOR STAFF REQUIREMENTS

While developing the norms for staff requirements, the factors like students intake, programs offered, changes in curriculum and teaching methods, contact hours, the theoretical and practical besides personal development of the staff call for staff quality improvement programs on regular basis. The mid term evaluation at institute level, annual evaluation at central level, research project work have increased the work load of the teachers and this fact has also been taken into consideration while working out effective teaching hours for faculty at different levels.

ACADEMIC HIERARCHY

The faculty consists of the following categories:

<u>Existing</u>	<u>Proposed</u>
Principal	Director
HOD	Professor
Senior Lecturer	Asstt. Professor
Lecturer	Sr. Lecturer
Asstt. Lecturer	Lecturer

STRENGTH OF TEACHING STAFF

The strength of the teaching staff may be worked out on the following basis:

1. i) The number of contact hours are taken as 35 clock hours per week.
- ii) Strength of students is taken as 40 - 60 lecture/theory classes and 20 - 30 in tutorial/laboratory/workshop/seminar.



- iii) The average teaching load of 16-22 Contact hours per week is used as basis for calculating the staff strength.
- iv) The strength of the teaching staff so worked out would come to a staff students ratio of about 1:15.

2. WORKLOAD DISTRIBUTION :

Teachers will be required to spend 35 clock hours per week in Institutional activities. Total contact hours (teaching load) is worked out considering the curriculum requirements. The work load distribution for all Institutional activities approximately estimates is furnished below:

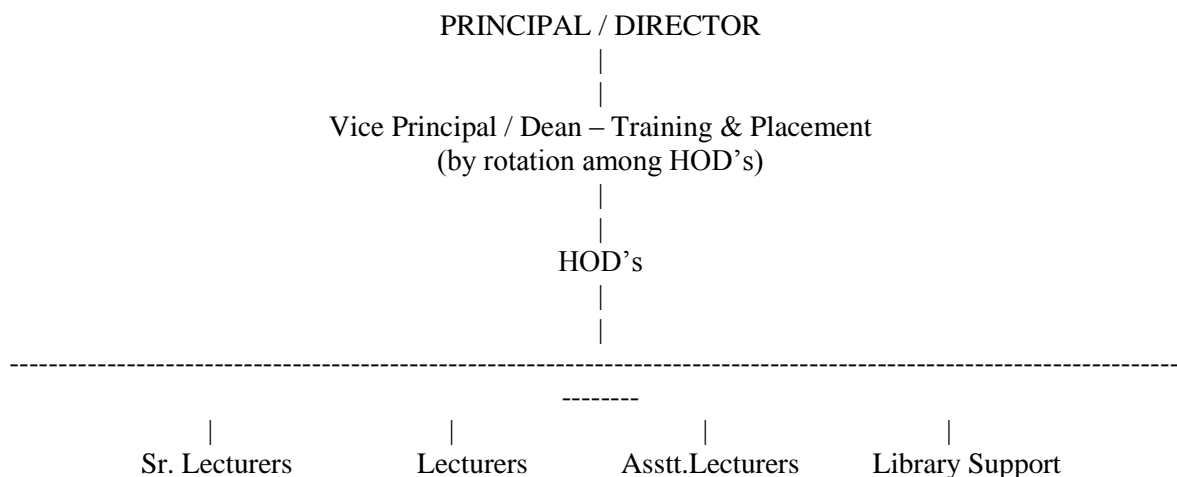
(Hours per week)					
S.No.	Activity	HOD	Sr.Lecturer	Lecturer	Asstt. Lecturer
		Professor	Associate	Sr. Lecturer	Lecturer
1.	Contact Hours (Teaching load)	16	20	22	26
2.	Preparation, Assessment and Evaluation work	05	05	08	06
3.	Administrative Work, Meetings, etc.	05	02	01	-
4.	Counselling and Guidance	04	02	02	-
5.	Development Activities and Community Services/Research & Development	05	02	02	03
6.	Monitoring & Tutorials	-	04	-	-
Total:		35	35	35	35

3. STAFF POSITION :

Sl.No.	Category of Staff	Exiting Pay Scale
1.	Principal	Rs.14300-400-18300
	Dean (by rotation among Professors) (2 Years)	+ Allowance 10%
2.	HOD	Rs.10000-325-15200
3.	Sr. Lecturer	Rs.8000-275-13500
4.	Lecturers	Rs.6500-200-10500
5.	Asstt. Lecturers	Rs.5000-150-8000

Staff ratio from HOD to downwards – 1 : 2 : 4



ACADEMIC STAFF ORGANIZATIONAL STRUCTURE

However, wherever in any specialization, the teaching hours work out less than 16 teaching hours per week, no regular faculty should be employed and efforts should be made to utilise the services of part time faculty on hourly or contract basis except in the case of Hotel Engineering where concerned faculty could also be responsible for the maintenance work of the building and laboratory equipments.

Since staff is to be constantly exposed to the operational environment of the industry, 10% extra staff may be provided over and above the total strength so computed.

ACADEMIC SUPPORT STAFF

Librarian	-	01
Asstt. Librarian	-	01
Audio Visual Technician	-	01

ADMINISTRATIVE STAFF

Principal / Director	-	01
P.A. to Principal	-	01
Accounts & Administrative Officer	-	01
Accountant	-	01
Assistant	-	01
Cashier	-	01
Store Keeper	-	01
Other Office Staff/Clerks	-	As per work load



Lab Attendants (Skilled) :

- | | | |
|------------------------------|---|------------------|
| i) Food Production | } | |
| ii) House Keeping | } | As per work load |
| iii) Food & Beverage Service | } | |

Note : Lab Attendants, Security, Housekeeping, Horticulture, Engineering Maintenance staff including Drivers can be outsourced from registered specialist agencies to provide the services on contractual basis.

Performance Appraisal System

A Performance Appraisal System for teachers should be set up, well integrated with institutional functioning, and this should lead to the identification of individual training and developmental needs. This should also enable the identification of faculty members whose performance is outstanding. Such performance and excellence should be well recognized and rewarded. All institutions should introduce a system for Performance Appraisal conforming with the guidelines formulated in this regard.

Training and Development

Teachers will be provided with opportunity to improve their qualifications, through Quality Improvement Programs. The opportunities will be provided for pedagogy and professional training. Under the Quality Improvement Program, a variety of short-term courses as M.Sc. Hospitality Administration Program, to meet training and restraining needs will be provided for all levels of teachers. In addition, managerial skills development programs for HOD's and Principals would be made available. Selected institutions would be offering short-term and long-term training programs. Training of teachers is expected to contribute both towards their professional development and improvement in career prospects.

Staff for Placement & Training

The Placement and Training Officer should be of the cadre of Vice Principal and this post must be created as a non-vacation post. The Officer shall have a teaching workload of 6 contact hours per week. The Placement & Training Officer should maintain a good liaison with industry in an around the place of the campus. He/she should conduct an annual survey of job requirements in the industries, research and service organizations. He/she should arrange for campus recruitment, industry training, and also arrange to get industries sponsored projects for both staff and final year students. He/she should create data bank of personnel, who are experts in their respective field from industries/research/service organization and invite them to institutions to deliver lecture for the benefit of students and staff members. He/she should arrange for training to staff members in industries/research/service organizations. The Placement and Training Officer should create a data bank of the alumni who are placed in reputed industries/research/service organizations and ensure periodic tracer studies.



ANNEXURE - 3C

EQUIPMENT NORMS
(Lab-wise)

**Applicant Institute/Trust/Society is required to indicate the number of items/
equipment installed in each lab, in the list attached.**



FOOD PRODUCTION

	BTK	ATK	QFK	DK
Total area available				
Area per student				
No. of students				
No. of faculty				

BTC: Basic Training Kitchen

ATK: Advance Training Kitchen

QFK: Quantity Food Kitchen

DK: Demonstration Kitchen

Equipment Requirement:

(Quantity in Nos.)

S.No.	Item	BTK	ATK	QFK	DK	Total
1.	Teacher-cum-Demonstration Table					
2.	Work Tables with overhead shelves/ lockable sliding doors (100x50x85 cm)					
3.	Cooking Range 4 Burners LP/Grill					
4.	Cooking Range High Pressure Burners					
5.	Sink with DB					
Table Equipment (per work table):						
1.	Meat Knife					
2.	Fillet Knife					
3.	Paring Knife					
4.	Chinese Chopper					
5.	Scooper					
6.	Peeler					
7.	Egg Beater					
8.	Grater					
9.	Small Whisk					
10.	Round Spoon (S) (L)					
11.	Flat Spoon (S) (L)					
12.	Slicer (S) (L)					
13.	Perforated / Frying Spoon					
14.	Stainer S.S. (S) (L)					
15.	Rolling Pan					
16.	Chopping Board (Wooden)					
17.	Tongs (S) (L)					
18.	Palate Knife (Small)					
19.	Steak Hammer					
20.	Roast Fork					
21.	Wooden Spoon (S) (L)					
22.	Measuring Jug (½ Ltr. / 1 Ltrs.)					
23.	Conical Stainer SS					
24.	Egg Slicer					
25.	Piping Bag / Nozzle (S) (L)					
26.	Lime Squeezer (S) (L)					
27.	Potato Masher SS (S) (L)					
28.	Trays (18"x12"x2")					
29.	Scissors					
30.	Mortar & Pestle (S) (L)					
31.	Brush for basting					



S.No.	Item	BTK	ATK	QFK	DK	Total
Pots & Pans (per work table):						
1.	Brass Degchi with lid 15" dia					
2.	Brass Degchi with lid 20" dia					
3.	Brass Degchi with lid 12" dia					
4.	Brass Degchi with lid 10" dia					
5.	Brass Degchi with lid 8" dia					
6.	SS Degchi with copper bottom 12" dia					
7.	SS Degchi with copper bottom 10" dia					
8.	SS Degchi with copper bottom 8" dia					
9.	Brass Thali 16" base					
10.	Brass Thali 12" base					
11.	Sauce Pans Brass 8" dia (S) (B)					
12.	Frying Pans 10"/8" dia MS					
13.	Saute Pans 10"/8" dia MS					
14.	Omelette Pan 8" dia Copper					
15.	Braising Pan with lid Copper					
16.	Tava with handle (S) (B)					
17.	Collander SS 8" base					
18.	Pie Dish Aluminum					
19.	Moulds – Barquette, Tartlette, Flat Jelly, Muffin, Sacarin, Baba					
20.	Karai Small					
21.	Karai Big					
22.	Aluminum Degchi (thick bottom) 18" dia					
23.	Aluminum Degchi (thick bottom) 20" dia					
24.	Aluminum Degchi (thick bottom) 24" dia					
25.	Aluminum Degchi (thick bottom) 28" dia					
26.	Kadai 18" dia MS					
27.	Kadai 24" dia MS					
28.	Kadai 26" dia MS					
29.	Khurpi 24" length including handle MS					
30.	Khurpi 42" length MS					
31.	Laddles Brass (Small)					
32.	Laddles Brass (Medium)					
33.	Laddles Brass (Large)					
34.	Perforated Spoons 5" dia MS					
35.	Perforated Spoons 7" dia MS					
36.	Perforated Spoons 9" dia MS					
37.	Collander SS (Large)					
38.	Collander SS (Small)					
39.	Trays SS 20" x 12" x 4"					
40.	Stock Pot Hindalium 14" (Medium)					
41.	Stock Pot Hindalium 20" (Large)					
42.	Knives all purpose					
43.	Cleavers SS					
44.	Masala Containers SS					
45.	Tandoor Skewers MS					
46.	Baloon Whisk SS					
47.	Sugar Thermometer					
48.	Roasting Tray MS Large					
49.	Parats Brass 24" dia					



S.No.	Item	BTK	ATK	QFK	DK	Total
50.	Parats Brass 20" dia					
51.	Plastic Storage Trays (L)					
52.	Racks SS (slotted angle)					
53.	Steamer (Combi)					
54.	Bulk Cooker 80 Ltrs. (Tilting type) Elec./Gas					
55.	Deep fat fryer (2 comp.) 15 ltrs. Elec./Gas					
56.	Wet Grinder 10 Ltrs.					
57.	Potato Peeler (Heavy Duty)					
58.	Food Processor (6 attachments)					
59.	Meat Mincer (Heavy Duty)					
60.	Griddle Plate with Chapathi Puffer					
61.	Stock Burners					
62.	Convection Oven					
63.	Walk in Cooler cum Freezer 1400 Ltrs.					
64.	Insecticuter					
65.	High Pressure Jet Spray					
66.	Weighing Machine 10 Kg. (Avery)					
67.	Tandoor Gas (Large)					
68.	Butchers Block					
69.	Waste Boiler					
70.	Busing Trolley					
71.	Slotted angle racks					
72.	Pot wash area 3'x4' with hot & cold tap attachments					
73.	Barbeque Sigri					
74.	Dosa Tawa					
75.	Idly Steamer					
76.	Large Plate					
77.	Half Plate					
78.	Side Plate					
79.	Soup Plate					
80.	Soup Cup					
81.	Salad Bowl					
82.	Salad Dish					
83.	Katori SS					
84.	Glass Bowl 2 Ltrs.					
85.	Dessert Spoon					
86.	Tea Spoon					
87.	Dessert Fork					
88.	Large Fork					
89.	Large Spoon					
90.	Traulsen 1400 ltrs.					
91.	Large Demonstration Table 10x3 ft.					
92.	Bratt Pan 80 Ltrs.					
93.	Salamander					
94.	Convection Oven (HD)					
95.	Griddle					
96.	Hand Blender					
97.	Weighing Machine 2 Kg.					
98.	Stock Pot (20 Ltrs.) SS with handle					
99.	Soup Laddle SS					
100.	Oven Tray SS with Collar					



S.No.	Item	BTK	ATK	QFK	DK	Total
101.	Baking Trays GI					
102.	Meat Thermometer					
103.	Deep Fat Fryer – 2 compartment (5 Ltr.)					
104.	Pasta Machine					
105.	Food Processor					
106.	Potato Peeler					
107.	Dough Mixer					
108.	Bone Saw					
109.	Asia Kitchen Machine					
110.	Egg Slicer Toaster					
111.	Microwave Oven					
112.	Combi Steamer					
113.	Vacumizer					
114.	Cook Chill Holder/Blast Freezer					
115.	Tandoor Medium Gas					
116.	Barbeque GI with 8 seeks					
117.	Mixer cum Grinder					
118.	Inframatic Griller					
119.	Racks					
120.	Wooden Spatula					
121.	Casserole					
122.	Fish Poaching					
123.	Heinged Mirror					
124.	Basin marie with hot case					
125.	Refrigerator					
126.	Racks/Microwave Open					
127.	Geyzer					
128.	Griddle Plate					
129.	Non-stick Pan					
130.	Thalis (Steel)					
131.	Trays (Steel)					
132.	Fish Slicer					
133.	Carving Knife					
134.	Carving Fork					
135.	Soup Stainer (mesh wire)					
136.	Mugs SS					
137.	Display Mirrors					
138.	Platters					
139.	Entrée Dishes					
140.	Desert Salvan					
141.	Porcelin, Glass and Wooden Bowls (Assorted)					
Party/Bulk Cooking Area:						
1.	Bulk Cooking Range 3x6 ft. with HP T65 Burners					
2.	Chinese Cooking Range (3 Burners)					
3.	Sink with Work Table					
4.	Stock Pot Burners					
5.	Wet Grinder with Coconut Scraper 5 Ltrs.					
6.	Deep Fat Fryer (2 compartment 10 ltr.)					
7.	Rice Cooker (80 Ltrs.)					
8.	Ice Cube Machine					



S.No.	Item	BTK	ATK	QFK	DK	Total
9.	Refrigerated Counter s/w					
10.	Coffee machine					
11.	Tea maker					
12.	Gas range 3x3ft. with 2 LP, 2 HP Burners					
13.	Griddle Plate/Dosa Plate					
14.	Water Boiler 10 Ltrs. (Elect.)					
15.	Juice machine					
16.	Toaster					
17.	Ice Cream Freezer					
18.	Water Cooler					
19.	Food Processor					
20.	Cutlery Rack + Soil Table					
Dispense Counter:						
1.	Hot Case, Basin Marie Cold Counter, Overhead shelves with heating facility, tray slide					
2.	Plate warmer and dispenser					
Wash up:						
1.	Dish Washer (170 plates/hour) 3 KW with rinser and sterilizer					
2.	Glass washer					
3.	Waste Disposal Machine					
4.	Storage racks SS slotted angle					

FOOD & BEVERAGE SERVICE

	BTR	ATR	Bar	Fast Food Restaurant-cum-Canteen	Students Dining Hall
Total area available					
No. of covers					
No. of students					
No. of faculty					

Equipment Requirement:

(Quantity in Nos.)

S.No.	Item	BTR	ATR	Bar	FFRC	SDH
1.	Instructors/Hostess Table					
2.	Tables (Wooden) 3"x3"x2½"					
3.	Tables (wooden or steel)					
4.	Table (Wooden) Square – 4 / 2 seater Rectangular – 4 / 6 seater Round – 6 seater					
5.	Dining chairs (wooden-upholstered)					
6.	Side Boards 4' x 1.5' x 4'					
7.	White Boards 5' x 3'					
8.	Podium/Lectern					
9.	Folding Buffet Tables 6x2½					
10.	Banquet Chairs (stackable)					



S.No.	Item	BTR	ATR	Bar	FFRC	SDH
11.	Bar Counter					
12.	Back Bar with Display					
13.	Bar Tools					
14.	Dry Storage Area					
15.	Hot Case					
16.	Display Counter					
17.	Dispenser Counter for Plates & Cutlery					
18.	Tray slide for the entire length					
19.	Table Cloth (183 x 183 cm)					
20.	Baize Cloth (137x137 cm)					
21.	Napkins					
22.	Runners for sideboard (optional)					
23.	Slip Cloth 1m x 1m					
24.	Buffet Runner 2 mts. X 4 mts.					
25.	Buffet Frills / Skirtings					
Cutlery:						
1.	Small Knife					
2.	Large Knife					
3.	Fish Knife					
4.	Fish Fork					
5.	Large Fork					
6.	Large Spoons / Service Spoons					
7.	Large Forks / Service Forks					
8.	Desert Spoons					
9.	Desert Forks					
10.	Katori SS					
11.	Soup Spoons					
12.	Soup Bowls					
13.	Butter Knife					
14.	Tea Spoons					
15.	Coffee Spoons					
16.	Ice Cream Spoons					
17.	Fruit Knife					
18.	Fruit Fork					
19.	Pastry Fork					
20.	Steak Knife					
21.	Pastry Tongs					
22.	Jam Spoon					
23.	Gateaux Slicer					
24.	B&B Knife					
25.	Paring Knife					
26.	Zester					
27.	Wine Cooler					
28.	Wine Cradle					
29.	Cigar Box					
30.	Ice flake machine					
31.	Glass Chilling Cabinet					
32.	Peg measure					
33.	Sink with Drain Board					
34.	Citrus Squeezer					
35.	Cigar Cutter					



S.No.	Item	BTR	ATR	Bar	FFRC	SDH
36.	Chopping Board					
37.	Ice Cube Machine					
38.	Bottle Cooler					
39.	Ice Chest (crushed ice)					
40.	Ice Chest (cube ice)					
41.	Cocktail Blender					
42.	High Speed Mixer Blender					
43.	Juice Extractor					
44.	Cocktail Shaker					
45.	Hawthorne stainer					
46.	Bottle stand					
Crockery (designed as per décor)						
1.	Large Plates (Full Plates) 10"					
2.	Half Plates 9"					
3.	Quarter Plates 7"					
4.	B&B Plates					
5.	Soup Cups with saucers					
6.	Show Plates					
7.	Cereal Bowl 5" dia					
8.	Breakfast Cups/Saucers 8 Floz					
9.	Tea Cups / Saucers 6 Floz					
10.	Demitasse / Saucers 8 Floz					
11.	Consomme Cups/Saucers 8 Floz					
12.	Egg Cups					
13.	Ash Trays					
14.	Bud Vases					
15.	Cruet sets					
16.	Chutney Bowls					
17.	Salad Dishes					
Hollowware & Flatware:						
1.	Water Jugs					
2.	Water Tumblers					
3.	Tea Pot (2 Portions)					
4.	Tea Pot (4 Portions)					
5.	Milk Pot (2 Portions)					
6.	Milk Pot (4 Portions)					
7.	Hot water jugs					
8.	Coffee Pot (2 Portions)					
9.	Coffee Pot (4 Portions)					
10.	Creamer					
11.	Sugar Bowls					
12.	Butter Dishes					
13.	Ice Cream Cups					
14.	Finger Bowls					
15.	Menu stand					
16.	Tent Card Holder					
17.	Table Numbers (Brass)					
18.	Sauce Boat with Ladles (Small)					
20.	Sauce Boat with Ladles (Large)					
21.	Tea Trainer Slop Basin					



S.No.	Item	BTR	ATR	Bar	FFRC	SDH
22.	Candle Holder					
23.	Ash Trays					
24.	Straw Holder					
25.	Tooth Pick Holder					
26.	Entrée Dishes with lid (2 Portions) Single Compartment					
27.	Entrée Dishes with lid (4 Portions) Single Compartment					
28.	Entrée Dishes with lid (6 Portions) Single Compartment					
29.	Entrée Dishes with lid (4 Portions) Double Compartment					
30.	Platter (Oval) 2 Portions					
31.	Platter (Oval) 4 Portions					
32.	Platter (Oval) 6 Portions					
33.	Platter (Round) Small					
34.	Platter (Round) Medium					
35.	Restaurant Trays Small					
36.	Restaurant Trays Medium					
37.	Ice Bucket with Tongs					
38.	Sugar Tongs					
39.	Chill Cups with Stands					
40.	Toast Racks					
41.	Restaurant Salvers					
42.	Mustard Spoons					
43.	Food Covers					
44.	Finger Bowls					
45.	Supreme Bowls with inserts					
46.	Napkin Rings					
Glassware:						
1.	High Ball (water tumblers)					
2.	Water Goblets					
3.	Juice Glasses / Pony Tumblers					
4.	Glass Bowls					
5.	Tom Collins					
6.	Jam & Mustard Pots/Chutney Bowls					
7.	Decanter					
8.	Coffee Carafe					
9.	Parafit Glasses					
10.	Fancy Glasses					
11.	Beer Goblets					
12.	Beer Mugs					
13.	Draught Beer Glass					
14.	White Wine Glass					
15.	Red Wine Glass					
16.	Parisian Goblets					
17.	Claret Glass					
18.	Sherry Elgin					
20.	Sherry Copita					
21.	Port Wine Glass					
22.	Hock Glasses					



S.No.	Item	BTR	ATR	Bar	FFRC	SDH
23.	Moselle Glass					
24.	Champagne Tulip					
25.	Champagne Flute					
26.	Champagne Saucer					
27.	Cocktail Glass					
28.	Brandy Balloon					
29.	Liqueur Glass (Straight)					
30.	Liqueur Glass (Standard)					
31.	Liqueur Glass (Old fashioned)					
32.	On the rocks Glass					
33.	Roly Poly					
34.	Martini Glass					
35.	Sour Glass					
36.	Wine Carafe					
37.	Soda Carafe					
38.	Water Carafe					
39.	Pool Gloves					
Common Equipment:						
1.	Soup dispenser (different sizes)					
2.	Coffee making machine (cona)					
3.	Flambe Trolley					
4.	Flambe Pan (oval & round)					
5.	Rechaud Battery					
6.	Juice Chiller/Dispenser					
7.	Juice Extractor					
8.	Water cooler with Aqua Guard					
9.	Plate warmer & Dispenser (50 Plate)					
10.	Gueridon Trolley					
11.	Wine / Liquor Trolley					
12.	Dessert & Hors d' Oeuvre Trolley					
13.	Carving Trolley					
14.	Large Restaurant Trays (SS)					
15.	Medium Restaurant Trays (SS)					
16.	Small Restaurant Trays (SS)					
17.	Beverage – Round – Medium SS					
18.	Beverage – Round – Small SS					
19.	Bread Baskets (Cane)					
20.	Food Covers (SS)					
21.	Mirrors Buffet Displays					
Special Equipment:						
1.	Soup tureens (single portion)					
2.	Hors d' oeuvre tray					
3.	Wine Bucket Stand					
4.	Nut Cracker					
5.	Pepper Mill					
6.	Nutmeg Grater					
7.	Bar Spoon					
8.	Ice Picks					
9.	Optic Measure					
10.	Check flow Pourer					
11.	Push-up Measure Pourer					



S.No.	Item	BTR	ATR	Bar	FFRC	SDH
12.	Ice Cream Scoop					
13.	Wine Rack					
14.	Hydrometer					
15.	Avocado Dish					
16.	Asparagus Plate					
17.	Asparagus Tongs					
18.	Egg Dish (Round eared)					
19.	Fish Dish (oval eared)					
20.	Oyster Dish / Plate					
21.	Oyster Fork					
22.	Snail Dish					
23.	Snail Fork					
24.	Snail Tong					
25.	Parfait Spoon					
26.	Cheese Knife					
27.	Grape Fruit Knife					
28.	Grape Fruit Spoon					
29.	Lobster Cracker					
30.	Lobster Pick					
31.	Corn on the Cob Holder					
32.	Grape Scissors					
33.	Caviar Knife					
34.	Fondue Fork/Dish					
35.	Carving Set					
36.	Cheese Board					
37.	Skewers (SS with wooden handle)					
38.	Oil & Vinegar Cruet					
39.	Sugar Dredger EPNS					
40.	Fruit Basket					
41.	Gateaux Stand					
42.	Waiters Friend SS					
43.	Angels's Wings					
44.	Crown Cap Opener					
45.	Can Opener					
46.	Wine Cradle					
47.	Ice Shaver					
48.	Broken Cork Extractor					
49.	Corking Machine					
50.	Funnel SS					
51.	Bar Mixing Glass SS					
52.	Swizzle Stick					
53.	Muddler					
54.	Cocktail Sticks					
55.	Hot Case					
56.	Cash Register					
57.	Service Counter					
58.	Tea/Coffee Dispenser					
59.	Assorted water Dispenser					
60.	Juice Dispenser					
61.	Cooking Range (heavy duty with 4 burners)					
62.	Deep Fat Fryer					



S.No.	Item	BTR	ATR	Bar	FFRC	SDH
63.	Grinding Plate					
64.	Refrigerator					
65.	Deep Freezer					
66.	Assembly Table SS Large					
67.	Ice Cuber					
68.	Ice Cream Display Counter					
69.	Salamander					
70.	Microwave Oven					
71.	Menu Display Board					
Scullery Area:						
1.	Cupboards for storage of cutlery/trays					
2.	Dish landing Table					
3.	Pulvariser					
4.	Conveyor type large dish washing machine with drying zone with trays					
5.	Trolleys (for carrying food from QFK to Dining Hall)					
6.	Trolleys for stacking dirty plates for washing					
7.	Waste Bins					
8.	Music System					

HOUSE KEEPING

Dedicated area : Laundry –
Linen Room –
Housekeeping Lab –
Demo Lab –
Guest Room –

No. of students per session :
No. of guest rooms :
No. of restaurant covers :

Equipment Requirement:

(Quantity in Nos.)

S.No.	Item	HK	HK Lab	Laundry	Guest Room	Total
1.	Vacuum Cleaner (dry pickup/indl. model)					
2.	Vacuum Cleaner (wet & dry pickup/indl. Mode)					
3.	Scrubbing-cum-Polishing Machine (with suction facility 51 cm. cleaning path, 38 lt. solution tank and 45 lt. recovery tank)					
4.	Carpet Shampooing Machine (with suction facility 13 lt. capacity 13" cleaning path, 1200 RPM brush rotation)					
5.	Brooms – Soft / Hard / Yard Brooms					
6.	Brushes (with nylon bristles): Carpet Brush Hand Scrubber T-Scrubber					



S.No.	Item	HK	HK Lab	Laundry	Guest Room	Total
	WC Brush Upholstery Brush Ceiling Broom Washbasin Brush					
7.	Mops (with detachable/fixed heads)					
8.	Squeegees					
9.	Box Sweeper					
10.	Buckets (25 Ltr.)					
11.	Mugs					
12.	Bowls					
13.	Dust Bins					
14.	Chamber Maid's Box					
15.	Maid's Trolley Dimensions – 1540 mm x 575 mm x 1385 mm Light weight frame (net weight not to exceed 62 kg.) Average load capacity – 100 kg. / Bumpers – wheel type (horizontal) Adjustable shelves – 3 Nos. / Space between shelves – 305 mm With compartmentalized top section using laminated ply Linen hamper – canvas (100 L capacity) and garage hamper – plastic (80 L capacity) Castor size – 250 mm / 2 fixed and 2 swivel with breaks					
16.	Mop wringer Trolley					
17.	Cleaning Trolley - Sack holder with cover basket to hold cleaning material - hooks for dust pan, hand brush etc. - 2 buckets (25 Lt. capacity each) - Mop wringer attached above one bucket					
18.	Floor Signs - 24" Height 'Caution – Wet Floor' - 'caution – Work Area' - Yellow colored board with black lettering					
19.	Working Tables					
20.	Chairs					
21.	Steel Cupboard					
22.	Uniform Cupboards (for Linen Room)					
23.	Linen Exchange Counter (window type) (for Linen Room)					
24.	Instruction Table					
25.	Stools					
26.	Sink					
27.	Washer Extractor (5 kg. capacity – top loading, fully automatic, Agitator type with temperature control)					
28.	Washer Extractor (10 kg. capacity – top front loading with temperature control)					
29.	Dryer (capacity 20 kg.)					
30.	Calendaring Machine (with one roller width 100")					
31.	Steam Press (with cuff & collar press hand operated)					
32.	Iron - Light weight					
33.	Iron – Heavy weight					
34.	Ironing Board (Foldable)					
35.	Sinks (SS with Drain Board)					
36.	Weighing Scale (with a holding basket to weigh up to 25 kg.)					
37.	Linen Basket Trolley (SS with draining facility – 820 mm x 65 mm x 740 mm – 4 swivel castors)					
38.	Shelf (for storing chemicals with lockable doors, particle board laminate finish – 1200 mm H x 900 mm L x 600 mm D - 3 shelves adjustable)					
39.	Exhaust Fan (one above dryer and one above steam press)					



S.No.	Item	HK	HK Lab	Laundry	Guest Room	Total
40.	Shelves for storing linen & uniforms (wood laminated with sliding lockable ventilated doors) 2100 mm H x 600 mm D x 2100 mm W with 4 adjustable shelves					
41.	Shelves for storing linen & uniforms (wood laminated with sliding lockable ventilated doors) 2100 mm H x 600 mm D x 2100 mm W with 2 rods for hanging uniforms					
42.	Ladder - Aluminum 'A' type 1200 mm H					
43.	Inspection Table (2100 mm x 1200 mm wood laminate with storage facility underneath with 2 shelves on either side of 600 mm depth)					
44.	Bed with side tables					
45.	Single sofa chair with upholstery or small size two seater sofa					
46.	Glass top tea table/coffee table					
47.	Study table					
48.	Study chairs					
49.	Mirror with dressing table & drawers					
50.	Luggage rack					
51.	Wardrobe					
52.	Shelf over fridge for glasses & thermos					
53.	Geyser (20 ltrs.)					
54.	Table Lamp					
55.	Pedestal Lamp					
56.	Color TV with remote					
57.	Music system					
58.	Mini Fridge					
59.	2' x 2½' painting/wall hanging					
60.	Shear curtain					
61.	Heavy curtain					
62.	Cushions for sofa chairs					
63.	Double bed sheet					
64.	Pillow covers					
65.	Bed Cover					
66.	Bath towel					
67.	Hand towel					
68.	Bath mat					
69.	Shower curtain					
70.	Towel rack with pull up type cloth lining					
71.	Energy saving device system					
72.	Electronic locking device on main door					
73.	Telephone (electronic & light weight)					
74.	Door Bell & Indicator for DND					

FRONT OFFICE LAB

Front Office Lab

Computer Lab

Language Lab



Total area available

No. of students

No. of faculty

Equipment Requirement:

(Quantity in Nos.)

S.No.	Item	HK Lab	Computer Lab	Language Lab	Total
1.	Front Office Counter 6'L x 1½'B x 3½'H with drawer – 3 Nos. Cabinets – 3 Nos., Top & Sides - laminated Reception, Cash & Information sign boards Registration card holder – recessed with 28 slots with facility for recessed monitors & sliding key board recessed message & key rack at the centre teak wood.				
2.	Lobby Desk 3'L x 2'B x 2'H with drawer – 1 No. Cabinet on right side, top and sides laminated, teak wood				
3.	Chair (upholstered, teak wood)				
4.	Bell Desk (4'H semi circular with 2 drawers, 2 cabinets, teak wood)				
5.	Computer linked by LAN with multi media facility, Fidelio software system				
6.	Room Rack (standard specification)				
7.	Date & Time Stamping Machine (standard specification)				
8.	Electric Calling Bell (standard size)				
9.	Telephone Operator Console				
10.	Telephone Instrument				
11.	Postal Scale (digital 1kg. capacity)				
12.	Folio Bucket (2'Lx2'Bx1'H with slots of ½' teak wood)				
13.	Bulletin Board (3'Lx2½'B with baize cover)				
14.	Public Address System (standard specification)				
15.	Credit Card Imprinter (standard specification)				
16.	Luggage Net (Small-Nylon)				
17.	Guest Folio Tray (Plastic)				
18.	Printer (80 column)				
19.	Exchange Rates Board (2'Lx2'B Prestosign type)				
20.	Box Files				
21.	Safe Deposit Box (standard specification)				
22.	Paging Board (1'Lx ½'B with handle and bells attached, white board, teak wood)				
23.	Postage Folder (with pockets, leather)				
24.	File Server Intel Pentium II-300 MHz or Higher CPU with PCI/EISA/ISA Bus Architecture; 256 MB SDRAM; 512 KB-L2 Cache; 4.3 GB HDD with 20 MDPS transfer rate; 4/8 GB DAT Drive 1.44 MB FDD, 105 keys keyboard; Logitech/Microsoft Mouse; Bitronics Parallel Port; High Speed Serial Ports; 10/100 MBPS, PCI Ethernet Adapter – 32 Bit BNC/RJ 45; 14" Mono Chromo Monitor-VGA/SVGA; CD ROM Drive 32x or higher				
25.	Nodes Intel Pentium II-266 MHz; PCI/EISA/ISA Bus Architecture; 64 MB SDRAM; 256 KB-L2 Cache; 2.1 GB HDD; PCI-EIDE Controller for HDD & FDD; One EPP and two serial port (16550 Urate);				



S.No.	Item	HK Lab	Computer Lab	Language Lab	Total
	105 keys keyboard; 14" Color Monitor SVGA; 10/100 MBPS, PCI Ethernet Card – 32 Bit BNC/RJ 45; Microsoft/Logitech Serial Mouse (Seven machines to have multi media kit)				
26.	Hubs 12 Port Hub with BNC/RJ 45 connection (depending on location)				
27.	Hubs – 8 Port with BNC-RJ 47 connection				
28.	Inkjet Printer A4 size, 600 DPI, Black with color cartridge and drives of Bus and Window 3.1 & 95				
29.	Laser Printer with Jet Direct Card 600 DPI/Mono Chrome 8 Page memory in DA post script level 2 support and network connectivity with Jet direct card				
30.	LCD Display				
31.	5 KVA UPS with battery backup of minimum 4 hours				
32.	Local Area Network – Cat-5 WTP				
33.	Tape Recorder – Double Deck with provision for high speed dubbing, radio and CD player				
34.	Amplifier				
35.	Over-head Speakers				
36.	Head phones with socket				
37.	TV with Karaoke				
38.	VCR/VCP				
39.	Computer				
40.	Multimedia with headphone system				
41.	Audio/Video Cassettes				
Reservation Office:					
1.	Table (3'L x 2'B x 2'H with drawer-1 No., One cabinet on right side, top and sides laminated, with facility for recessed monitors and sliding key board, teak wood)				
2.	Chairs (Swivel type)				
3.	Head set with mouth piece				
4.	Wall mounted rack (3'L x 2'B x 1'D, teak wood)				
5.	Space availability board (3' x 2.5' with pegs for indicating availability, particle board)				

BAKERY

	Bakery	Confectionery
Total area available		
No. of students		
No. of faculty		
Min. area required per student		

Equipment Requirement:

(Quantity in Nos.)

S.No.	Item	Bakery	Confectionery	Total
1.	Tables with steel top			
2.	Tables (Wooden box type with marble top) 3"x3"			
3.	SS Bowl (Small) 8" dia			
4.	SS Bowl (Large) 12" dia			
5.	SS Parats 18" dia			



S.No.	Item	Bakery	Confectionery	Total
6.	SS Parats 16" dia			
7.	SS Mug			
8.	Rolling Pin (Wooden)			
9.	Egg Beater			
10.	Wooden Spoon			
11.	Plastic Scraper			
12.	Table Spoon SS			
13.	Fork SS			
14.	Measuring Jug (Enamel/SS)			
15.	Measuring Spoon Set			
16.	Tea Spoon SS			
17.	SS Sink with Drain Board			
18.	SS Degchi with flat bottom 12" dia			
19.	Wire Whisk			
20.	Comb for Decoration			
21.	SS Stainer			
22.	SS Sieve (full set)			
23.	Piping Bag with Nozzle			
24.	Chopping Board (wooden)			
25.	Cake stand			
26.	Parisienne Scoop			
27.	Lemon Groover			
28.	Knife (all purpose)			
29.	Palate Knife			
30.	Jelly Mould (Aluminum)			
31.	Mould Savarin (Aluminum)			
32.	Easter Egg Moulds			
33.	Lemon Squeezer			
34.	Tin Opener (Heavy Duty)			
35.	Round Laddle SS (Large)			
36.	Grater			
37.	Wooden Spatula			
Common Equipment:				
1.	HD Convection Oven 3 Decks			
2.	Proving Cabinet			
3.	Dough Mixer			
4.	Bread Slicing Machine with Wrapper			
5.	Refrigerated Marble top Pastry Table			
6.	Refrigerator 300 Ltrs.			
7.	Cooking Range 4 Burners LP			
8.	Cooling Racks			
9.	Ice Cream / Sorbet Machine			
10.	Refrigerated Counter			
11.	Fat thermometer			
12.	Sugar Meter			
13.	Saccaro Meter			
14.	Electric Cream Whipper			
15.	Traulsen 1400 Ltrs.			
16.	Sugar Pulverizer			
17.	Mixie			
18.	Baking Trays Large 22"x14" MS			



S.No.	Item	Bakery	Confectionery	Total
19.	Baking Trays Small 11"x 6" MS			
20.	Bread Tins (400 Gms.)			
21.	Cake Tins (Round) 7"/9"/11" dia			
22.	Underlining Tray			
23.	Cake Tin Rectangular – 5"x5" / 7"x7" / 9"x9" / 11"x11" / 14½" x 14½"			
24.	Barquette Mould 3" length			
25.	Small Whisk SS			
26.	Tartlet Mould (Aluminum)			
27.	Muffin Trays (Aluminum)			
28.	Brioche Mould (Aluminum)			
29.	Fancy Mould (Assorted)			
30.	Doughnut Cutter SS			
31.	Vol-au-vent cutter			
32.	Quiche Mould			
33.	Chocolate Mould (Assorted)			
34.	Egg Slicer			
35.	Can Opener Heavy Duty			
36.	Small Brass Kadai 6" dia			
37.	Precision Scale (Electronic)			
38.	Saute Pan (Small) Brass			
39.	Saute Pan (Medium) Brass			
40.	Croquenmouche Cone			
41.	Large Cast Iron Halwai Kadai			
42.	Jilebi Thawa			
43.	Large Frying Spoon			
44.	Wooden Spoon (Long handled)			
45.	Large Cooking Stove (Low level)			

LARDER

Total area available	
Area per student	
No. of students	
No. of faculty	

Equipment Requirement:

S.No.	Item	Quantity (Nos.)
1.	Walk-in Cooler and Freezer 5000 Ltrs.	
2.	Sink with DB	
3.	Thawing Tub	
4.	Work Table	
5.	Demonstration Table	
6.	Meat Saw (Electric)	
7.	Electric Blender	
8.	Meat Mincer/Cutter	
9.	Vegetable Slicer	
10.	Refrigerated Salad counter, dressing counter and brain marie	
11.	Ice Cube Machine	



S.No.	Item	Quantity (Nos.)
12.	Food Storage Cabinet	
13.	Special equipment cabinet	
14.	Ice Bain Marie	
15.	Steamer	
16.	Gas Range with overhead hoods (4 Burner LP)	
17.	Overhead Shelving	
18.	Egg Slicer	
19.	Pot Washing Sink	
20.	Force Meat Filler for Sausages	
21.	Carcass hanger	
22.	Vacumiser	
23.	Weighing Scale (Electronic)	
24.	Boning Knife	
25.	French Knife	
26.	Fillet Knife	
27.	Paring Knife	
28.	Garnishing Knife	
29.	Carving Knife	
30.	Fruit Knife	
31.	Citrous Fruit Knife	
32.	Sharpening Grinds Hollow, Roll, Flat, Concave	
33.	Butter Curler	
34.	Metal Cutter	
35.	Can and Wine Opener	
36.	Aspic Cutter	
37.	Egg Slicer	
38.	Mandoline	
39.	Moulds – various shapes and sizes	
40.	Parisienne Scoops 4 sizes	
41.	Piping Bag with Nozzle	
42.	Patty Pan	
43.	Pastry Brush	
44.	Spatula SS	
45.	Tweezer	
46.	Peeler	
47.	Grater SS	
48.	Vegetable Scorer	
49.	Ice Pick	
50.	Ice Crusher	
51.	Concentric Circle Cutter	
52.	Chinese Flower Cutter	
53.	Chinese Cleaver	
54.	Chinese Sculpting Tools	
55.	Bamboo Skewers	
56.	Grape Scissors	
57.	Scissors	
58.	Needle Nose Plier	
59.	Pate Mould Aluminum	
60.	Terrine Mould Aluminum	
61.	Food Mirror (various sizes)	
62.	Rolling Pin (wooden)	



S.No.	Item	Quantity (Nos.)
63.	SS Degchi 12" dia	
64.	SS Degchi 10" dia	
65.	Fish Poacher	

GENERAL STORES

Total area available	
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Equipment Requirement:

S.No.	Item	Quantity (Nos.)
1.	Steel Cupboard	
2.	Filing Cabinet (4 Drawer)	
3.	Store Keeper Table	
4.	Chair	
5.	Issue Counter with under-shelves	
6.	File Rack	
7.	Slotted Angle Racks	
8.	Wooden Pallete	
9.	Computer Table	
10.	Printer Table	
11.	Receiving Platform	
12.	Aluminum Platform	
13.	Platforms Scale 300 Kgs.	
14.	Weighing Scale 10 Kg.	
15.	Electronic Scale	
16.	Storage Bins	
17.	Onion / Potato Storage Bin	
18.	Plastic Containers	
19.	Waste Bin	
20.	Sink with DB	
21.	Exhaust Fan	
22.	Trolley (light weight)	
23.	Ladder with 4 step (Aluminum)	
24.	Wooden Block	
25.	Walk-in Deep-Freezer 5000 Ltrs.	
26.	Walk-in Cooler 7000 Ltrs.	
27.	Aluminum Trays for storage of meat in freezer	
28.	Plastic Crates	
29.	Ladder (Metal)	



AUDIO-VISUAL & REPRODUCTION EQUIPMENT

Total area available	
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Equipment Requirement:

S.No.	Item	Quantity (Nos.)
1.	Over-head Projector (to be fitted in each class)	
2.	Trolley for OHP	
3.	Transparency sheets	
4.	Transparency frames	
5.	Permanent Marking Pens	
6.	Marking Pens – Water soluble	
7.	Transparency Erasers	
8.	Slide Projector	
9.	Slide Trays (for 50 slides)	
10.	Carousel Slide Projector	
11.	Projection Screen (wall/elling)	
12.	Video Cassette Recorder	
13.	Color TV / Monitor	
14.	Portable Cassette Recorder	
15.	Multi-media	
16.	Photocopier	
17.	Electronic Stencil Cutter	
18.	Flip Board (Portable) for slip charts	
19.	Flannel Board (Portable)	
20.	Magnetic Board (Portable)	
21.	Desk Top Publishing Machine	

LIBRARY

Total area available	
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Equipment Requirement:

S.No.	Item	Quantity (Nos.)
1.	Books	
2.	Periodicals & Journals (international/national)	
3.	Video Cassettes / CD ROMS	
4.	Furniture for sitting of 70 scholars at a time	
5.	Storewells / Book racks	
6.	Cabins (10' x 10') fitted with computer terminal and multimedia with head phones	
7.	Xerox Machine	
8.	Computer	
9.	Printer	
10.	T V	
11.	Cutter	



S.No.	Item	Quantity (Nos.)
12.	DV System	
13.	Catalogue systems	
14.	Librarian Chair	
15.	Librarian Table	
16.	Asstt. Librarian Chair	
17.	Asstt. Librarian Table	

LANGUAGE LAB

Total area available	
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Equipment Requirement:

S.No.	Item	Quantity (Nos.)
1.	Tape Recorder (Double Deck with provision for high speed dubbing), Radio & CD Player	
2.	Amplifier	
3.	Overhead Speakers	
4.	Headphones with socket (one on each seat for every student)	
5.	TV (preferable) Home viewing system with Karaoke	
6.	VCR / VCP	
7.	Computer	
8.	Multimedia with headphone system	
9.	Good audio/video cassettes	

MAINTENANCE DEPARTMENT

Total area available	
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Equipment Requirement:

S.No.	Item	Quantity (Nos.)
1.	Multi meter	
2.	Tong tester	
3.	Hydro meter	
4.	Test lamp	
5.	Hydraulic pump	
6.	Megger insulation & Earth megger	
7.	Screw Driver (flat type)	
8.	Screw Driver (star)	
9.	Screw Driver	
10.	Spanner (double and open)	
11.	Ring Spanner	
12.	Box Spanner	
13.	Hacksaw	
14.	Wood saw	



S.No.	Item	Quantity (Nos.)
15.	Pipe wrench	
16.	Adjustable spanner	
17.	Combination pliers	
18.	Nose pliers	
19.	Wire cutter	
20.	Skipper or insulation	
21.	Files - Flat (Rough/Smooth)	
22.	Files – Round (Rough/Smooth)	
23.	Files – Triangular (Rough/Smooth)	
24.	Allen key	
25.	Hammer	
26.	Chisel (cold)	
27.	Carpenter chisel	
28.	Carpenter plainer	
29.	Pocker	
30.	Punch	
31.	Drilling machine electric with drill bit set	
32.	Drilling machine (hand drill)	
33.	Bench vice	
34.	Thread making machine with full set with different sizes of die	
35.	Bearing Puller (Small)	
36.	Lubricating oil can	
37.	Oil pump (manual)	

OFFICE AUTOMATION EQUIPMENT

S.No.	Item	Quantity (Nos.)
1.	E-mail & Internet facility	
2.	Fax machine	
3.	Xerox Machine	
4.	Lamination machine	
5.	Comb Binder	
6.	Paper Cutter	
7.	Public Address System	
8.	Telephone Answering System	
9.	Dictaphone	
10.	Scanner	
11.	Laser Printer	
12.	Document shredder	
13.	Computer System through LAN	
14.	Accounting & Management software	
15.	Inventory & Stores Management software	
16.	Library software	
17.	Teaching software – CD ROMS, Computer, Power Point	



EQUIPMENT FOR EACH CLASS / TUTORIAL ROOM

S.No.	Item	Quantity (Nos.)
1.	Overhead Projector (to be fitted in each classroom)	
2.	White Board	
3.	Black Board	
4.	Teacher's Platform (wooden)	
5.	Teacher's chair	
6.	Teacher's table	
7.	Chairs with under-shelves with writing board facility	
8.	Curtains	
9.	Facility to use CD ROMS, Power Point	

MICROBIOLOGY / FOOD SAFETY**Food Safety:**

S.No.	Item	Quantity (Nos.)
Estimation of Fat:		
1.	Petridishes	
2.	Soxhlet apparatus	
3.	Air dryer	
4.	Petroleum ether	
5.	Measuring cylinders	
6.	Automated pipettes	
7.	Filter paper	
Estimation of Protein:		
9.	Digestion tubes	
10.	Digestion mixture	
11.	Concentrated Sulphuric Acid	
12.	Homogenizer	
13.	Digestion Chamber	
14.	Distillation unit	
15.	Sodium Hydroxide Pellets	
16.	Distilled water	
17.	Boric Acid Crystals	
18.	Methyl Red Indicator	
19.	Burette	
20.	Burette stand	
21.	Conical flask	
22.	Non-absorbent cotton	
Estimation of Ash:		
23.	Crucibles	
24.	Muffle furnace	
25.	Measuring balance	
26.	Large tongs	
Estimation of Moisture:		
27.	Petridishes	
28.	Oven	



S.No.	Item	Quantity (Nos.)
29.	Balance – electronic	
30.	Filter paper	
Determination of Gluten:		
31.	Beaker	
32.	Glass rods	
33.	Petridishes	
34.	Oven	
35.	Dessicator	
Determination of Dextrose		
36.	Fehlings solution A	
37.	Fehlings solution B	
38.	Glass beads	
39.	Conical flask	
40.	Dextrose powder	
41.	Water bath	
42.	Triangular stand	
43.	Wire mesh	
44.	Burette	
45.	Burette stand	
46.	Dropper	

Microbiology:

S.No.	Item	Quantity (Nos.)
1.	Microscope	
2.	Glass slides	
3.	Cover slips	
4.	Conical flasks	
5.	Wire loops	
6.	Broths	
7.	Agar medias	
8.	Burners	
9.	Round bottom flasks	
10.	Triangular stands	
11.	Kidney trays	
12.	Test tubes	
13.	Test tube holders	
14.	Test tube stands	
15.	Alcohol	
16.	Spirit	
17.	Autoclave	
18.	Incubator	
19.	Chemical balance	
20.	Breakers	
21.	Glass rods	
22.	Petridishes	
23.	Pipettes (different ml.)	
24.	Non absorbent cotton	
25.	Tryptone diluent	
26.	Spatula	



Annexure 4**Specifications and Standards****(1) Preamble**

The following Specifications and Standards cover only some of the minimum requirements for the development. The Developer shall develop, construct, operate, maintain and manage the Institute of Hotel Management and allied facilities strictly conforming to the relevant Indian standards, the best industry practices and internationally acceptable norms. Whether the requirements are explicitly stated or not in the RFP documents, the bidder must note that Government of Punjab envisages the Project Site to be utilized only for the activities relating to Institute of Hotel Management and activities connected and incidental thereto as the binding contractual obligation and shall not utilize the project site for any other purpose whatsoever.

(2) Civil and Structural Requirements

- (a) The buildings shall be designed in accordance with the latest Indian Standard Codes and building code and the norms laid down by the GOP from time to time for the purpose **(Kindly Check)** and shall be designed to resist wind and seismic forces
- (b) RCC structures shall be designed as per IS 456: 2000
- (c) Steel structures shall be designed in accordance with the provisions of IS 800 – 1984. Structural steel shall conform to IS 2062.
- (d) Tubular sections would conform to IS - 4923
- (e) Developer is advised to carry out its own tests and investigations related to soil condition, strata, bearing capacity and other characteristics
- (f) On the points where such rules are silent and stipulate no conditions or norms, National Building Code of India, published by Bureau of Indian Standards, shall be followed

(3) Site Development related specifications

- (a) The Developer shall provide proper access to the proposed Project Site from the adjoining road and maintain the same
- (b) The Developer should provide landscaping, internal road network and parking areas in the Project site
- (c) The internal paving to be a combination of black top road, concrete paving blocks, interlocking paving blocks, landscaped garden and green areas
- (d) Rain/ storm water shall be drained with a network of RCC drains



Annexure 5**Operational and Maintenance Standards****(1) Preamble**

The following Operation and Maintenance standards cover only some of the minimum requirements for operation and maintenance. The Developer shall operate, maintain and manage the proposed Institute of Hotel Management and the Project Facility strictly conforming to the relevant Indian standards, the best industry practices and internationally acceptable norms. Whether the requirements are explicitly stated or not in the RFP documents, the bidder must note Government of Punjab envisages using of the Project Site for Institute of Hotel Management related activities only and expects a truly international quality and standards from the Developer, as the binding contractual obligation.

(2) General

During the period of Operation, the Developer shall maintain all the facilities in accordance with performance standards and maintenance requirements, as mentioned below:

- (i) Perform maintenance on a routine and periodic basis
- (ii) Provide functional facilities that:
 - (a) meet the Institute of Hotel Management requirements
 - (b) have an academically acceptable atmosphere for students
 - (c) ensure safety and security of students
 - (d) ensure the safety of the visitors; and
 - (e) maintain a good environment in the site conducive to all academic facilities
- (iii) Identify potential problems early within the context of the planned maintenance system so that corrective action may be planned and completed in a timely manner
- (iv) Establish a maintenance list for planned operation and maintenance. Follow an orderly program so that maximum operational efficiency is attained
- (v) Compliances as per the applicable laws and regulatory framework

(3) Maintenance Works

The Developer shall perform routine and periodic maintenance activities for the project infrastructure via, civil, mechanical and electrical works and equipment, furniture for meeting the specified performance standards as per the following table:

Description	Required Level	Facility/ Equipment
Power Supply, Electrical Installations, Electrical Equipments	Standby power arrangements shall be made for necessary amenities. No loose, open, un-insulated wiring in any of the areas. Switch Boards, Electric meters are enclosed in boxes and access to authorized personnel only	Standby power supply by DG sets shall be ready to be operated and should be available 24 hours



Natural and Mechanical Ventilation and Illumination for multi storey parking, if any	Shall meet the required Illumination level as specified in the IS Code and NBC. Shall meet the required Ventilation level as specified in the IS Code and NBC	Any disruption to mechanical ventilation, if provided, shall be rectified within 24 hours. Arrangements for natural ventilation like skylights ventilators, shafts etc shall be cleaned after every 5 days.
Damage / Breach to the Boundary Wall	No Damage / Breach is allowed	Any damage / breach to the boundary wall shall be rectified within three (3) days after their event

Circulation Area maintenance shall include the entire house keeping activities requiring routine and periodic maintenance. Annual maintenance shall be done for accessories like fans, lighting arrangements etc in these areas

(4) Performance Standards

(a) Intent

- (i) The performance levels define the level at which the proposed facilities are to be maintained and operated. Performance standards are defined for operation and maintenance of the facilities and the site environment
- (ii) The obligations of the Developer in respect of Maintenance requirements shall include:
 - maintaining site environment so as to cause minimum disturbance to the environment and conforming the regulatory framework relating to environment laws
 - ensure that the facilities are operational and rectification of the defects and deficiencies within the minimum time
 - ensure that the fixed parameters provided in this RFP are abided by at any time during the Term of joint development agreement
- (iii) Notwithstanding anything contrary to specified in this schedule, if the nature and extent of any defect justifies more time for its repair or rectification as compared to time specified herein, the Developer shall be entitled to additional time in conformity with good industry practice. However the Developer shall get prior approval from the Independent Engineer, for such additional requirements of time
- (iv) Notwithstanding anything to the contrary contained in this schedule, if any defect, deficiency or deterioration in the Project poses danger to the life and property of the users thereof, the Developer shall promptly take all reasonable measures for eliminating or minimizing such danger
- (v) Compliance of the applicable legal regulatory framework



(b) Routine Maintenance Performance Standards

Serviceability Indicator	Required Maintenance Level	Permissible Time Limit for repairs/rectifications
Power Supply, Electrical Installations, Electrical Equipments shall be functional	-	Any disruption in power supply shall be rectified in six hours. Standby power supply by DG sets shall be ready to be operated and should be available 24 hours
Natural and Mechanical Ventilation and Illumination for parking, if any, shall be functional	-	Any disruption to mechanical ventilation if provided shall be rectified within 24 hours. Lights, ventilators, shafts etc shall be cleaned after every 5 days
Boundary Wall shall be without any Damage / Breach	-	Any damage / breach to the boundary wall shall be rectified within three (3) days after their detection.
There shall be no standing water on pavement surface, no water logging in the centre	-	Immediate measures to be taken and water logging should be cleared within four hours.
All Toilets, Urinals, bathrooms shall be clean and functional	A minimum of 95% toilets and urinals shall be functional at any given point of time.	Toilets, Urinals, bathrooms shall be demarked with suitable sign boards. These should be kept clean and hygienic and cleaning shall be done at least twice daily.
All drinking water chambers shall be clean and functional	A minimum of 95% drinking water chambers shall be functional at any given point of time	These shall be cleaned daily. Water supply shall be for 24 hours. Drinking water quality in all the seasons shall be as per WHO standards.
Dustbins, spittoons etc. shall be clean and functional	A minimum of 95% Dustbins, spittoons shall be functional at any given point of time	The dustbin shall be emptied after every six hours or earlier if it is full or if creates foul smell in the neighborhood.
All Information Signage and Display Boards shall be visible, legible and functional	Maximum 2% number of damaged signage and boards at any given point of time	These shall be cleaned once in a week. Damaged signage and boards shall be replaced, repaired within seven days of their detection



Power Supply, Electrical Installations, Electrical Equipments shall be functional	-	Timely intervention with Temporary measures within 8 hours, permanent restoration within 7 days, depending on nature and intensity of work required as decided by the Independent Engineer
Staircases shall be clean and functional	-	The staircases shall be cleaned at least twice a day. Damaged handrails, risers or treads shall be repaired within three days after detection.
Illumination (Lighting) shall be functional	To meet the required illumination level as per national standards	The ventilators, sky-lights, etc serving as source of natural ventilation and other luminaries for artificial lighting shall be cleaned once in seven days to maintain the illumination level.
Defects in Electricity gadgetry like bulbs/ lamp shades/ wiring/ etc	-	Temporary measures within 4 hours, permanent restoration within 7 days
Defects in all other utilities like water supply /tap/tap connections/pipe/sewer and drainage pipes/tanks & overflow/glasses/ window panes/all other building furniture	-	Timely intervention with Temporary measures within 8 hours, permanent restoration within 7 days, depending on nature and intensity of work required.
Telecommunication and Networking Systems shall be functional	-	Temporary measures within 8 hours, and permanent restoration within 3 days
Fire Fighting Equipments shall be functional	-	Any damage to fire fighting equipments installed in the facilities and in public spaces shall be rectified within 2 days of detection. Fire extinguishers shall be replaced before the end of its expiry date. The water tank meant for fire fighting purpose shall remain flooded with water to its capacity at all the times.



Water tank shall be Clean and Functional	-	Water tank shall be cleaned and disinfected every month (by usage of approved chemicals) to ensure that no inorganic sedimentation takes place.
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(c) Periodic Maintenance Performance Standards

In order to maintain the quality and operational standards of high quality, the periodic maintenance/renewal activities are proposed for the Project in the following table:

Periodic Renewal Activities	Time Limit for renewal
Repainting of furniture, signages delineators, markings etc.	Minimum once in a year
Repainting of Buildings and all other structures.	Minimum once in three years
Repainting of carpentry work like joinery, doors, windows, ventilators, wooden furniture etc in the offices, cabins, booths etc.	Minimum once in three years
Resurfacing of Pavement	Routine repairs every year and premix carpet every fourth year. Incase the pavement is of Rigid type, no periodic renewal would be required except cleaning & filling of joints
Mechanical Equipment	Minimum once in a year as per manufacturer's installation, operation and maintenance instruction manual
Electrical Equipment	Minimum once in a year as per manufacturer's installation, operation and maintenance instruction manual

(d) Performance Standards for Operation

Parameters	Performance Indicators
Real Time internship facility to be operational during the academic session.	To remain operational 24 hours a day throughout the year
Parking Area	To remain operational 24 hours a day throughout the year
Enquiry Offices	To remain operational 16 hours a day throughout the year
Information System, Displays	To remain operational 24 hours a day throughout the year
Toilets	To remain operational 24 hours a day throughout the year



Water Supply	To remain operational 24 hours a day throughout the year
Electricity Supply	To remain operational 24 hours a day throughout the year
Telecommunication and Networking Equipment	To remain operational 24 hours a day throughout the year
Standby Diesel Generator Sets	Standby diesel generator sets to supply power to the Project facilities must be available 24 hours a day, throughout the year in case of disruption or breakdown in power supply
Maintenance Office	This shall remain open for 16 hours a day and throughout the year
Security	To remain functional 24 hours a day throughout the year Appropriate fencing of the site with lighting and security shall be provided to ensure that there will be no encroachment on the site.



Annexure 6**Prohibited Components****I. Prohibited Components****(1) General:**

The Bidders must note that the Project Components to be developed are meant for the indented activities and bona-fide use only. No use or activity, which is prohibited under the law of the land, shall be allowed. For purpose of clarity, commercial activity in form of Shopping Malls, Multiplexes, etc shall not be allowed.

(2) Environmental Rules and Regulations

No activities and uses, which are prohibited under the Environment (Protection) Act 1986 and Environment (Protection) Rules 1986, Water (Prevention Control of Pollution) Act 1974, Air (Prevention Control of Pollution) Act 1974, Punjab Pollution Control Board Regulations, to the extent applicable, shall be allowed

(3) Development Regulations

No development, which is not in conformity with Master Plan for SAS Nagar being prepared by Greater Mohali Area Development Authority and the rules, guidelines issued by the Government in terms of Punjab Scheduled Road Act relating to the development and maintenance, shall be allowed



Annexure 7**Space and Equipment Norms for Institute of Hotel Management**

The facility shall be established as per the minimum norms pertaining to space & equipments as laid out in the guidelines issued by National Council for Hotel Management and Catering Technology. The gist of the guidelines relating to the minimum space requirement is given. Please refer to <http://www.nchmct.org/> for detailed guidelines

(1) Academic/Teaching Carpet Area at a Glance:

S.No.	Area	Minimum Area
1.	Teaching Area	39660 Sq.Ft.
2.	Support Service Area	9190 Sq.Ft.
3.	Administrative Area	2880 Sq.Ft.
	Total Area	51730 Sq.Ft.
	Total Area in Sq.Mtrs.	4808 Sq.Mts.

(2) Residential Carpet Area at a Glance

S.No.	Area	Area
1.	Principal & Essential Staff Only	15500 Sq.Ft.
2.	Hostel for 50% (Boys & Girls)	51012 Sq.Ft.
	Total Area	66512 Sq.Ft.
	Total Area in Sq.Mtrs.	6181 Sq.Mts

(3) Academic / Teaching Block

S.No.	Area	Area
A	TEACHING AREA:	
	Food Production including Bakery & Confectionery Labs	10300 Sq.Ft.
	Food & Beverage Service	7800 Sq.Ft.
	Accommodation Operation (House Keeping)	3750 Sq.Ft.
	Front Office Lab	900 Sq.Ft.
	Computer Lab	1500 Sq.Ft.
	Audio Visual Lab (Optional)	750 Sq.Ft.
	Library	1600 Sq.Ft.
	Language Lab (Optional)	900 Sq.Ft.
	Classrooms (eight)	8260 Sq.Ft.
	Examination / Multipurpose Hall	2700 Sq.Ft.
	Students Activities Center / Gymnasium (Girls – 300 Sq.Ft. + Boys – 600 Sq.Ft.)	900 Sq.Ft.
	Indoor Games	600 Sq.Ft.
	Total Teaching Area	39960 Sq.Ft.
B	SUPPORT SERVICES AREA	9190 Sq.Ft.
C	ADMINISTRATIVE AREA	2880 Sq.Ft.
D	RESIDENTIAL AREA:	
	Staff (Essential)	15500 Sq.Ft.
	Students (Boys & Girls)	51012 Sq.Ft.





Annexure 8

Deleted



Annexure 9

PIDB	Public Private Partnership (PPP) for Development of INSTITUTE OF HOTEL MANAGEMENT AT MOHALI (SAS NAGAR) DEPARTMENT OF TOURISM AND PUNJAB INFRASTRUCTURE DEVELOPMENT BOARD		 
	REQUEST FOR PROPOSAL (RFP) / <u>Notice Inviting Tender</u>		
Project Brief			
<p>Department of Tourism (DoT), Government of Punjab (GoP), through Punjab Infrastructure Development Board (PIDB), has embarked on a major initiative for growth of tourism and hospitality sector in Punjab. As part of this initiative, GoP intends to set up a world class Institute of Hotel Management at Mohali. The project is to be developed under Public-Private-Partnership (PPP) Model. PIDB has retained IL&FS Infrastructure Development Corporation Ltd (IL&FS IDCL) as Project Development Advisor for undertaking Project Development including selection of the Private Partner for implementation of the project</p>			
Salient Features of the Project		Project Scope	
<ul style="list-style-type: none"> About 6 acres of Prime Land at Bhootgarh, Mohali on lease by Society for Institute of Hotel Management, Bhootgarh, Mohali (Concessioning Authority). The project site is adjacent to two new proposed Expressways providing excellent connectivity to cities/towns in Punjab, Himachal and Haryana Developer has the option to add Hotel/Restaurants) depending on demand Introduction of other courses may be permitted if those are NCHMCT/AICTE/others recognized, and related to Hospitality or Tourism Industry 		<p>The Scope of Work of the Private Sector Partner (PSP) will include :</p> <ul style="list-style-type: none"> •Planning, designing, financing and establishing the facility, including construction, provision of relevant assets, equipment, faculty, ancillary services and amenities related to the institute; and •Operating, maintaining and managing the facility during the Concession Period •Comply with standards/guidelines as per affiliating agency or minimum as per by National Council for Hotel Management & Catering Technology (NCHMCT) <p>The project will be structured on Design, Build, Operate and Transfer basis</p>	
Eligibility Criteria for Private Sector Partner			
<p>Interested National or International firms, Joint Ventures, Consortium, Hoteliers or Educational Institutions, complying with the following qualitative requirement are invited to submit their proposals:</p> <ul style="list-style-type: none"> (a) Experience in operating or managing atleast one recognized three star hotel in India or its equivalent abroad or; experience in operating or managing a hospitality related training institute in India or abroad for minimum 2 years or; experience in operating or managing an educational institute in India or abroad for minimum 3 years. (b) Individual entities (if bidding alone) or entities in Joint Venture or Consortium (either individually or cumulatively), shall meet the following financial criteria: <ul style="list-style-type: none"> ▪ A firm or consortium of firms taken together must have an aggregate tangible networth of Rs. 10 Crore on March 31, 2009, as per audited financial results, excluding re-evaluation reserve, goodwill and other intangible assets to be certified by a chartered accountant; or ▪ Individual reputed firms or corporate houses having a networth of Rs 100 Crore on March 31, 2009, as per audited financial results, will be exempted from the experience criteria stated in (a) above . <p>Interest bidders will have to demonstrate the above criteria with relevant support documents.</p>			
Submission of Proposal			
<p>A single stage bidding process is envisaged to select a PSP, which would include technical and financial assessment of proposals</p> <p>Interested parties can download the Request for Proposal (RFP) document from www.pidb.org or www.ilfsindia.com from August 21, 2009. At the time of submission of RFP, the following will need to be submitted (i) Processing Fee of Rupees Five Thousand only by demand draft (DD) drawn in favour of "Punjab Infrastructure Development Board (PIDB)" payable at Chandigarh; and (ii) Bid Security of Rupees Ten Lakhs only by Bank Guarantee/ DD in favour of PIDB.</p> <p>Pre-Bid meeting will be held on September 4, 2009 at 1530 hrs at PIDB office. Completed Proposals shall be received upto 1500 hours on or before September 25, 2009 and the Technical Proposals shall be opened at 1600 hrs on the same day in the presence of parties who choose to attend. <i>PIDB reserves the right to accept or reject any application and to annul the selection process at any time, without incurring any liability and without assigning any reason thereof. RFP without "Processing Fees" and "Bid Security" will be summarily rejected.</i></p> <p>For any further details/ enquiries, please visit www.pidb.org & www.ilfsindia.com or contact the following:</p>			
IL&FS Infrastructure Development Corporation Ltd. SCO No 210-211, 3 rd Floor, Sector 34-A Chandigarh 160 022 Tel.: 0172 4636387/ 89 Fax : 0172 4621388 Email : pdppunjab@yahoo.co.in	Managing Director Punjab Infrastructure Development Board SCO 89-90, Sector 34A Chandigarh 160034 Tel. : 0172 2665395, 2665417 Fax. : 0172 2665596 Email : mdpidb@glide.net.in	Principal Secretary Department of Tourism Government of Punjab Room No 514, 5 th Floor, Punjab Mini Secretariat, Sector 9, Chandigarh 160009 Tele-fax. : 0172 2742131 Email : geetikaz@hotmail.com	



DEVELOPMENT OF INSTITUTE OF HOTEL MANAGEMENT AT MOHALI ON DESIGN, BUILD, OPERATE, & TRANSFER (D.B.O.T.) BASIS

REQUEST FOR PROPOSAL DOCUMENT

SECTION 2 INSTRUCTIONS TO BIDDERS

ISSUED BY



August 2009



SECTION 2:

INFORMATION AND INSTRUCTIONS TO BIDDERS

I. General Conditions

1. Background

- (a) Department of Tourism (DoT), Government of Punjab (GoP), through Punjab Infrastructure Development Board (PIDB), intends to give a fillip to the professional higher education by setting up a world class Institute of Hotel Management at Boothgarh, Mohali. The Project is being developed and implemented on Public Private Partnership (PPP) format. The proposed institute will provide requisite skilled professionals to meet the demand of booming service industry.
- (b) Punjab Infrastructure Development Board (PIDB), for and on behalf of Department of Tourism (DoT), Government of Punjab (GoP), hereby invites interested private sector entities to submit their detailed proposals, in accordance with this RFP document(hereinafter the '**Bids**' or '**Proposals**'), for undertaking the development of the Project.
- (c) The Selected Bidder, who is either a company incorporated under the Companies Act, 1956 or a duly incorporated trust/ society/ partnership firm or undertakes to incorporate itself, as such, prior to execution of the Joint Development Agreement shall be responsible for designing, engineering, financing, procurement, construction, operation and maintenance of the Project under and in accordance with the provisions of the Joint Development Agreement to be entered into between the Developer and the PIDB in the form provided by the PIDB as part of the Bidding Documents.
- (d) An agreement for development, operation, management, financing of the Project (herein the "**Joint Development Agreement**") with development milestones clearly set out in the said agreement is expected to be executed between IHM Society and the Developer in pursuance of the provisions of the Punjab Infrastructure (Development and Regulation) Act 2002. DoT shall sign the Joint Development Agreement as a confirming party.

2. Bidding Process

(a) Notice Inviting Tender - Advertisement

Interested National or International Firms, Joint Ventures, Consortium, Hoteliers or Professional Educational Institutions (herein the '**Bidders**') are invited to submit their Proposals in response to the advertisement published on August 21,2009, a copy which is enclosed as Annexure 9 of Section 1 of this RFP document (herein the '**Advertisement**').



- (b) PIDB invites Proposals from interested parties based on Advertisement for private sector participation in establishing Institute of Hotel Management at Mohali. The Bidders shall be required to provide the qualification information in response to the Advertisement and as per format given in Form 7 of Section 3 of this RFP.

(c) **Single Stage Bidding Process**

A Single-stage competitive bidding process (herein the '**Bidding Process**') is intended to be followed for selection of a private sector entity (herein the '**Selected Bidder**') which shall, subject to the terms of the RFP & through the Joint Development Agreement, undertake development & execution of the Project.

However, the Bidders would be required to meet the minimum technical and financial capability criteria and qualify for undertaking the Project, as per the terms set out in this RFP, for being declared as the Selected Bidder.

For avoidance of doubt it is hereby clarified that the Financial Proposal of only those Bidders, that possess the minimum Technical & Financial capability, would be opened and evaluated.

PIDB on its part is ensuring that the terms and conditions for the Bidding Process for the Project are followed and applied uniformly to the Proposals submitted by all the Bidders in a non-discriminatory, transparent and objective manner. PIDB or its authorized agency shall not provide to any interested party, any such information with regard to the Project or Bidding Process, which may have the effect of restricting competition.

(d) **Compositional Eligibility**

The Bidder may be a sole applicant (the '**Single Entity**') or a group of entities (hereinafter '**Consortium**'), coming together to implement the Project. The term 'Bidder' used hereinafter would therefore apply to both a Single Entity and a Consortium who have submitted the Proposal in response to this RFP. The Selected Bidder is the one selected by PIDB to develop this Project. The Bidder would be liable for the execution of the Project in accordance with the terms of the Joint Development Agreement. The bidding parameter shall be as specified in the Data Sheet.

It is hereby clarified that no entity submitting its Bid either as a Single Entity or as a member of a Consortium can be a member of another Consortium.

(c) **Evaluation Process**

Subject to the terms of this RFP, the Bidders are invited to submit their Proposals in two parts, viz.:

PART 1: Technical Proposal

PART 2: Financial Proposal

The evaluation of the Proposals would be carried out in following two stages:



PART 1(Qualification Stage): The first stage would involve test of responsiveness, technical and financial capability for undertaking the Project based on the Technical Proposal.

Only those Financial Proposals that meet the Qualification Criteria, as set out in this RFP would be qualified for evaluation at the Bid Stage.

PART 2 (Bid Stage): The Financial Proposals of only those Bidders who are adjudged as qualified at the Qualification Stage shall be opened for further evaluation.

The Bidder quoting the highest First Annual Concession Fee payable by it to IHM shall be, subject to the other terms of this RFP, be provisionally adjudged the Selected Bidder and would be issued the Notice of Award as per terms hereof.

3. **Proposal Security**

In terms of the RFP and without prejudice to clause III (8) hereinbelow, a Bidder will be required to deposit, along with its Bid, a Proposal Security (herein the “**Proposal Security**”), refundable no later than 60 (sixty) days from the Proposal Due Date, except in the case of the Selected Bidder whose Proposal Security shall be retained till it has provided a Performance Security under the terms of the NOA and the Joint Development Agreement.

The Bidders will have an option to provide Proposal Security in the form of a demand draft payable at Chandigarh or an unconditional irrevocable bank guarantee issued by a scheduled bank or nationalized bank in favor of PIDB acceptable to the PIDB and in such event, the validity period of the demand draft or bank guarantee, as the case may be, shall not be less than 180 (one hundred and eighty) days from the Proposal Due Date, inclusive of a claim period of 60 (sixty) days, and may be extended as may be mutually agreed between the PIDB and the Bidder from time to time.

In case the Selected Bidder fails to furnish the Performance Security as per the terms of the NOA & the Joint Development Agreement, PIDB shall be entitled to unconditionally forfeit its Proposal Security deposited by it.

Thereafter, the remaining Bidders in accordance with the process specified in the RFP, be invited to match the Bid submitted by the Selected Bidder. In the event that none of the other Bidders match the Bid of the Selected Bidder, the PIDB may, in its discretion, invite fresh Bids from the remaining Bidders or annul the Bidding Process, as the case may be.



4. Minimum Equity Requirement

Selected Bidder shall at no time undertake or permit any Change in Ownership except in accordance with the provisions of the Joint Development Agreement and the RFP. The shareholding of the Lead Member (*hereinafter defined*) of the Consortium in the issued and paid up equity share capital shall not be less than (a) 51% for initial 5 years (including Construction Period) and 26% for rest of the Term of Agreement, unless otherwise approved in writing (prior approval) by the IHM Society.

5. Scope of Project

The Scope of Work for the Project shall be as given in Para VI of Section 1 (PIM) of this RFP.

6. Eligible Bidders

(a) The Bidders shall, without prejudice to other eligibility requirements prescribed in the RFP, also need to conform to the following qualification requirement, of the Advertisement :

(i) **Technical Criteria:**

Experience in operating or managing atleast one recognized three (3) star hotel in India or its equivalent abroad, or, experience in operating or managing hospitality related training institute in India or abroad for minimum 2 (two) years, or, experience in operating or managing and educational institute in India or abroad for a minimum of three (3) years; and

(ii) **Financial Criteria:**

Single Entity or Consortium shall be required to meet the following financial criteria:

A firm or consortium of firms taken together must have an aggregate tangible networth of 10 (ten) crores on March 31, 2009, as per audited financial results excluding re-evaluation reserve, good will and other intangible assets to be certified by a chartered accountant;

Provided, however, that Individual reputed firms or corporate houses having a networth of Rupees 100 (hundred) crores on March 31, 2009, will be exempted from meeting the Technical Criteria stated in clause 6 (a) (i) above.

(b) The Bidders confirming and meeting the Technical & Financial Criteria, as prescribed under clause 6(a) above, shall be considered as Eligible Bidders, provided, however, that the Bidder has not been declared ineligible for corrupt or fraudulent practice as per this RFP.

(c) Without prejudice to any other requirement as mentioned in this RFP, the Consortium allowed to submit the Proposal/Bid for this Project shall confirm to the following criteria:

The Lead Member and the other Consortium members' past experience and credentials should clearly demonstrate the fulfillment of the Technical Criteria of comparable size and complexity and ability and willingness to handle aggressive timelines.



The members of the Consortium should fulfill the following conditions:

- (i) Criteria prescribed as per the Advertisement;
- (ii) The members of the Consortium, including the Lead Member, must provide adequate documentary proof of past experience and credentials. The members of the Consortium need to substantiate the fulfillment of the technical & Financial Criteria in order to Bid for the Project. The Lead Member should individually fulfill at least 51% of the financial criterion as prescribed for company/partnership firm

7. Additional Requirement for Proposals Submitted by a Consortium

- (a) The Bidders, with a lack of experience in education/ hospitality sector may form a Consortium with an entity that has relevant experience for submitting their Proposals;
- (b) The Bidders who intend to submit their Proposal as a Consortium shall be required to nominate and duly authorize a representative member, as per the terms of this RFP, [herein the “**Lead Member**”) to act for & on their behalf.
- (c) The Lead Member shall be required to have an equity share holding of at least 51% (fifty one percent) in the paid up and subscribed equity of the SPV, to represent the Consortium.
- (d) The number of members in a Consortium shall be limited to a maximum of Three (3).
- (e) The Lead member should have purchased the Bid document for the Project.
- (f) The Consortium shall be required to furnish a duly notarized Power of Attorney, as per the Form 2 hereto, executed by the authorized representatives of the members of Consortium designating one of the members as the Lead Member of the Consortium.
- (g) The Proposal shall be signed by the duly authorized signatory of the Lead Member and shall be legally binding on all members of the Consortium.
- (h) The Members of Consortium shall submit an agreement (herein the “**Joint Bidding Agreement**”) along with the Proposal. The Technical Bid must contain the original executed Joint Bidding Agreement. The Joint Bidding Agreement shall, *interalia*,:
 - (i) Convey the intent to form a Special Purpose Vehicle, in line with terms hereof, with shareholding/ownership equity commitment(s) as per this RFP & the Joint Development Agreement;



- (ii) Convey the shareholding commitments that would be recorded in the Joint Development Agreement and no changes thereof would be allowed except in accordance with the provisions of the Joint Development Agreement and this RFP;
 - (iii) Communicate the willingness of the Consortium to subsequently carry out all the responsibilities as Concessionaire in terms of the Joint Development Agreement, in case Project is awarded to the Consortium;
 - (iv) Clearly outline the proposed roles and responsibilities of each member at each stage;
 - (v) Include that all members of the Consortium shall be liable jointly and severally for execution of the Project in accordance with the terms of the Joint Development Agreement;
 - (vi) Except as provided under this RFP and the Bidding Documents, there shall not be any amendment to the Joint Bidding Agreement without the prior written consent of the PIDB.
- (i) Wherever required, the Proposal shall contain information required for each member of the Consortium.
- (j) The Consortium members shall be jointly and severally responsible for the Bid submitted by the Consortium and execution of the Project, in case the Project is awarded to the Consortium.
- (k) A Single Entity cannot at the same time be a Consortium member, including the Lead Member, submitting its Bid. Also the member of one Consortium cannot be a member of any other Consortium submitting its Bid.
- (l) **Change in composition of the Consortium**
In case the Bidder is a Consortium, change in composition of the Consortium may be permitted by PIDB only where:
- The application for such change is made no later than 15 (fifteen) days prior to the Proposal Due Date;
 - The Lead Member continues to be the Lead Member of the Consortium;
 - The new Member(s) expressly adopt(s) the Application already made on behalf of the Consortium as if it were a party to it originally, and is not an Applicant/ Member/ Associate of any other Consortium Bidding for this Project; and
 - the modified/ reconstituted Consortium shall submit a revised Joint Bidding Agreement before the Proposal Due Date.
- (m) **Special Purpose Vehicle**



The Selected **Bidder** will be required to incorporate a Special Purpose Vehicle (SPV) in the form of a trust/society/company under the Indian Trust Act, 1888 / Societies Registration Act, 1908 /Companies Act of 1956 for implementing the Project (the “**Developer**”). The equity holding of the Consortium members or the partners in the Special Purpose Vehicle would be in the same proportion as outlined in the Proposal of the Selected Bidder. In case the Special Purpose Vehicle is incorporated as a company, the aggregate equity component of the Concessionaire or Lead Member of the Consortium in the issued and paid up equity share capital shall not be less than (a) 51% for initial 5 years (including Construction Period) and 26% for rest of the Term of Agreement, unless otherwise approved in writing (prior approval) by the IHM Society.

7. *Intentionally left blank*

8. *Intentionally left blank*

9. Proposal Preparation Cost

Each Bidder shall be responsible for bearing all the costs and expenses associated with the preparation of its Proposal and its participation in the Bidding Process. PIDB shall not be responsible or in any way liable for such costs/expenses, regardless of the conduct or outcome of the Bidding Process.

10. Survey

The results of the topographic survey undertaken by a private agency are provided at Annexure 1 of Section 1 of the RFP document. The same may be referred to by the Bidder to finalize the Proposal. However, PIDB does not guarantee the authenticity of the information.

11. Project Inspection and Site Visit

The Bidder, at the Bidder's own responsibility and risk, can visit to examine the Project Site and its surroundings for ascertaining for itself the site conditions, traffic, location, surroundings, climate, availability of power, water and other utilities for construction, access to site, handling and storage of materials, etc, that may be necessary for preparing the Proposal. The costs of visiting the site shall be borne by the Bidder. PIDB shall not be liable for such costs, regardless of the outcome of the Bidding Process

12. Prohibition against collusion amongst Bidder(s)

Each Bidder shall warrant by its Proposal that the contents of its Proposal have been arrived at independently. Any Proposal which has been arrived at through connivance or collusion or pooling amongst Two (2) or more interested parties for the purpose of restricting competition shall be deemed to be invalid and the concerned Bidder(s) shall lose its/their Proposal Security, at PIDB's sole discretion. The format for Anti-Collusion Certificate has been provided in Form 4 of Section 3 of the RFP document



13. Communication Between Short-listed Parties and PIDB through IL&FS IDC

IL&FS IDC shall communicate with Bidders on behalf of PIDB, in the context of this RFP document and related issues, unless specified otherwise. The same shall be addressed to:

Project Manager- IHM Mohali Project
IL&FS Infrastructure Development Corporation Ltd.
SCO No 210-211, 3rd Floor, Sector 34-A
Chandigarh 160 022
Tel.: 0172 4636387/ 89
Fax : 0172 4621388
Email : pdpppunjab@yahoo.co.in



II. Proposal Document

1. Contents of RFP

The RFP document consists of following Sections and would include any addenda issued:

Section 1:	Project Information Memorandum
Section 2:	Information & Instructions to the Bidder
Section 3:	Proposal Formats
Section 4:	Draft Joint Development Agreement
Section 5:	Schedules to the Joint Development Agreement

2. Clarification on RFP

- (a) A Bidder requiring any clarification on the RFP document may notify PIDB in writing or facsimile. Bidders should send in their queries at least Four (4) days prior to Pre-Proposal Conference.
- (b) PIDB shall endeavour to respond to the queries within the period specified therein, but no later than 14 (fourteen) days prior to the Proposal Due Date.
- (c) Copies of the PIDB response will be forwarded to all Bidders, including a description of the enquiry but without identifying its source.
- (d) The PIDB may also on its own motion, if deemed necessary, issue interpretations and clarifications to all the Bidders. All clarifications and interpretations issued by PIDB shall be deemed to be part of the RFP. Verbal clarifications and information given by PIDB or its employees or representatives shall not in any manner be binding on the PIDB.

3. Amendment of RFP Document

- (a) On the basis of the inputs provided by Bidders during Pre-Proposal Conference and any further discussions with any/all interested parties, which PIDB may hold at its own discretion, PIDB may amend the RFP document. Such amendments shall be intimated in writing by PIDB, which will qualify as an “**Addendum**”
- (b) At any time prior to the Proposal Due Date, PIDB may, for any reason, whether at its own initiative or in response to clarifications requested by one or more of the Bidders, modify the RFP document by way of issuance of an Addendum.
- (c) The Addendum will be sent in writing to all the Bidders, who have returned the acknowledgment of RFP document and Notification of Intent to Bid and will be binding on them. Each such Addendum shall become part of the RFP document. The Bidder shall promptly acknowledge receipt thereof to PIDB



- (d) Any/all Addendum would be issued at least Fourteen (14) days prior to Proposal Due Date.
- (e) In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, the PIDB may, in its sole discretion, extend the Proposal Due Date,

4. Bidder's Responsibilities

- (a) The Bidder is expected to examine carefully the contents of all the documents provided. Failure to comply with the requirements of RFP will be at the Bidder's own risk
- (b) It would be deemed that prior to the submission of the Proposal, the Bidder has:
 - (i) Made a complete and careful examination of requirements and other information set forth in this RFP document;
 - (ii) Examined all the relevant information as it has received from PIDB in respect of the Project;
 - (iii) Made a complete and careful examination to determine the difficulties and matters incidental to the performance of its obligations under the Joint Development Agreement, including but not limited to:
 - The Project Site;
 - All other matters that might affect its performance under the Joint Development Agreement.
- (c) PIDB shall not be liable for any mistakes or error or neglect by the Bidder in respect of above

5. Other Conditions of Bidding Process

- (a) PIDB reserves the right to contact the Bidder(s), their bankers, their consultants, former clients of the Bidder(s) and other such sources for verifying the information, references and data submitted by the Bidder(s) in the Proposal, without further reference to the Bidder(s)
- (b) Failure by the Bidder(s) to provide all requisite information in the Proposal or additional information required by PIDB, shall be at the Bidders' sole risk and cost and may impact evaluation of the Technical Proposal and/or Financial Proposal
- (c) PIDB can disqualify any Bidder from Bidding Process for the following reasons:
 - (i) Failure to submit the requisite information (including any additional information requested by PIDB) and supporting documents within required timeframe;
 - (ii) Material inconsistencies in the information submitted;
 - (iii) Willful misrepresentation in any document provided by the Bidder as a part of its Proposal;



- (iv) If a Bidder submits more than One (1) Proposal either independently or as part of different Consortium.

III. Preparation and Submission of Proposal

1. Language of the Proposal

The Proposal and related documents to the Proposal and all correspondence exchanged between Bidder and PIDB shall be written in the English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied with accurate translation of the relevant passages in the English language, duly authenticated and certified by the Applicant. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the application, the English language translation shall prevail.

2. Formats and Signing of Proposal

- (a) The Bidders are required to submit their Proposals in accordance with the guidelines set forth in this RFP. In order to enable consistency among Proposals and to facilitate smooth evaluation by PIDB, the formats in which the Bidders will provide information/data comprising Proposals is given in this Section of this RFP document. PIDB reserves the right to evaluate only those Proposals that are received in the required format, complete in all respects and in line with the instructions contained in this RFP.
- (b) The Proposal shall be signed and each page initialed by a person or persons duly authorized to sign on behalf of Bidder holding Power of Attorney as per the format provided in the Form no 2 (or 3 as applicable) of Section 3 of the RFP document.

3. Sealing and Marking of Proposal

- (a) The Bidders shall prepare and submit:
- One (1) original and Two (2) copies of the Technical Proposal in “Envelope A” duly marking “Original” and “Copies” in a separate sealed envelope. The Bidder should submit a Power of Attorney as per the format enclosed at **Form 3**, authorising the signatory of the Proposal to commit the Proposal. The envelope containing the Technical Proposal shall have written on the top:

**Envelope ‘A’: TECHNICAL PROPOSAL for “Establishment
of Institute of Hotel Management at Mohali”**

- One (1) original of the Financial Proposal in “Envelope B” duly marking “Original” in a separate sealed envelope. The Bidder should submit a Power of Attorney as per the format enclosed at **Form 3**, authorising the signatory of the Proposal to commit the Proposal. The Financial Proposal to be submitted shall also be in separate sealed envelope mentioning:



**Envelope ‘B’- FINANCIAL PROPOSAL for
“Establishment of Institute of Hotel Management at
Mohali”**

- One (1) original of the Proposal Security in form of Bank Guarantee shall be sealed in a separate envelope mentioning:

**Envelope ‘C’- PROPOSAL SECURITY for “Establishment of
Institute of Hotel Management at Mohali ”**

- One (1) original of non refundable Processing Fee in form of Demand Draft, of the amount mentioned in the Data Sheet shall be sealed in a separate envelope mentioning:

**Envelope ‘D’ – PROCESSING FEE for “Establishment of
Institute of Hotel Management at Mohali”**

- (b) The aforementioned Four (4) Envelopes A, B, C and D shall be sealed in an outer envelope mentioning, “Not to be opened before [Proposal Due Date] and marked as follows:

**“PROPOSAL for Establishment of Institute of Hotel
Management at Mohali ”**

- (c) Each of Four (4) Envelopes shall indicate the complete name, address, telephone numbers (with city code) and facsimile number of the Bidder.
- (d) Each Envelope containing the Proposal shall be addressed to:

**Managing Director
Punjab Infrastructure Development Board, PIDB
SCO 89-90, Sector 34-A
Chandigarh – 160022**



- (e) PIDB reserves the right to reject any Proposal which is not sealed and marked as instructed above and will assume no responsibility for the misplacement or premature opening of the Proposal

4. Proposal Due Date

- (a) Proposal should be submitted before 1500 hours Indian Standard Time (IST), on Proposal Due Date, as stated in the Schedule of Bidding Process (Clause V 10), at the address given in Clause III 3, in the manner and form as detailed in the RFP Document. The Proposals submitted by facsimile transmission will not be accepted
- (b) PIDB may at its sole discretion, extend the Proposal Due Date by issuing a communication/addendum uniformly to all Bidders.

5. Late Proposals

Any Proposal received by PIDB after 1500 hours on the Proposal Due Date will not be accepted and shall be returned unopened.

6. Modifications/Substitution/Withdrawal of Proposals

- (a) A Bidder may modify, substitute or withdraw its Proposal after submission, provided that written notice of the modification, substitution or withdrawal is received by PIDB by the Proposal Due Date. No Proposal shall be modified, substituted or withdrawn by the Bidder after the Proposal Due Date
- (b) Any Bidder may withdraw its Proposal on or prior to the Proposal Due Date without inviting action for forfeiture of its Proposal Security. Withdrawal by the Bidder of its Proposal after Proposal Due Date shall entitle the PIDB to forfeit the Proposal Security
- (c) The modification, substitution, or withdrawal notice shall be sealed, marked and deliver in accordance with Clause III 3 hereto, with the envelope being additionally marked "MODIFICATION", "SUBSTITUTION" OR "WITHDRAWAL" as appropriate

7. Currency of Proposal and Payment

The currency for the purpose of this RFP shall be Indian Rupees (INR)

8. Proposal Security

- (a) The Proposal shall be accompanied by a Proposal Security in Indian Rupees for an amount specified in Data Sheet. The Proposal Security shall be in the form of bank guarantee from a scheduled bank drawn in favour of "Punjab Infrastructure Development Board", payable at Chandigarh



- (b) The Proposal Security shall be kept valid through the Proposal Validity Period, as defined in Clause III 9 of this RFP (Section 2- ITB). Upon any extension of the Proposal Validity Period, the validity of the Proposal Security shall be extended by the Bidder by a corresponding period. Any extension of the validity of the Proposal Security shall be provided to PIDB, a minimum of Seven (7) calendar days prior to the expiry of the validity of the Proposal Security being extended. PIDB reserves the right to reject the Proposal submitted by any Bidder(s) who fail to extend the validity of the Proposal Security in line with provisions of this clause
- (c) Proposal Security of unsuccessful Bidder(s) shall be returned by PIDB within a period of Thirty (30) days from the date of execution of the Joint Development Agreement with the Developer
- (d) The Proposal Security of the Selected Bidder shall be released on receipt of Performance Security from it in accordance with the provision of Joint Development Agreement
- (e) PIDB shall reject all such Proposals, which do not include the Proposal Security. The Proposal Security of the Bidder, whose Proposal is rejected on the basis of evaluation of the contents of Envelope A in accordance with the provisions of this RFP document will be returned within a period of Thirty (30) days from the date of intimation of the rejection of the Proposal by PIDB to the concerned Bidder(s)
- (f) In addition to the above, PIDB will promptly release Proposal Security of all the Bidders, in the event PIDB decides to terminate the Bidding Process for any reason whatsoever
- (g) The Proposal Security shall be forfeited by PIDB, at its sole discretion in the following cases:
 - (i) The Bidder withdraws its Proposal after Proposal Due Date and during the Proposal Validity Period
 - (ii) In the case of the Selected Bidder, if it fails to sign the Joint Development Agreement or furnish the required Construction Performance Security to IHM Society, within the time specified in the Notice of Award
 - (iii) In the case of the Selected Bidder, if it fails to submit the Project Development Fee to PIDB within the time specified in the Notice of Award
 - (iv) In case the Proposal of the Bidder, is determined as being "Conditional" or "Qualified" in the opinion of PIDB



9. Proposal Validity Period

The Proposal shall remain valid for the period defined in Data Sheet, from the Proposal Due Date. PIDB reserves the right to reject any Proposal which does not meet this requirement

10. Extension of Proposal Validity Period

- (a) PIDB may request for One (1) or more extensions of the Proposal Validity Period for a total period upto Two hundred and Seventy (270) days from the Proposal Due Date. Such request to the Bidders shall be made in writing at least Fourteen (14) days prior to expiration of the Proposal Validity Period. If any Bidder does not agree to the extension, it may withdraw its Proposal without inviting action of forfeiture of its Proposal Security by giving notice in writing to PIDB of its decision prior to the expiration of the Proposal Validity Period. In case PIDB does not receive any written notice of withdrawal prior to expiration of the Proposal Validity Period, the requested extension shall be deemed to be accepted by the Bidder
- (b) The Proposal Validity Period of the Selected Bidder shall be automatically extended till the date on which the Joint Development Agreement is signed and is in force
- (c) When an extension of the Proposal Validity Period is requested, Bidder shall not be permitted to change the terms and conditions of their Proposal.

11. Pre-Proposal Conference

- (a) A Pre-Proposal Conference shall be held in order to clarify and discuss any provisions or requirements related to the Project, this RFP document or any other related issue with the interested Bidders. PIDB at its discretion may also hold further discussions with the interested Bidders to finalize technical, legal and financial parameters and other related issues for the Project, before submission of the Proposal by the interested parties.
- (b) Attendance of Bidders at the Pre-Proposal Conference is not mandatory. However, subsequent to the meeting, PIDB may not respond to the questions or inquiries from any interested Bidder who has not attended the Pre-Proposal Conference, at its own discretion and has not provided the acknowledgment of RFP document and notification of intent to Bid
- (c) All questions to be raised at the Pre-Proposal Conference should be submitted to PIDB in writing or facsimile at least Four (4) days before the date of the Pre-Proposal Conference and a soft copy of the same shall be emailed at the address listed in Clause III 3 hereinabove. Inquiries/observations/comments received after the aforesaid time limit may not be addressed during the Pre-Proposal Conference



- (d) PIDB at its discretion may respond to inquiries submitted by the conference attendees after the date of the Pre-Proposal Conference. Such response will be sent in writing to all the interested parties who have returned the acknowledgment of RFP document and notification of intent to Bid and such response will qualify as an “addendum”

IV. *Intentionally left blank*

V. Proposal Opening And Evaluation

1. Proposal Opening

- (a) PIDB will open the Proposals, including withdrawals, modifications made pursuant to Clause III 3 in the presence of Bidders’ designated representatives who choose to attend, at time, date and location stipulated in schedule of Bidding Process
- (b) Envelopes marked “Withdrawals” shall be opened first and the name of the Bidders shall be read out. Proposals for which an acceptable notice of withdrawal has been submitted in accordance with Clause III 6 shall not be opened
- (c) Subsequently, all envelopes marked “Modifications” shall be opened and submissions therein read out in appropriate detail
- (d) PIDB reserves the right to open Envelope B containing Financial Proposal on the same day, in the event that only One (1) Proposal is received by PIDB for the Project
- (e) PIDB would subsequently examine responsiveness of Proposals in accordance with the criteria set out in Clause V 3

2. Confidentiality

- (a) PIDB shall treat the contents of all Proposals and other documents, information and solutions submitted by the Bidders as confidential. PIDB shall take all reasonable precautions to ensure that all persons have access to such material maintain confidentiality in respect of the same. PIDB shall not divulge any such information, unless it is directed to do by any authority, which has power to order its release



- (b) Each person or entity to which this RFP document is issued, shall, whether or not he/it submits a Proposal, treat this RFP, related clarifications, information and solutions provided by PIDB in relation to this Project or Bidding Process as confidential for a period co-terminus with the Term of Agreement. During this period, the concerned person or entity shall not disclose or utilize in any manner, any such documents, information or solutions, without prior written approval of PIDB, unless he/it is required to do so in pursuance of any applicable law. Intellectual Property contained in this RFP document package is owned by PIDB and shall continue to be owned by PIDB
- (c) PIDB shall have right to make available the Proposal related information provided by the Bidder(s) to its advisors/consultants/project developers etc. for the purpose of availing their assistance in evaluating the Proposals. Each interested Bidder shall have the right to make available this RFP document and related documents/information to its advisors/consultants and to the concerned financial institutions for the purpose of preparation of its Proposal and for achieving Financial Closure. PIDB and interested Bidder shall ensure that their advisors/consultants and/or financial institutions treat this RFP document and the related information as confidential
- (d) Any information relating to examination, clarification, evaluation and comparison of Proposals and recommendations for the selection of the Selected Bidder shall not be disclosed to any Bidder or any other person not officially concerned with such process, until Notice of Award has been issued by PIDB

3. Determination of Responsiveness

- (a) Prior to evaluation of Proposals, PIDB will determine whether each Proposal is substantially responsive to the requirements of the RFP. A Proposal shall be considered responsive if the Proposal:
 - (i) is received by the Proposal Due Date including any extension thereof pursuant to Clause III 4
 - (ii) is signed sealed and marked as stipulated in Clause III 2 and Clause III 3;
 - (iii) is accompanied by the Power of Attorney in the format specified in Form 2 (or 3 as applicable) of Section 3 of the RFP document;
 - (iv) is accompanied by Proposal Security as specified in Clause III 8;
 - (v) contains all the information as requested in the RFP
 - (vi) contains information in the same format as those specified in this RFP;
 - (vii) mentions the Bid validity period as set out in Clause III 9;
 - (viii) is accompanied by Joint Bidding Agreement as stipulated in Clause I 5(e).
- (b) A Proposal that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one which:



- (i) affects in any substantial way the scope, quality, or performance of the Project, or
 - (ii) limits in any substantial way, inconsistent with the RFP document, rights of PIDB and IHM Society or the obligations of the Bidder under the Joint Development Agreement or
 - (iii) would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids
- (c) PIDB reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained in request of such Proposals

4. Clarifications/ Additional Submissions

To facilitate evaluation of Proposal(s), PIDB may at its sole discretion, seek clarifications or additional submission in writing from any Bidder regarding its Proposal. Notwithstanding anything contained in the RFP document, PIDB reserves the right to take into consideration any such clarifications/additional submissions sought by it for evaluation of the Proposal

5. Evaluation of Proposals

- (a) PIDB will evaluate and compare only the Proposal determined to be substantially responsive in accordance with Clause V 3.
- (b) Only those firms whose qualifications and Technical Proposals are found substantially responsive to the requirements as specified in this document, will be nominated as qualified Bidders for purpose of opening of Financial Proposals and their evaluation

6. Technical Proposal Evaluation

- (a) PIDB will carry out a detailed evaluation of the Proposal previously determined to be substantially responsive in order to determine whether the technical aspects are in accordance with the requirements set forth in the Proposal documents. In order to reach such a determination, PIDB will examine and compare the technical aspects of the Proposals on the basis of the information supplied by the Bidders, taking into account the following factors:
 - (i) Overall, completeness and compliance with the requirements;
 - (ii) Construction requirements;
 - (iii) O&M requirements;
 - (iv) Quality Management Systems;
 - (v) Suitability of the works offered in relation to the conditions prevailing at the Project Site;
 - (vi) Working methods and Work Schedule; and
 - (vii) Reporting and Co-ordination requirements
- (b) The evaluation of Technical Proposal will be on Pass/ Fail basis suggested by technical committee. The reasonableness and viability of the Technical Proposal would be ascertained based on the following factors:



- (i) Adherence to the Scope of the Works of the Project, prescribed design, standards and features, operation, maintenance and transfer requirements, specifications and other technical parameters as provided in the Project Information Memorandum
- (ii) Feasibility of the Project scheduling plan and deviations from Schedule Project Completion Date, if any and
- (iii) Any deviation

7. Financial Proposal Evaluation

- (a) Evaluation of Financial Proposal shall be based on the bidding parameter as specified in the Data Sheet.
- (b) The Selected Bidder shall be the Bidder whose Proposal has been determined to be substantially responsive to the RFP and who has offered the highest First Annual Concession Fee payable to the IHM Society, as specified in Data Sheet, provided that such Bidder continues to be qualified in accordance with the provisions of this Request for Proposal document advertisement (Annexure 9 of RFP Part 1)

8. Negotiations

- (a) Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign Joint Development Agreement
- (b) Negotiations will include a discussion of the Technical Proposal, work plan, financials and any other Project related matters. The agreed terms of negotiations shall be incorporated and will form part of Joint Development Agreement

9. Interpretation of Documents

- (a) PIDB will have the sole discretion in relation to:
 - (i) the interpretation of this RFP document, the Proposal and any document provided in support of the Proposal; and
 - (ii) all decisions in relation to the evaluation and ranking of Proposal

PIDB will have no obligation to explain or justify its interpretation of this RFP document, the Proposal(s) or their supporting/related documents/information or to justify the evaluation process, ranking process or selection of the Selected Bidder

- (b) In the event of conflicts of any sort among the Information and Instructions to Bidder and the Joint Development Agreement, the documents shall be given the following priority:
 - (i) Joint Development Agreement
 - (ii) Information and Instructions to Bidder



- (c) PIDB reserves the right to use and interpret the Proposal documents, data etc it receives from the Bidder(s) in its absolute discretion.

10. Right to Accept Any Proposal and To Reject Any or All Proposal

- (a) Notwithstanding anything contained in this RFP document, PIDB reserves the right to accept or reject any Proposal and to terminate the Bidding Process and reject all Proposals, at any time prior to the issue of Notice of Award, without incurring any liability towards the rejected Bidder(s) or any obligations to inform the affected Bidders(s) of the grounds for rejection and without assigning any reason for the same
- (b) PIDB reserves the absolute rights to cancel, terminate, change or modify this procurement process and/or requirements of bidding stated in the RFP, without assigning any reason or providing any notice and without accepting any liability for the same

11. Corrupt or Fraudulent Practices

- (a) The IHM Society desires to observe a high standard of ethics and integrity during the procurement and execution of this Joint Development Agreement. In pursuance of this clause, the IHM Society:
- (i) will not accept a Proposal for award if it determines that the Bidder or Developer, as the case may be, has, directly or indirectly or through an agent, engaged in corrupt fraudulent practice on competing for the Joint Development Agreement in question; and
 - (ii) will declare a firm ineligible, to be awarded the Joint Development Agreement if it at any time determines that the firm has engaged in corrupt or fraudulent practices, for this Agreement or in the past

For the purpose of this provision, the IHM Society defined the terms set forth as follows:

- “corrupt practices” means the offering, giving, receiving and soliciting of anything of value to influence the action of an official in the procurement process or in Joint Development Agreement execution; and
- “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a Joint Development Agreement and includes collusive practices among Bidders (prior to or after Proposal submission) designed to establish Proposal prices at artificial, non competitive levels and to deprive the IHM Society of the benefits of free and open competition



11. Schedule of Bidding Process

Event Description	Date
1. Last date for receiving queries	August 31, 2009
2. Pre-Proposal Conference	September 4, 2009
3. Issue of Clarifications/ Addendum	September 11, 2009
4. Proposal Due Date	September 25, 2009
5. Opening of Technical Bids	September 25, 2009
6. Signing of Joint Development Agreement	Within 30 days of issue of NOA

The venue of meetings/bid opening shall be the address specified in Clause IV 1 (c) unless otherwise specified.



VI. Award of Joint Development Agreement

1. Notice of Award and Signing of Joint Development Agreement

- (a) The Selected Bidder would be notified in writing by PIDB by issue of a Notice of Award
- (b) Following the issuance of the Notice of Award, the Selected Bidder shall be required to incorporate a SPV for Project implementation and sign the Joint Development Agreement, as per the draft of the Joint Development Agreement provided in the Section 4 of this RFP.
- (c) The Joint Development Agreement shall be executed between the Developer and IHM Society in pursuance of the provisions of the Punjab Infrastructure (Development and Regulation) Act 2002. DoT shall sign the Joint Development Agreement as a confirming party.

2. Construction Performance Security

The Selected Bidder shall furnish Construction Performance Security by way of an unconditional and irrevocable bank guarantee in favor of “ **Institute of Hotel Management, Punjab, Boothgarh, Mohali, Society** as specified in the Joint Development Agreement and the Data Sheet. The Selected Bidder shall provide the Construction Performance Security prior to execution of the Joint Development Agreement, within Three (3) weeks of issue of Notice of Award to the Selected Bidder

3. Payment of Project Development Fees and First Annual Concession Fee

- (a) The Selected Bidder/Developer shall pay to the PIDB non-refundable **Project Development Fee** of Rs. _____/- (as specified in the Data Sheet) in the form of a demand draft drawn in favour of “Punjab Infrastructure Development Board” on any nationalized or scheduled bank payable at Chandigarh, within Three (3) weeks of the date of Notice of Award, a pre-condition to the execution of this Agreement, an amount that has already been paid.
- (b) The Selected Bidder/Developer shall pay to the IHM Society First Annual Concession Fee (set forth in the Bidder’s Financial Proposal) of Rs. _____/-² in the form of a demand draft drawn in favour of “Institute of Hotel Management, Punjab, Boothgarh, Mohali Society” on any nationalized or scheduled bank payable at Chandigarh, within Three (3) weeks of the date of Notice of Award, a pre-condition to the execution of this Agreement, an amount that has already been paid.

² to be quoted by the bidder in his financial bid



DATA SHEET

Section Reference	Clause Reference	Data
		<u>Name of the Project</u> Establishment of Institute of Hotel Management at Mohali
1	III-1	<u>Location of the Project</u> Bhoothgarh, District Mohali, Punjab
		<u>Name of the Concessioneing Authority / IHM Society:</u> Society of Institute of Hotel Management, Punjab, Boothgarh, Mohali, Society
2	I-11	<u>Address of the PIDB:</u> Managing Director Punjab Infrastructure Development Board SCO 89-90, Sector 34 A Chandigarh – 160022 Tel. No.: 0172 2665410 Fax No.: 0172 2665596 Email: mdpidb@glide.net.in <i>PIDB shall be represented by (up to date of execution of Joint Development Agreement):</i> Project Manager IL&FS Infrastructure Development Corporation Ltd. SCO No 210-211,3rd Floor, Sector 34-A Chandigarh 160 022 Tel.: 0172 4636387/ 89 Fax : 0172 4621388 Email : pdpppunjab@yahoo.co.in
2	III-1	<u>Proposal Language</u> English
2	III-2	<u>Currency</u> Indian Rupees (INR)
2	III-3	<u>Amount of Proposal Security</u> Rupees Ten Lakh Only (Rs. 10,00,000)
2	III-4	<u>Period of Proposal Validity:</u> One Hundred Eighty (180) days from Proposal Due Date
4	13.1	<u>Bidding Parameter</u> (i) the highest First Annual Concession Fee;



Section Reference	Clause Reference	Data																																
		<p>VII. <u>Annual Concession Fee</u></p> <p>(a) The First Annual Concession Fee shall be paid within Three (3) weeks of signing of Notice of Award. Subsequent Annual Concession Fees or 5% of Gross Annual Revenue, whichever is higher, is to be paid on anniversaries of the First Annual Concession Fee</p> <p>(b) Annual Concession Fee shall be computed by escalating the First Annual Concession Fee by 15% every three (3) years during the Term of Agreement.</p> <p>For example, if the First Annual Concession Fee is paid on September 15, 2009, and the First Annual Concession Fee is “X” then the Annual Concession Fee payment schedule will be as illustrated below:</p> <table><tr><th>Year (s) of Payment</th><th>Annual Concession Fee payable</th></tr><tr><td>2009-11</td><td>X</td></tr><tr><td>2012-14</td><td>1.150 X</td></tr><tr><td>2015-17</td><td>1.323 X</td></tr><tr><td>2018-20</td><td>1.521 X</td></tr><tr><td>2021-23</td><td>1.749 X</td></tr><tr><td>2024-26</td><td>2.011 X</td></tr><tr><td>2027-29</td><td>2.313 X</td></tr><tr><td>2030-32</td><td>2.660 X</td></tr><tr><td>2033-35</td><td>3.059 X</td></tr><tr><td>2036-38</td><td>3.518 X</td></tr><tr><td>2039-41</td><td>4.046 X</td></tr><tr><td>2042-44</td><td>4.652 X</td></tr><tr><td>2045-47</td><td>5.350 X</td></tr><tr><td>2048-50</td><td>6.153 X</td></tr><tr><td>2051-53</td><td>7.016 X</td></tr></table>	Year (s) of Payment	Annual Concession Fee payable	2009-11	X	2012-14	1.150 X	2015-17	1.323 X	2018-20	1.521 X	2021-23	1.749 X	2024-26	2.011 X	2027-29	2.313 X	2030-32	2.660 X	2033-35	3.059 X	2036-38	3.518 X	2039-41	4.046 X	2042-44	4.652 X	2045-47	5.350 X	2048-50	6.153 X	2051-53	7.016 X
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2045-47	5.350 X																																	
2048-50	6.153 X																																	
2051-53	7.016 X																																	
2	VI-3	<p><u>Amount of Construction Performance Security</u></p> <p>Rupees One Crore (Rs. 1,00,00,000)</p>																																
2	IV-4	<p><u>Amount of Project Development Fees</u></p> <p>Rupees Thirty Lakh (Rs. 30,00,000) by Demand Draft from a scheduled bank drawn in favour of “Punjab Infrastructure Development Board”, payable at Chandigarh</p>																																
2	IV-1 (a) (iv)	<p><u>Amount of Processing Fee</u></p> <p><u>Rupees Five Thousand only (Rs. 5000)</u> by Demand Draft from a scheduled bank drawn in favour of “Punjab Infrastructure</p>																																



Section Reference	Clause Reference	Data
		Development Board”, payable at Chandigarh
4	4.3	<u>Term of Agreement</u> Forty Five (45) years (including Construction Period) from the Compliance Date The Project will be Bid out after 45 th year with first right of refusal given to the Selected Bidder as per Section 4.3 of Section 4 (Joint Development Agreement) of this document
4	8.1	<u>Construction Period</u> Twenty Four (24) months from Compliance Date



DEVELOPMENT OF INSTITUTE OF HOTEL MANAGEMENT AT MOHALI ON DESIGN, BUILD, OPERATE, & TRANSFER (D.B.O.T.) BASIS

REQUEST FOR PROPOSAL DOCUMENT

SECTION 3 PROPOSAL FORMATS

ISSUED BY



August 2009



Section 3

Proposal Formats (Technical and Financial Formats)

Envelope A:**Technical Proposal**

- | | |
|----------|---|
| Form 1: | Covering Letter |
| Form 2: | Power of Attorney by each Member of the Bidder, In favour of the Lead Member |
| Form 3: | Power of Attorney by Lead Member/Partner in favour of Designated Person (s) |
| Form 4: | Anti Collusion Certificate |
| Form 5: | Information about the Bidder |
| Form 6: | Experience in Institute of Hotel Management, Educational Institute, Conference Facility, Exhibition Facility & Hotel Projects |
| Form 7: | Financial Capability Statement |
| Form 8: | Financial Default Information by Bidder |
| Form 9: | Current Litigation Status |
| Form 10: | Project Undertaking |
| Form 11: | Broad Features of Technical Proposal |

Envelope B:**Financial Proposal**

- | | |
|----------|----------------|
| Form 12: | Price Proposal |
| Form 13: | Financing Plan |

Envelope C

- | | |
|----------|-------------------|
| Form 14: | Proposal Security |
|----------|-------------------|



Form 1**Covering Letter**

Dated: _____

**The Managing Director
Punjab Infrastructure Development Board
SCO 89-90, Sector 34-A
Chandigarh - 160022**

Subject: Establishment of Institute of Hotel Management at Mohali

Dear Sir,

Attached to this letter is the authorization by a Power of Attorney dated ---- appointing me/us as designated person(s) to make these representation for and on behalf of the Bidder or bidders in respect of the Proposal

For and on behalf of the Bidder, I/we confirm:

1. Our offer for implementing the Project is in accordance with the terms and conditions of the RFP documents issued by Punjab Infrastructure Development Board (PIDB), and we agree to sign the Joint Development Agreement and we have initialed each page of it to convey our acceptance
2. That if PIDB accepts this Proposal, we will procure that:
 - (a) we shall participate in the Project Development;
 - (b) the Agreement will be executed in the form issued and required by Punjab Infrastructure Development Board (PIDB); and
 - (c) we shall provide the Project Development Fees, Annual Concession Fee, Lease Rental and Performance Security as required by the RFP document
 - (d) Stamp duty and registration fee payable in accordance with applicable laws
3. That the offer contained in the Proposal attached to this letter is a firm offer which will remain open for the Proposal Validity period referred to in the RFP, including any extension of the Proposal Validity period
4. PIDB may in its sole discretion by written notice extend the period of Proposal Validity period and the Proposal attached to this letter and the Proposal Security below will remain in full force and be valid for that extended period as per provisions of the RFP document
5. That we accept the terms and conditions stipulated in RFP document for the selection process and undertake to perform its obligations accordingly
6. That attached to this letter are the Proposal Security and the Processing Fees as required by the RFP document
7. That we have received the Addendum dated [date to be inserted] to the RFP document and confirm that the attached Proposal has been submitted in accordance with the RFP



document and the Addendum [only to be used in the event of clarification and/or revisions being made by PIDB]

8. Attached to this letter is a true copy of the Power of Attorney between the parties constituting the Consortium

All capitalized terms used in this letter have the same meaning as defined in the Request for Proposal issued by PIDB in relation to “Establishment of Institute of Hotel Management at Mohali ”

Name: _____

Title: _____

Date: _____



Form 2**ON NON-JUDICIAL STAMP PAPER OF Rs. 100****Power of Attorney by Each Member of the Bidder in Favour Of Lead Member**

Dated _____

POWER OF ATTORNEY**TO WHOMSOEVER IT MAY CONCERN**

WHEREAS we have decided to participate in the bidding process for the **“Establishment of Institute of Hotel Management at Mohali”** (the “Project”) as a member of [Name of Consortium] independently, we, [name of the authorizing company], a company incorporated under the laws of, the registered address of which is..... hereby duly authorize, the registered address of which is, to lawfully represent and act on our behalf as the Lead member of the Consortium / Joint Venture / Partnership firm to sign any qualification statement, Proposal, conduct negotiations, sign contracts, incur liabilities and receive instructions for us and on our behalf and execute all other necessary matters in connection with the Project. We hereby confirm that we are jointly and severally liable, together with the other members of the Consortium/ Partnership Firm/ Joint Venture, to the GOP for all of the obligations of the Consortium/ Partnership Firm/ Joint Venture in respect of our qualification statement, technical and financial Proposal for the Project, in accordance with this RFP document for the Project issued on _____ and as amended prior to the date hereof.

We hereby ratify and confirm that all the acts done by our said attorney_____ (name of lead entity/member) shall be binding on us as if the same had been done by us personally.

IN WITNESS WHEREOF, we have hereunto set our respective hands this day of 2009 in the presence of the following witnesses.

Witness 1

Witness 2

Signature _____

Signature _____

Name _____

Name _____

Address _____

Address _____

SEALED HEREIN

By:..... [the authorizing company]
 Signature:..... [Signature of authorized signing officer]
 Name:..... [Name of authorized signing officer]
 Title:..... [Title of authorized signing officer]

* Any change in the designated person(s) should be informed to Punjab infrastructure Development Board (PIDB) along with a similar Power of Attorney in favor of such person(s)



Form 3**ON NON-JUDICIAL STAMP PAPER OF Rs.100****Power of Attorney by Lead Member/ Partner in Favour of Designated Person(s)**

(A maximum two individuals)

Dated _____

POWER OF ATTORNEY**TO WHOMSOEVER IT MAY CONCERN**

Shri -----(Name of the Person, domiciled at -----(Address), acting as -----(Designation and name of the Firm), and whose signature is attested below, is hereby authorized on behalf of -----(Name of Bidder) to negotiate and settle terms and conditions, finalize, approve, sign and execute Agreements, Documents, Endorsements, Writings, etc. as may be required by PIDB for “**Establishment of Institute of Hotel Management at Mohali**” and is hereby further authorized to sign and file relevant documents in respect of the above.

(Attested signature of Shri-----)

We hereby ratify and confirm that all acts done by our attorney -----(name of designated person) shall be binding on us as if same had been done by us personally

IN WITNESS WHEREOF, we have hereunto set our respective hands this -----day of -----2009—in the presence of the following witnesses

Witness 1		Witness 2	
Signature	-----	Signature	-----
Name	-----	Name	-----
Address	-----	Address	-----
Signature	-----	[signature of authorized signing officer]	
Name	-----	[Name of authorized signing officer]	
Title	-----	[Title of authorized signing officer]	

* Any change in the designated person(s) should be informed to PIDB along with a similar Power of Attorney in favor of such person(s)



Form 4**Anti Collusion Certificate**

1. We certify that this bonafide Proposal is made in good faith and that we have not fixed or adjusted the amount of the Proposal by or under or in accordance with any agreement or arrangement with any other person. We also certify that neither we have nor shall before and after the award of any contract for the work:
 - (i) (a) Communicate to any person (outside this Consortium, its professional and financial advisors, proposed financing banks and financial advisors) other than the IHM Society / GOP/ PIDB or person duly authorized by it in that behalf the amount or approximate amount of the Proposal, or Proposed Proposal, except where the disclosure, in confidence, of the approximate amount of the Proposal was necessary to obtain insurance premium quotations required for the preparation of the Proposal
 - (b) Enter into any agreement or arrangement or understanding express, tacit or otherwise with any person (outside this Consortium) that they shall refrain from bidding, that they shall withdraw any Proposal once offered or vary the amount of any Proposal to be submitted
 - (ii) Pay, give or offer to pay or give any sum of money or other valuable considerations directly or indirectly in cash or kind or otherwise to any person (outside this Consortium) for doing or having done or having caused to be done in relation to any other Proposal or proposed Proposal for the work, any act or thing of the sort described at (i) (a) or (i) (b) above.
2. We further certify that the principles described in paragraphs 1 (i) and (ii) above have been or will be, brought to the attention of all sub-contractors, suppliers and associated companies providing services or material connected with the Proposal and any contract entered into with such sub-contractors, suppliers, or associated companies will be made on the basis of compliance with the above principles by all parties.
3. In this certificate, the word “person” includes any persons or any body or association, corporate or unincorporated; “any agreement or arrangement” includes any transaction, formal or informal and whether legally binding or not; and “the work” means the work in relation to which this Proposal is made.

Dated this.....Days of.....2009.

.....

Name of the Bidder.

Bidder.....

Signature of the designated person.....

Name of the designated person.



Date of receipt of RFP documents.....



Form 5**Information about Bidder****Name of the Bidder**

Names and roles of all the members of the bidder should be given below:

1. Information about Bidder	
(a) Brief Introduction	
Registered Name of Bidder	
Address	
Telephone	
Fax	
E-mail	
(b) Main Business	
(c) Management	
Chairman of Board	
Chief Executive Officer	
Chief Operating Officer	
Others prominent positions	
(d) List of Shareholders	
Name of Shareholders	Percentage of Share
2. Information about Designated Person(s)	
Name	
Position	
Telephone	
Fax	
E-mail	



Form 6**Relevant Experience**

Name of the Bidder	
1. Name of the Project	
2. Location	
3. Project Details	
4. Total Project Cost	Actual Planned
5. Date of Financial Close	Actual Planned
6. Date of commissioning of the Project	Actual Planned
7. Bidder(s) Role in the Project	
9. Name, Address, Contact Person, Tel/Fax of the Other Members and their roles in the Project	
10. Operating Performance (for the immediately preceding three years)	
11. Financing	
Brief description of the financing plan of the project (balance sheet funding/ non-recourse funding, amount of funds raised, terms on which funds raised) and role played by the Bidder	

Note:

(1) Please use separate sheet for each project



Form 7

Financial Capability Statement

- (a) The Bidder shall provide copies of its audited financial statements and other financial data for the immediately preceding three years
- (b) Additional information supporting evaluation of the company's financial and legal status
- (c) List of Bankers along with Name and addresses from who references can be obtained



Form 8

Financial Default Information by Bidder

Name of the Bidder

Year	Nature of Default	Period of Default: Current Status	Defaulted amount (Current value, Rs Millions Equivalent)

Note:

This information shall include any defaults on financial commitments in the immediately preceding years.



Form 9**Current Litigation Status**

Name of the Bidder			
Year	Name of disputing parties, cause of litigation/arbitration and matter in dispute (Party initiating to be underlined)	Disputed amount (current value, in Rupees)	Interim Award, Order or Decree For or Against Bidder

Note:

Bidder shall provide information on any current or pending litigation or arbitration.



Form 10

On Non Judicial Stamp Paper of Rs. 100

Project Undertaking

Date _____

**The Managing Director
Punjab Infrastructure Development Board
SCO 89-90, Sector 34-A
Chandigarh - 160022**

Re: Establishment of Institute of Hotel Management at Mohali

We have read and understood the Request for Proposal (RFP) document in respect of the captioned project provided to us by Punjab Infrastructure Development Board (PIDB)

We hereby agree and undertake as under:

Notwithstanding any qualifications of conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects and we agree to the terms of the proposed Agreement, a draft of which also forms a part of the RFP document provided to us

Dated this Day of 200__

Name of the Bidder

Signature of the Authorized Person

Name of the Authorized Person



Form 11**Broad Features of the Technical Proposal**1. **Master Plan:**

- (i) In conformity to the fixed parameters, development guidelines, provisions, technical specification and performance standards, the Bidder will develop a Master Plan for the facilities as outlined in this RFP
- (ii) The Master Plan shall include the concept plan showing the various components (location, sizing and specifications)

2. **Project Implementation Schedule:**

The Bidder shall submit a project implementation schedule for the execution of works and making operational the facilities constructed.

3. **Maintenance Plan:**

The Bidder shall formulate a maintenance strategy. The Bidder shall provide the manning schedules, maintenance checklist, and inspection schedules as a part of Maintenance Plan. The schedules will consist of the procedures and practices to be followed in keeping the facility working and the processes followed for all operations and O&M procedures for civil works, mechanical and instrumentation, plant and equipment employed

4. **Indicative Bills of Quantities:**

The bidder shall provide an indicative bills of quantities

S.No.	Description of Items	Unit	Quantity
1	Site Development		
2	Renovation		
3	Structural Stability		
4	Landscaping		
5	Boundary Wall		
6	Air Conditioning		

* The above items are indicative. The Bidder shall detail out the items required to be executed to meet specifications and standards to be adopted



Form 12**Price Proposal**

(On the Letter Head of the Bidder)

**The Managing Director
Punjab Infrastructure Development Board
SCO 89-90, Sector 34-A
Chandigarh - 160022**

Re: Establishment of Institute of Hotel Management at Mohali

-----[Name of Bidder], Bidder in response to a Request for Proposal ("RFP") issued by Punjab Infrastructure Development Board, a Proposal dated (date to be inserted), to implement the **"Establishment of Institute of Hotel Management at Mohali"**

----- [Name of Bidder], with its registered office at (insert address), has agreed to Conceptualizing, planning, designing, financing, constructing, operating, operating and maintaining the Institute of Hotel Management for a Term of Agreement of 45 years, including the construction period.

We -----[Name of Bidder] agree to

- (i) Pay the First Annual Concession Fee (non refundable and irrevocable amount) of Rs._____-/- (amount in words) to the IHM Society as per the date specified in the Notice of Award, a precondition to the execution of the Joint Development Agreement. Subsequent Annual Concession Fees shall be paid during the Term of Agreement as per the terms of the RFP
- (ii) In subsequent years during the Term of Agreement, we are willing to pay to the IHM Society the higher of (i) Annual Concession Fee or (ii) 5% of Gross Annual Revenue from the Project every year within one week of the anniversary of payment of First Annual Concession fee
- (iii) Annual Concession Fee shall be computed by escalating the First Annual Concession Fee by 15% every three (3) years during the Term of Agreement, as specified in Data Sheet of RFP Section 2 (Instructions to Bidders)
- (iv) Pay the lease rental at rate of Rs 10,000/- (Rupees Ten Thousand only) per acre per annum to the IHM society, which amount shall be paid as an advance lease rental in a single lumpsum of Rs. _____/- (Rupees _____) on or prior to the date upon which Project Site Lease Deed is executed
- (v) Society shall have the right to charge the interest at a rate equal to SBI prime lending rate plus 2 (two) percent per year on any defaulted amount payable by the bidder, in accordance with Section 11.3 (b) of the Joint Development Agreement (Section 4 of RFP).

We confirm that above commitment are in addition to the Project Development Fees and Performance Security as specified in the RFP document and Joint Development Agreement

NAME OF BIDDER



SIGNATURE OF THE AUTHORIZED PERSON

NAME

DATE



Form 13

Financing Plan

- (1) **Business Plan:** The Bidder shall prepare Business Plan for the project indicating the following:
- ✓ cost estimates
 - ✓ operation and maintenance expenses
 - ✓ financing resources and
 - ✓ cash flow statements
- (2) **Management & Marketing Plan:** The Bidder shall prepare a project Management & Marketing Plan outlining the Management and Marketing strategy for each of the Project Components.

Bidder shall provide the soft copy of above



Form 14

On Non Judicial stamp Paper of Rs. 100

Form of Proposal Security*[To be issued by a Scheduled Bank its branch in Chandigarh]*

**The Managing Director
Punjab Infrastructure Development Board
SCO 89-90, Sector 34-A
Chandigarh - 160022**

This deed of Guarantee is made on _____ day of _____, 200_ at _____ by _____ a scheduled bank within the meaning of Reserve Bank of India at and having its Head Office / Registered Office at _____ and inter alia a branch office at _____ Chandigarh (hereinafter referred to as Bank / Financial Institution, which expression shall unless it be repugnant to the subject or context hereof being deemed to include its successors and assign) in favor of "Punjab Infrastructure Development Board" constituted under the provisions of the "Punjab Infrastructure Development and Regulation Act 2002" having its office at _____ (hereinafter referred to as "PIDB" which expression unless it be repugnant to the subject or context hereof be deemed to include its successors and assigns)

.....[Name of relevant Bidder] ("Bidder") has in response to a Request for Proposal ("RFP") document issued by PIDB submitted a Proposal dated [dated to be inserted] for it to procure the Concession to implement the Project on Build, Operate and Transfer basis. (the "Project")

..... [Name of the Bank/Financial Institution] with its registered office at..... absolutely unconditionally and irrevocably guarantees and undertakes to pay PIDB with demur upon first written demand the sum of Rs. (Rupees) (The "Guaranteed Sum") subject to the conditions set out below.

[Bank/Financial Institution] undertakes to immediately pay PIDB without any protest or demur the Guaranteed Sum upon receipt of the first written demand from the PIDB without having to substantiate its demand. The Bank shall not raise or dispute the demand for any reason what so ever. The decision of PIDB shall be final regarding the amount under the guarantee payable and due.

[Bank/Financial Institution] shall be liable to immediately pay to PIDB the Guaranteed Sum without any deduction to PIDB if PIDB notifies[Name of the Bank/Financial Institution] in writing that:

- a. The Bidder has withdrawn its Proposal after Proposal due date and during the Proposal validity period.
- b. In case the Bidder fails to: (i) pay the Project Development Fees to PIDB; or (ii) pay the Annual Concession Fee to the IHM Society; or (iii) sign the Joint Development Agreement; or (iv) furnish the required Performance Security to IHM Society, within 3 weeks of the date of issue of Notice of Award.
- c. In case the Proposal of the Bidder, is determined as being "conditional" or "qualified" in the opinion of PIDB.
- d. In case bidder refuses to accept the corrections of errors in his Bid.

This guarantee will remain in force for a period of 180 days from date of submission of Proposal or as it may extended by PIDB, notice of which extension to the [Bank/Financial Institution] is hereby waived



PIDB is entitled to make any demand under this guarantee not later than the day this guarantee ceases to remain in force in accordance with Clause 5

PIDB is under no obligation to notify [Bank/Financial Institution] of any extension of the Validity Period of the Proposal or the selection of the Bidder as one of the qualified Bidder (s)

[Bank/Financial Institution] agrees that it will not assign its obligations under this guarantee without the prior written consent of PIDB, and PIDB will not unreasonably withhold its consent if the proposed assignee is of atleast equal financial standing to [Bank/Financial Institution] and the assignee assumes in writing the obligations of [Bank/Financial Institution] under this guarantee at the same time of before the assignment

2. The bank guarantee shall be payable on first written demand of PIDB by [Bank/Financial Institution] through its branch _____(Name and Address of Bank Branch in Chandigarh)
3. The courts of Chandigarh shall have jurisdiction over all matters arising out of or relating to this Guarantee and this shall be governed by the laws of India

In witness thereof the [Bank/Financial Institution] has executed this Guarantee on this _____ day of _____ and Year first herein above written.

Signed and Delivered by the above named _____ [Bank / Financial Institution] by its authorized signatory as authorized by Board Resolution passed on _____ / Power of Attorney dated _____.

Authorized Signatory

Name

Designation

In presence of:

1).....

2)



DEVELOPMENT OF INSTITUTE OF HOTEL MANAGEMENT AT MOHALI ON DESIGN, BUILD, OPERATE, & TRANSFER (D.B.O.T.) BASIS

REQUEST FOR PROPOSAL DOCUMENT

SECTION 4 DRAFT JOINT DEVELOPMENT AGREEMENT

ISSUED BY



August 2009



The Draft Joint Development Agreement can be obtained from the following address, or by email as given below:

Project Manager- IHM Mohali Project
IL&FS Infrastructure Development Corporation Ltd.
SCO No 210-211, 3rd Floor, Sector 34-A
Chandigarh 160 022
Tel.: 0172 4636387/ 89
Fax : 0172 4621388
Email : pdpppunjab@yahoo.co.in



DEVELOPMENT OF INSTITUTE OF HOTEL MANAGEMENT AT MOHALI ON DESIGN, BUILD, OPERATE, & TRANSFER (D.B.O.T.) BASIS

REQUEST FOR PROPOSAL DOCUMENT

SECTION 5 SCHEDULES TO JOINT DEVELOPMENT AGREEMENT

ISSUED BY



August 2009



The Schedules to Draft Joint Development Agreement can be obtained from the following address, or by email as given below:

Project Manager- IHM Mohali Project
IL&FS Infrastructure Development Corporation Ltd.
SCO No 210-211, 3rd Floor, Sector 34-A
Chandigarh 160 022
Tel.: 0172 4636387/ 89
Fax : 0172 4621388
Email : pdpppunjab@yahoo.co.in

