



EOI for empanelment of Hotels for Providing Boarding and Lodging Services

Indian Institute of Public Administration
I.P. Estate Ring Road,
New Delhi-110002

NOTICE FOR INVITING TENDER

Indian Institute of Public Administration (IIPA) New Delhi located at ITO is an autonomous training and research institute under Department of Personnel & Training (DoPT), Government of India.

Indian Institute of Public Administration (IIPA) invites bids from reputed, interested and eligible with following star category hotels located at Central Delhi (in and around Connaught Place area) and within 5 KM from IIPA, New Delhi for providing hotel accommodation for ITEC programmes from August 2024 to March 31, 2025.

- A. 3 Star Hotels
- B. 4 Star Hotels

Interested & eligible agencies may submit their bids in accordance with the instructions given in the bid document. The detailed schedule is as under:

Sr. No.	Description	Date and Time (IST)	Address
1	Proposed date of release of Advertisement on IIPA portal- www.iipa.org.in	06.08.2024	IIPA, IP ESTATE Ring Road, New Delhi 110002, Nearby ITO.
2	Bid Open Date	14.08.2024	
3	Last date of Submission of Bid	16.08.2024	

INSTRUCTIONS OF BIDDERS

1. Definition of Terms

(a) IIPA, IP ESTATE Ring Road, New Delhi 110002, Nearby ITO.

(d) Bidder shall mean any applicant who is submitting the bid in reference to this document.

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(e) Agency shall mean the 'Bidder' whose bid will be accepted by IIPA as per this tender and shall include such successful Bidder, its legal representatives, successors and permitted assignees.

(f) Performance guarantee/security shall mean and include the Bank Guarantee in the form of Performance Bond.

2. Eligibility Criteria:

The Bidder should meet the following criteria for evaluation of bids:

Sr. No.	Basic Requirement	Specific Requirements
1.	Legal Entity	The Bidder should be either: A Company registered under Indian Companies Act, 1956/2013 OR A partnership firm registered under Indian Partnership Act, 1932. LLP (Limited Liability Partnership) OR A Proprietorship firm duly registered either under the suitable act or any other Act of State/ Union as applicable for dealing in the subject matter of procurement (Note: A self-certified declaration regarding the non- applicability of registration to any Act should be submitted by the Bidder) Should have certification from HRACC, Ministry of Tourism, Govt. of India Should have Trade License for hotel from concerned Municipal Corporation of Delhi / Delhi Police
2.	Certification of Star Rating	Should have certification from HRACC, Ministry of Tourism, Govt. of India
3.	Trade License from MCD/ Delhi Police	Should have Trade License for hotel from concerned Municipal Corporation of Delhi / Delhi Police
4.	Registration with Fire Department for Fire License	Should have Fire License from Fire Department
5.	Tax Registration	The Bidder should be registered for GST & Income business is located 1. GST Registration 2. Income Tax/PAN number
6.	Number of rooms available in the Hotel	The Bidder should at least have 35 rooms available

Other Mandatory Requirements to meet the Eligibility Criteria:

The Bidder should also provide an undertaking as per the format enclosed at Annexure VI that it will comply with all the applicable/ prevailing statutory provisions, laws, acts and Government orders amended/notify during the period of agreement.

Receipt and opening of Tenders

(a) Bids duly filled in will be received up to the time and date fixed for submission of tender and opened on the date and time indicated in the letter inviting Bids. The Bids will be opened and

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the Bidders or their authorized representative may, if they so desire be present at the time of opening of Bids.

{b) IIPA reserves the right to postpone and/or extend the date of receipt/opening of Bids or to withdraw the tender notice, without assigning any reason thereof. In such a case the Bidders shall not be entitled to any form of compensation from the IIPA.

Bidding Process:

Bid Form: -

The bid Form can be downloaded from IIPA website. The bidder must provide an undertaking that no content of the Form has been altered/ modified and the same has been downloaded from Commission's website.

Amendments to Bidding Documents

At any time prior to the last Date and Time for submission of bids, IIPA may, for any reason, modify the Bidding Document by amendments at the sole discretion of IIPA. All amendments shall be conveyed through e-mail or by publishing on website to the prospective tender. In order to provide, prospective tender, reasonable time to take the amendment if any, into account in preparing their bid, IIPA may, at its discretion, extend the deadline for submission of bids.

Preparation of Tender:

The Bidders are required to submit the completed Bid documents only after satisfying each and every condition laid down in the Bid documents.

All rates shall be written both in figures and in words. In case of discrepancy between the words and the figures, the rates indicated in words shall prevail.

All pages of the tender document should be duly numbered, and page no. reference shall be provided in the relevant annexure against the criteria for which the document is being furnished.

No Bidder should have been blacklisted /debarred from participating or executing contract with any of PSU or Public Agency or Institution, as the case may be, during the last 3years for the reason whatsoever

All the terms and conditions for - "**EOI for empanelment of hotels for providing boarding and lodging services**" will be as those mentioned in this EOI document, and no change in the terms and conditions will be acceptable.

Conditional bids or the bids not accepting the terms and conditions will be rejected. vi. In the event of the Bidder's Company or the concerned Division of the Company is taken over/ bought over by another company, all the obligations under the agreement with IIPA should be passed on for compliance by the new company/ division in the negotiation for their transfer.

The Bidder shall honour all aspects of fair-trade practices in all their dealings with IIPA

The Bidder will indemnify IIPA of all legal obligations to its employees deputed to work on IIPA training programme

No deviations from these terms and conditions will be accepted.

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Subletting: Selected Bidder shall not assign or sublet this contract or any part of it to any other agency in any form. In the event of doing so, it shall result in termination of empanelment and forfeiture of Security Deposit.

Miscellaneous:

Any other terms & condition, mutually agreed to, prior to finalization of the contract shall be binding on the Agency and IIPA, during the period of the contract. Default of any terms and conditions will result in rejection of the bid.

Cost of Bidding

The Bidder shall bear all the costs associated with the preparation and submission of bid and IIPA will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

Submission of Tender

The tender offer should be submitted in one sealed envelope super-scribed " **EOI for empanelment of hotels for providing boarding and lodging services at Central Delhi (in and around Connaught Place) and around 5 kms of IIPA, New Delhi**" which should in turn contain 2 sealed envelopes super-scribed as Envelope 'A' and Envelope 'B'

Main Envelope	Sub Envelopes	Contents
EOI for empanelment of hotels for providing boarding and lodging services [single main envelope should contain both the sub-envelopes A and B]	Sub Envelope A	Technical Bid (as per Annexure I)
	Sub Envelope B	Financial Bid

Sub-Envelope 'A':

The Sub-Envelope 'A' should contain the documents listed below:

- Technical Bid Format as per Annexure - I and all the duly signed documents
- Undertaking by bidder as per Annexure-III-Authorization Letter
- Undertaking by bidder as per Annexure-IV
- All pages of the documents should be signed by the authorized signatory with seal of the agency/bidder. Since the tender document itself gets converted into contract, it is necessary for the Authorized Signatory to sign in each and every page of the tender document with seal and submit the same.

Sub-Envelope 'B'

The financial bids are invited under following Star category hotels located in Central Delhi (in and around Connaught Place) and around 5 kms of IIPA Campus, New Delhi.

A. 3 star hotels

B. 4 star hotels

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This envelope should contain the Financial bid as above as per eligibility.

The main envelope containing Envelopes A, and B, should be addressed/posted to below address,

Address:

Indian Institute of Public Administration
I P Estate, Ring Road,
New Delhi 110002

Submission Guidelines

- (i) Any offer beyond the stipulated date and time for submission of bid or received through fax and email will not be accepted.
- (ii) No further discussion/ interface will be granted to Bidder whose bids have been disqualified. IIPA reserves the right to accept or reject in part or full, any or all the Bids without assigning any reason whatsoever.
- (iii) IIPA will not entertain claim of any nature, whatsoever, including without limitations, any claim seeking expenses in relation to the preparation of Bids or any other expense till award of contract.
- (iv) The Technical Specification & Scope of Work and Special Terms and Conditions of the Contract as mentioned in this document should be read carefully and followed by the vendor

Period of Validity

Bids shall remain valid for 120 days from the date of bid opening prescribed by IIPA. IIPA shall reject a bid as non-responsive if the bid is found to be valid for a shorter period.

Receipt and opening of Tenders

(i) Bids duly filled in will be received up-to the time and date fixed for submission of tender and opened on the date and time indicated in the letter inviting Bids. The Bids will be opened and the Bidders or their authorized representative may, if they so desire be present at the time of opening of Bids.

(ii) **Timeline for Submission of Bids:** if due date of receipt of Bids and/ or that of opening of Bid happens to be a holidays), the Bids would be received and opened on the next working day but the time of receipt and of opening will remain the same.

(iii) IIPA reserves the right to postpone and/or extend the date of receipt/opening of bids or to withdraw the tender notice, without assigning any reason thereof. In such a case the bidder shall not be entitled to any form of compensation from the IIPA.

Rejection of Tenders

The tender is liable to be rejected due to any one of the following reasons:

- If it is received after the expiry of the due date and time.
- If it is not received in sealed condition.
- If the bid is conditional.

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Empanelment

All the empaneled agencies will be allotted work equally subject to the availability of hotel accommodation. The following shall be the broad terms and conditions for distribution of work among the empaneled agencies:

- (i) The empaneled agencies shall be awarded work training program wise. Participants of one training program shall have to be accommodated in one hotel, unless decided otherwise by IIPA for any reason.
- (ii) The bidder which initially quoted the L1 rate in the category shall be awarded the first work order. Further work orders shall be awarded to other empaneled agencies in alphabetical order as and when the requirement for accommodation is received.
- (iii) The above is subject to availability of accommodation in the empaneled hotel. In case accommodation is unavailable with the agency, then the next agency in alphabetical order shall be approached.
- (iv) The work provided to agencies shall be evaluated at the end of three months to check the status of programme accommodation provided to each empaneled hotel (separately for single accommodation and twin sharing accommodation).
- (v) Work allocation for next three months shall be based on the findings of the past three-month evaluation, in alphabetical order. The idea shall be equitable distribution of work to all empaneled agencies as far as possible
- (vi) Agencies which repeatedly decline services due to unavailability of accommodation or provide sub-standard services shall be barred from the work allocation process for tenure deemed fit by IIPA. Continuous faulty services may lead to forfeiture of performance security, removal of the agency from the empanelment and /or blacklisting.

Agencies shortlisted for empanelment will be required to agree to the terms and conditions laid down by IIPA for work allotment.

The empanelment shall be initially for one year from the date of accepting the terms and conditions by the empaneled agencies. It can be extended through mutual consent for a further period of one year or less based on periodic reviews to assess the performance during the specified duration of empanelment at same rates, terms and conditions. IIPA shall be free to curtail the empanelment at any time during the period of empanelment, without assigning any reason.

GENERAL TERMS AND CONDITIONS

Application:

The general condition shall apply in contracts made by the purchaser for the procurement of goods and services.

Standards:

The goods/ service supplied under this contract shall conform to the standards' prescribed in the Specifications & Scope of Work mentioned in this document.

Legal

- a. The law which is to apply to the Contract and under which the Contract is

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to be constructed shall be Indian Law. The Courts of Delhi shall have exclusive jurisdiction in all the matters arising in the Contract including the Arbitration process.

- b. The Bidder shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to IIPA to concerned tax collection authorities. from time to time as per the extant rules and regulations on the matter.
- c. The Bidder shall maintain all statutory registers under the applicable law. The Bidder shall produce the same on demand to the concerned authority of IIIDEM or any other authority under law.
- d. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the IIPA by the Bidder.
- e. In case, the Bidder fails to comply with any statutory/ taxation liability under appropriate law and as a result thereof the IIPA is put to any loss/ obligation, monetary or otherwise, IIIDEM will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the tender to the extent of the loss or obligation in monetary terms

Arbitration

Any dispute arising out of or in connection with this agreement shall be determined by arbitration in accordance with the Arbitration and Conciliation Act 1996 and Arbitration Rules of the Mumbai Centre for International Arbitration (hereinafter, "MCIA"). The seat of Arbitration shall be New Delhi, India. The tribunal shall consist of one (1) arbitrator who shall be jointly appointed by the parties by way of mutual agreement. In the event the Parties are unable to jointly decide on an arbitrator within fourteen (14) days of the request for arbitration, such sole arbitrator shall be appointed as per the MCIA Rules. Any award (interim or final) rendered by the Arbitration Tribunal shall be binding on the parties."

Set off:

Any sum of money due and payable to the bidder (including security deposit refundable to him) under this contract may be appropriated by the purchaser or the IIPA or any other person(s) contracting through the IIPA and set off the same against any claim of the Purchaser or IIPA or such other person or person(s) for payment of a sum of money arising out of this contract or under any other contract made by the supplier with the Purchaser or IIIDEM or such other person(s) contracting through the IIPA.

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SPECIAL TERMS AND CONDITIONS

The Bidder should submit Technical Bid and Financial Bid separately, as per format. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet may be attached.

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 prospective bidders should have the compliance of all the relevant Laws, Acts and regulations as applicable from time to time.

The contracting Company Firm Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Company Firm Agency without the prior written consent of IIPA.

IIPA reserves the right to verify the credentials of the Bidder from the third party.

Bidders submitting a bid would be presumed to have considered and accepted all the terms and conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance rejection of the Bid. Bidder shall have to furnish an undertaking as per the format prescribed in Annexure 'N'. Bids received on Condition basis (Conditional Bid) shall be summarily rejected.

Since the EOI document itself gets converted into contract, it is necessary for the Authorized Signatory to sign in each and every page of the tender document with seal and return the same as a part of Technical Bid.

The successful bidders, who are empaneled with IIPA and to whom the work has been awarded, are required to execute the agreement with IIPA to its satisfaction.

IIPA may empanel more than one agency, if required, who meets the criteria for empanelment as mentioned in the tender document.

IIPA shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by the empaneled Company/ Firm/ Agency in the course of their performing the functions/ duties or for payment towards any compensation.

Bid must be unconditional. Each Bidder should submit only one bid. No alternate bids from the same Bidder will be considered. In such a case all the bids of the Bidder will be rejected out rightly

The bidder quoting L1 rate will be empaneled. The L1 rate will be offered to all the technically qualified bidders to match the rate and confirm willingness for empanelment.

Scope of work: Scope of work will be as specified in this document. The requirement as indicated in this document is tentative and shall be liable for change as per requirement.

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Termination of services

- a. The contractual appointment shall cease to exist automatically at the end of the date mentioned in the contract agreement without any separate notice.
- b. Contract can be terminated by either party by giving one-month notice in advance.
- c. The tenderer will be bound by the details furnished by him/ her to IIPA, while submitting the tender document or at subsequent stage. In case of any such documents furnished by him/ her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/ her liable for legal action besides termination of contract.
- d. Any act or the part of the Bidder to influence anybody in IIPA at any stage is liable to rejection of the Bid or termination of contract.
- e. In case of dispute, interpretation /decision of IIPA will be treated as final. IIPA reserves the right to accept or reject in part or full any or all the Bids without assigning any reason whatsoever.
- f. IIPA reserves the right to terminate any agency at any point of time, in case the feedback from participants is not excellent.
- g. Work Order will be issued one week in advance after checking the availability, and in case the agency fails to conduct the programme as per above specifications and scope of work, the empanelment of agency will be liable to be terminated.

Charges and Payments: Bills chargeable to the IIPA shall be paid after completion of program. Income tax or any other applicable taxes shall be deducted at source at the time of payment to the agency in accordance with the provisions of the relevant Acts as applicable.

REQUIREMENTS & SCOPE OF WORK

IIPA requests bids from hotels located at Central Delhi (in and around Connaught Place) in Delhi and around 5 kms of IIPA Campus, New Delhi.

Room charges should include the following

- a. Breakfast
- b. Wi-Fi in room
- c. Complimentary Services like tea/ coffee maker, English Newspaper, 2 mineral water bottles in room daily.
- d. Airport pick-up and drop
- e. Pick-up and drop to IIPA from Hotel

IIPA will have to conduct various trainings/programmes for International Participants. The Tentative total requirement is:

1. **15-35 rooms on single sharing basis from 7 days (one week) to 28 days (four week)**
2. **Total expected room nights are in-between 1800-2000.**

The number of rooms may decrease/ increase at the time of arrival of the delegates. In case of increase/ decrease of rooms, the hotel will charge on pro-rata and actual basis.

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There might be field visit (may be outside Delhi, say Agra) in between the mentioned dates and the participants may be out of Delhi for one night. The hotel will arrange to safeguard the luggage if the participants want to leave luggage at hotel

Rates for all items should be inclusive of all taxes, duties and service charges.

There must be no hidden charges, IIPA will pay only the charges for items included in the bid document.

A nodal officer from the hotel must be deputed for coordination purpose. The person must be senior officer who can coordinate with the IIPA team and offer his/ her assistance when required by the IIPA team throughout the program, beginning from Airport pick up and drop after completion of the program.

In case of the unsatisfactory feedback and other administrative reasons if the period of stay at the hotel is terminated before completion of the program, payment will be released to the hotel on pro-rata basis for actual period of stay of the participants.

The check-in/ out time should be clearly mentioned in the bid. The hotel shall provide facility of early check in and late check out to the participant without charging for it.

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ANNEXURE I - PRE-QUALIFICATION BID FORMAT

Name of Hotels with Star Rating &Address.....

Please provide information about the company (attach separate sheet if required):-

Sr No	Information Particulars	
1.	Copy of valid Registration Certificates (as applicable) ---Copy of Certificates of incorporation. -Partnership deed - Copy of LLP Agreement (Pre-qualification criteria 1)	
2.	Certification of Star rating (Pre-qualification criteria 2)	Copy of certification from HRACC, Ministry of Tourism, Govt. of India
3.	Trade License from MCD / Delhi Police (Pre-qualification criteria 3)	Copy of Trade License from Municipal' Corporation of Delhi/ Delhi Police
4.	Fire License from Fire Department (Pre-qualification criteria 4)	Copy of Fire License Fire Department
5.	Tax registration (Pre-qualification criteria 5)	Copy of 1. GST Registration 2. Income Tax/ Pan Number
6.	Number of rooms Available (At least 35 rooms) (Pre-qualification criteria 6)	

We confirm that, all the details mentioned above are true and correct and if IIPA observes any misrepresentation of facts on any matter at any stage of evaluation, IIPA has the right to reject the proposal and disqualify us from the process.

We hereby acknowledge and unconditionally accept that IIPA can at its absolute discretion apply whatever criteria it deems appropriate, not just limiting to those criteria set out in the tender document, in short listing of vendors.

We also acknowledge the information that this bid is valid for a period of 120 days, for the short-listing purpose, from the date of expiry of the last date for submission of bid.

SIGNATURE OF VENDOR WITH SEAL

NAME OF THE AUTHORIZED SIGNATORY

ANNEXURE II – FINANCIAL BID FORMAT

Tentative requirement is as given in the requirement and scope of work.
 Format - Star Rating of Hotels (3 Star, 4 Star) (Please mention the star rating)

Sr. No	Items	Inclusion	Rate per participants/ per room night (INR) (inclusive of all taxes, duties and service charges)	
			Single Occupancy	Twin Sharing Basis **
1.	Accommodation *** Standard check-in/check out time as per the hotels policy	Breakfast Wi-fi Complimentary services like tea/coffee maker, English Newspaper, 2 mineral water bottles in room daily and including airport pick up and drop Including pick-up and drop to IIPA		
Total (In numbers)				
Total (in words)				

*By participating Hotel

**Twin-sharing basis rooms must have two separate beds

The tentative total requirement is 1800-2000 rooms nights in the year 2024-2025 which may increase or decrease depending on the response

ANNEXURE III- AUTHORIZATION LETTER

It is certified that Mr./Ms. _____ is the authorized signatory who will sign and take part in the tendering process on behalf of our organization confirming with its bye laws

(Specimen signature of authorized signatory)

**Name of the head (not below the rank of
Proprietor/ Director etc. of the
Organization) _____**

Name _____

Date _____

Designation _____

ANNEXURE IV UNDERTAKING BT THE BIDDER

I, _____ on the behalf of
_____ (Name of the Tender) hereby declare that

- a) I hereby accept all the terms and conditions mentioned in the tender document including all annexure unconditionally. We are aware that conditional bids if quotes shall be summarily rejected. (Acceptance of all terms and conditions as mentioned in the tender too be duly signed and enclosed with undertaking)
- b) Our organization or the staffs to be provided has no business or direct family relationship with member (s) of IIPA's employees or person positioned in or on the board of thee two organization by whatever process.
- c) We will comply with all the applicable/ prevailing statutory provisions, laws, acts and government orders amended/ notified during the period of agreement.
- d) There is no legal suit / criminal case pending or contemplated, or legal notice having been served to this effect against the proprietor of the Tender (in case of Proprietorship), partner of the tender (in case of Partnership), any of its Directors (in case of Pvt. Ltd. company) or against the tender on grounds of moral turpide or for violation of any of the laws in force.
- e) If the above declaration is found incorrect, the present engagement would be terminated and _____ (Name of Bidder) would be debarred from any further engagement by IIPA ever.
- f) We have disclosed all the information, and the information so provided is true, correct, complete and nothing has been concealed thereof.
- g) No action of debarring/ blacklisting of our company has been done by any of government, PSU or Public Authority/ Institutions during the last 3 years

Authorized Signatory
Designation
For and on Behalf of the form
(Name of the firm)
Address

Place
Date
Enclosed
Signed copy of the tender document and all Annexure