

# **TENDER-A**

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

**Tender Ref. No:903 /DPMU/NHM/2026 Date:20/03/2026**

## **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](http://www.Nuapada.odisha.gov.in).
- The tender documents can be downloaded from the district website from **23.03.2026 to 23.04.2026**.
- The last date of submission of the bidder is **23.04.2026 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 24.04.2026 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 or new 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.
- 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, a committee will visit the hotels to check/inspect the facilities provided by each one. On the basis of the report of the committee, the offers will be shortlisted and empanelled as per rules.
- The empanelled hotel shall be responsible to make hotel booking on the request of the authorized officer/Programme organizers.
- 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 shall also provide the local transit facility to the guests from hotel to the training/workshop if located outside Nuapada.
- 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 report of the committee keeping in view the overall facilities and distance.
- 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.

## **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 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.
- As far as possible, payment of bills will be made to the hotel/hotelier within one month of submitting of the bills to the CDM & PHO Office.

## **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
- Permission document from Local authority for running Hotel/Lodging services.

## **Clause 4: Documents to be attached**

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

1. A non-refundable fee of Rs. 1000/- (Non-refundable) in the shape of Demand Draft drawn on any Bank in favour of **ZSS Non NRHM A/c payable at Nuapada.**
  2. EMD of Rs. 5,000/- through D.D.(refundable) drawn on any Bank in favour of **ZSS Non NRHM A/c payable at Nuapada.**
- 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
  - Permission document from Local authority for running Hotel/Lodging services
  - Declaration (as per Annexure-A)

**TENDER FORM - A**  
**Technical Bid**

1	Name of the Hotel	
2	Address of the Hotel	
3	Name of Owner of the Hotel <b>(in capital letters)</b>	
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	PAN (Photo Copy to be Attached)	
9	Draft number and date of the Processing Fee of Rs.1,000/-	
10	Draft number and date of the EMD of Rs.5,000/-	
11	Permission document from Local authority for running Hotel/Lodging services	
12	Declaration (as per Annexure-A)	
13	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 my /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 Bidder)

**Seal**

**TENDER FORM - B**  
**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 Bidder)

**Seal**

DECLARATION

( To be submitted in Rs.20/- Non Judicial Stamp paper Filled before the Notary)

I / We \_\_\_\_\_ do hereby declare that I / We have not been **de-recognized / black listed** by the Tender inviting authority or by any state Govt. or Central Govt. organization for supply of Not of Standard Quality Items / non-supply.

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

Seal & Signature of the Notary