

# TENDER For Boarding, Lodging and Transport

Haryana Institute of Public Administration (HIPA),

Plot No. 76, Sector-18,

Gurugram

Sr. No.	Name of Work	Tender Document Fee + e-Service Fee	EMD Fee	Approx. Value of the Items	Start date and time	Closing date and time
1	<b>Boarding, Lodging and Transport</b>	Rs.200+Rs.1000= Rs. 1200/-	Rs.40000	Approx. Rs. 6000000/-	21.02.2020	03.03.2020

1. The Applicants/bidders have to complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant/bidder failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her Application/bid status will be considered as 'Applications / bids not submitted'.
2. Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.

## **Envelope 1: Technical Bid**

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

## **Envelope 2: Commercial Bid**

The bidders shall quote the prices in price bid format under Commercial Bid.

## **Instructions to bidder on Electronic Tendering System**

**These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.**

### **1. Registration of bidders on e-Procurement Portal: -**

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e-Procurement Portal i.e. <https://etenders.hry.nic.in> Please visit the website for more details.

### **2. Obtaining a Digital Certificate:**

**2.1** The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

**2.2** A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazettes Officer. Only upon the receipt of the required documents, a digital certificate can be issued

**2.3** The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

**2.4** Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

**2.5** In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

**2.6** In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

**2.7** The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

### **3. Online Viewing of Detailed Notice Inviting Tenders:**

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at <https://etenders.hry.nic.in>

### **4. Download of Tender Documents:**

The tender documents can be downloaded free of cost from the eProcurement portal <https://etenders.hry.nic.in>

## 5. Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

<https://etenders.hry.nic.in>

**NOTE:-** Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://etenders.hry.nic.in>. For help manual please refer to the 'Home Page' of the e-Procurement <https://etenders.hry.nic.in>.

### **Technical Bid Part -I**

S.No	Particulars	
1	Name of the company	
2	Details about office of the agency along with Mobile no. and Contact Person: PAN No. (copy to be attached)	
3	Registration with Food Safety and Standard Authority of India (FSSAI) of Hotel	
4	Registration with Fire Department for Fire License	
5	Turn Over in Rs. 1 crore as per CA Certificate of 2016-17 2017-18 and 2018-19 (Copy to be attached)	
6	<b><u>Balance sheet for the last 3 years 2016-17 2017-18 and 2018-19 (Copy to be attached)</u></b>	

### **PART-II Annexure of Checklist required**

Sr. No.	Name of Facility	Yes / No
1.	Free Wi Fi	
2.	24 Hours Power backup	
3.	Conference Room	
4.	Parking Facility	
5.	Refrigerator	
6.	AC	
7.	In-house Restaurant	
8.	TV	
9.	CCTV Cameras	
10.	Garden area	
11.	Bed Side Lamps	
12.	Study Table	

13.	Card Payment	
14.	Hand Wash	
15.	RO Water	
16.	Proper Accessibility from HIPA	
17.	Good Location	
18.	Availability of open area nearby for PT/ Sports activities	
19.	Kitchen	
20.	Dining Hall for atleast 100 Persons	
21.	Availability of sufficient no. of lifts required	
22.	Availability of sufficient no. of stair case provision of Emergency Exit.	
23.	Possibility of interference of other guests	
24.	Overall ambience and access of natural light	

### **Financial Bid**

Rates to be quoted for **Boarding, Lodging and Transport** including Service Tax/GST etc., any other charges etc.

<b>S.No.</b>	<b>Item</b>	<b>Item Description</b>	<b>Qty.</b>	<b>Rate (Cost including GST &amp; other Taxes)</b>
1	Boarding & Lodging for 90-100 officers	Rooms Twin sharing basis includes Breakfast and Dinner (Standard quality) with outdoor facility for Yoga, PT, etc nearby or in Campus	<b>1</b>	
2	Transport Facility	Hotel to Venue i.e. HIPA (To and Fro)	<b>1</b>	
3	Parking	Parking for Vehicle of trainees if required	<b>1</b>	

**Note: The Financial bid will be open only those bidders who are technically qualified as per DNIT**

#### **Clause 1: General Terms and Conditions**

- 1.1 The period of empanelment of Hotel Services would initially be for 3 months (starting from 16<sup>th</sup> March, 2020) for 90-100 trainees from the date of signing of contract .The bidders shall quote the price and other components of price as per the format for financial offer attached. Period of Empanelment may be extended on mutual agreement if required.
- 1.2 The rates quoted w.r.t. hotel services shall be most competitive in terms of rates and prices prevalent in the market.
- 1.3 No seasonal revision in rate shall be allowed during the period of empanelment.
- 1.4 The prospective bidders should have the compliance of all the relevant Laws, Acts and regulations as applicable from time to time.

- 1.5 After opening the financial offer, a committee of officers of HIPA 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.
- 1.6 The empanelled hotel shall be responsible to make hotel booking on the request of the authorized officer.
- 1.7 All the rooms should be well ventilated and furnished with two single bed/double bed, attached toilet with modern fittings, cupboard, geyser, complementary toiletries, mobile/laptop charging points, TV with cable channels, central heating/ heating system, Wi-Fi/internet facilities, study table, chair etc.
- 1.8 Lenin and towels in the rooms should be absolutely clean or hygienic.
- 1.9 The Hotel should have 24 hrs. room service and power back-up system.
- 1.10 The hotel shall also provide the local transit facility to the officers from hotel to the training/workshop venue i.e. HIPA, sector-18, Plot no 76, Gurugram if rates accepted by HIPA.
- 1.11 The hotel will provide the required service as per the Standard quality and in case of any lapse found, Hotel Management shall be held responsible. In case of breach,
- 1.12. Director General, HIPA will be free to impose penalty at the rate of 5% deductible from the quoted rates. In case of repetition, Director General, HIPA reserves all rights to terminate the empanelment/contract.
- 1.13 If more than one hotel quotes the same rate, HIPA reserves the right to choose the hotel on the basis of distance from the office and suitability on other parameters. The decision of HIPA shall be final in this regard.
- 1.14 HIPA 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**

- 2.1 The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes and levies etc.).

2.2 The bills of the hotel shall be accompanied with a copy of the booking order duly issued by authorized signatory of HIPA at the time of payment.

2.3 The Hotel will raise the bill as per the number of rooms actually occupied. The payment will be made as per related laws/rules.

2.4 Payment Schedule and mode of payment will be:-

<b>Sr. No.</b>	<b>Amount of percentage of Payment</b>	<b>Time duration when payment is to be made.</b>
1.	25% percent of payment	As advance money of total consideration.
2.	25% percent of payment	After completion of third week of stay
3.	25% percent of payment	After completion of fifth week of stay.
4.	Rest of the amount	After completion of agreement's duration.

2.5 As far as possible, payment of bills will be made to the hotel/hotelier within 10 days of submitting of the bills to the HIPA Office.

**Assistant Director (Admin.)  
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