

**TENDER-C
TENDER DOCUMENT
EMPANELMENT FOR PROVIDING
LODGING AND BOARDING
SERVICES**

Tender Ref. No: 3057/DPMU/NHM/2024 Date: 24/09/2024

**EMPANELMENT FOR PROVIDING SERVICES FOR LODGING &
BOARDING
FOR DIFFERENT MEETINGS/WORKSHOP**

- Sealed tenders/bids are hereby invited for registered Hotels/ Agencies regarding empanelment for providing services for Lodging and Boarding for different Trainings/Workshops/Meetings/ Events of ZSS, Nuapada on annual rate Contract basis to CDM & PHO, Nuapada for a period of one year.
- Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from district website WWW.NUAPADA.ODISHA.GOV.IN.
- The tender documents can be downloaded from the district website from **24/09/2024 to 18/10/2024 till 5.00 PM.**
- The last date of submission of the bidder is **18/10/2024 till 5 P.M** through Speed Post/ Registered Post or courier only.
- Interested eligible bidder may submit the bid to **CDM & PHO, AT/PO/Dist-Nuapada.**
- The Proposal shall be in two parts i.e. Cover-A and Cover-B. “Cover-A” shall contain the Technical Proposal and “Cover-B” shall contain the Financial Proposal.
- Technical and Financial Proposal shall be submitted separately in sealed covers with clear inscription as “TECHNICAL/ FINANCIAL PROPOSAL” on top of respective covers and both the sealed envelopes shall be sealed in a third envelop and it should be super scribed as **‘PROVIDING OF SERVICES FOR LODGING & BOARDING ON ANNUAL RATE CONTRACT BASIS’**
- Those applicants who shall qualify in the technical evaluation shall be eligible for participation in Financial Proposal Opening.
- The tender will be opened on **19/10/2024 at 11 AM** in the office chamber of the CDM & PHO. Bidder/ authorised representative may present during opening of bid documents if they wish.
- Any legal dispute arising out of this subject to jurisdiction of Nuapada Only.
- The CDM & PHO, Nuapada reserves its right to accept or reject any or all quotations or any part thereof without any liability to communicate any reason.

TERMS & CONDITIONS

Clause 1: General Terms and Conditions

- The period of empanelment of Hotel Services would initially be for one year from the date of signing of contract which can be renewed for further one year or lesser period depending on the satisfactory service delivery on same terms and conditions.
- The bidders shall quote the price and other components of price as per the format for financial offer attached. The rates quoted w.r.t. hotel services shall be most competitive in terms of rates and prices prevalent in the market.
- The bidders shall have to furnish a bid document cost of **Rs.2, 240/-** (non-refundable) in the shape of a **Banker’s cheques / Demand Draft** in favour of **ZSS Non. NRHM, Nuapada** payable at Nuapada. In the

absence of the bid document cost, the technical proposal of the bidder shall be rejected. **The bid document cost should be put in the Technical Proposal (Cover A) envelop.**

- The bidder along with the technical proposal shall have to furnish Earnest Money Deposit (EMD) amounting to **Rs. 10,000/-** (refundable) in the shape of Banker's cheques / Demand Draft in favour of **ZSS Non. NRHM, Nuapada** payable at Nuapada. The EMD will return to the unsuccessful bidder after completion of tender procedure.
- The successful bidders have to deposit Rs.20000/-(refundable) as security deposit and execute an agreement with CDM & PHO. If successful bidders want the EMD amount Rs.10,000/- may be adjusted against the security deposit and successful bidders have to deposit the rest amount of Rs.10,000/- only.
- No seasonal revision in rate shall be allowed during the period of empanelment.
- The prospective bidders should have the compliance of all the relevant Laws, Acts and regulations as applicable from time to time.
- After opening the financial offer, if committee wants may visit the hotels to check/inspect the facilities provided by each one.
- The empanelled hotel shall be responsible to make hotel booking on the request of the authorized officer/Programme organizers and payment will be made as per actual number of occupancies of room by the training participant.
- The Hotels should have the capacity to provide minimum 10-15 nos. of rooms at a time.
- All the rooms should be well ventilated and furnished with single bed/double bed, attached toilet with modern fittings, cupboard, geyser, complementary toiletries, mobile/laptop charging points, TV with cable channels, study table chair etc.
- Lenin and towels in the rooms should be absolutely clean or hygienic.
- The Hotel should have 24 hrs. room service and power back-up system.
- The Hotel should have 24 hrs. check out facility.
- The hotel shall also provide the local transit facility to the guests from hotel to the training/workshop venue.
- The hotel will provide the required service as per the highest quality standards and in case of any lapse found, Hotel Management shall be held responsible in case of breach.
- If more than one hotel quotes the same rate, the empanelment shall be made based on the decision of the committee.
- CDM & PHO, Nuapada shall have exclusive rights to cancel / terminate the empanelled agency at any time and without any notice at its own discretion without assigning any reason thereof.
- The hotel should provide transport to the training participants from training venue to the hotel and cost should be included in the accommodation cost. If the hotel fails to provide transportation, then certain amount will be deducted from the hotel bill. the amount will be decided by the committee at the time of finalization of bid.

Clause 2: Terms of Payments

- The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes and levies etc.).
- The bills of the hotel shall be accompanied with a copy of the booking order duly issued by authorized signatory of CDM & PHO/Nodal Officer at the time of payment.
- No advance payment will be released.
- The Hotel will raise the bill as per the number of rooms actually occupied. The payment will be made as per related laws/rules.
- The bill should be signed by occupant and the bill should be accompanied by occupant register or check in forms.

Clause 3: Eligibility Criteria for Bidders

In order to become eligible, the Hotels/Hotelier should fulfill following qualifications:

- Registration of ownership
- Registration for GST
- Registration for PAN
- Proof of documents regarding license to operation of lodging and boarding services in the district.

Clause 4: Documents to be attached

The financial offer should be accompanied with the following documents duly self attested:

- A non-refundable fee of Rs. 2240/- in the shape of Demand Draft
- EMD of Rs. 10,000/- through D.D. / Pay order
- Photo Copy of the ownership certificate
- Photo Copy of GST Registration certificate in the name of registered owner
- Photo Copy of PAN certificate in the name of registered owner
- Affidavit (Form-B) of declaration that the Firm/agency does not have any legal suit / criminal case pending against it for violation of Act or any other law. & The Firm/agency agrees to abide by all terms& conditions of tender

TENDER FORM - A
Technical Bid

1	Name of the Hotel	
2	Address of the Hotel	
3	Name of Owner of the Hotel (in capital letters)	
4	Specimen signature of the Owner/authorized signatory.	
5	Telephone number of Owner/ authorized signatory / Firm/agency	
6	Registration for Ownership (Photo Copy to be attached)	
7	GST registration (Photo copy to be attached)	
8	TIN/ PAN (Photo Copy to be Attached)	
9	Draft number and date of the Processing Fee of Rs.2,240/-	
10	Draft number and date of the EMD of Rs.10,000/-	
11	Affidavit of declaration that the Firm/agency does not have any legal suit / criminal case pending against it for violation of Act or any other law. & The Firm/agency agrees to abide by all terms& conditions of tender.(form-B)	
12	Whether all documents submitted signed by the authorized signatory of the Firm/agency (Yes/ No)	

DECLARATION

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of by /our knowledge. I / we understand that in case of any deviation in the above statement at any state, our Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

Place:

Date:

(Signature and seal of the authorized signatory)

Seal

Form-B

(To be submitted in *Cover A -Technical Bid*)

DECLARATION FORM

I / Wehaving
My / ouroffice
at.....do declare that I / We have
carefully read all the terms & conditions of tender of the _____, Odisha
for the supply of lodging services. The approved rate will remain valid for a period of
one year from the date of approval. I will abide with **all the terms & conditions** set
forth in the **Tender Reference no.** _____

I/We do hereby declare I/We have not been de-recognized / black listed by any
State Govt. / Union Territory / Govt. of India / Govt. Organization / Govt. Health
Institutions for supply of food / non-supply.

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money
Deposit and or Performance Security Deposit and blacklist me/us for a period of 3
years if, any information furnished by us proved to be false at the time of inspection /
verification and not complying with the Tender terms & conditions.

I / Wedo
hereby declare that I/we will provide lodging services as per term & condition mentioned
in the **Tender Reference no.** _____

Signature of the bidder :

Seal

Date :

Name & Address of the Firm:

Affidavit before Executive Magistrate / Notary Public.
To be submitted in Rs.20/- Non Judicial Stamp paper.

Financial Bid

Sl.No	Requirement	Rate (inclusive of Taxes)
1	Single bedded Non AC room	
2	Single bedded AC room	
3	Double Bedded Non AC room	
4	Double Bedded AC room	
5	Triple bedded Non AC room	
6	Triple bedded AC room	
7	Dormitory NON AC - Per Bed/ Day	
8	Dormitory AC - Per Bed/ Day	
9	Meeting Hall Charges – Including all logistics	

Place:

Date:

(Signature and seal of the authorized signatory)

Seal