

TENDER NOTICE

NO.SIC/ADMIN/3/81

Dated: 20.02.2019

Sealed tenders are invited on behalf of CMD, NSIC from Hotels (including 5 star) for providing Hotel Services for NSIC officials.

For detailed information, please visit the Website www.nsic.co.in and may contact at the following address:

Manager (Admin)

National Small Industries Corporation Ltd.,

NSIC Bhawan, Okhla Industrial Estate,

New Delhi – 110020

Direct Phone Number :- +911126322830

NSIC Office Number :- +911126926275 (522/525)

Last date of receiving of tenders is 05.03.2019 by 15.00hrs.

If, any corrigendum or addendum require, it will be uploaded on NSIC website only.



NATIONAL SMALL INDUSTRIES CORPORATION LTD.
(A GOVERNMENT OF INDIA ENTERPRISE)
"NSIC BHAWAN", Okhla Industrial Estate
New Delhi -110 020

Tender Document

for

"Empanelment of Hotels"

for providing hospitality services

Starting Date of Sale/Downloading: 20.02.2019 (Office hours)
of Tender document

Pre-bid meet : 26.02.2019 (at 3.00 p.m. in the
room of GM(Admn.)

Last date of receipt of tender : 05.03.2019 (Latest by 3.00 PM)

Date of opening of Technical Bid : 05.03.2019 at 4.00 P.M.

Date of opening of Price Bid : To be communicated later

(R.C. Taneja)
Manager(Admn)

The National Small Industries Corporation Ltd.
(A Government of India Enterprise)
"NSIC Bhawan",
Okhla industrial Estate
New Delhi – 110 020
CIN No. U74140DL1955GOI002481

REQUEST FOR OFFER

Sealed **tenders** are invited by The National Small Industries Corporation Ltd, New Delhi-110020 from Hotels (including 5-Star) located in the area spread around 07 Kms from NSIC Head Office located at Okhla Industrial Estate, New Delhi-110020, for providing “**Hotel services**” for NSIC officials on official tours under two bid system i.e. (i) Technical Bid, and (ii) Price Bid.

1. Details of terms & conditions for tenderer can be obtained from the address given below from 20.02.2019 to 01.03.2019 on all working days between 1000 hrs. to 1730 hrs. and upto 1300 hrs on 05.03.2019 against the payment of Rs. 1000/- by D.D. in favour of “The National Small Industries Corporation Ltd.” payable at “New Delhi”. The tender document may also be downloaded from website www.nsic.co.in , however in such a case, DD drawn in favour of The National Small Industries Corporation Limited, New Delhi of Rs.1000/- per tender has to be attached with the tender documents to become eligible for participation.
2. The Sealed Tender, super scribed at the top of envelop as “**Offers for providing Hotel Services**”, containing Technical Bid and Price Bid (separately), should be submitted at the address given below or if sent by post or courier, it should reach at the address below, latest by 1500 hrs on 05.03.2019.

General Manager (Admn)
NSIC Bhawan,
Okhla Industrial Estate,
New Delhi-110 020

3. Tenders received after the due date and time shall not be accepted.
4. Technical Bids shall be opened on 05.03.2019 at 4.00 p.m. in presence of constituted committee of NSIC and the representatives of tenderers.
5. Price Bid shall be opened for those tenderers only who qualifies technically and also on the basis of the report of the constituted committee and suitable date and time will be communicated later on to the technically qualified tenderers.
6. **Pre-bid meeting** of the prospective bidders will be held on 26.02.2019 **at 3.00 p.m.** in the room of General Manager (Admn.). All interested tenderer are invited to attend the same.
7. NSIC reserves the right to accept or reject any offer, without assigning any reasons thereof, and to amend the terms and conditions before award of the contract.

Manager (Admn)

The terms and conditions for the contract

1.0 Definitions:-

- 1.1 "Corporation" shall mean The National Small Industries Corporation Ltd. (A Govt. of India Enterprise) Okhla Industrial Estate, New Delhi-110020, and shall include their legal representatives, successors and permitted assignees.
- 1.2 "Contract" means and includes the documents forming the tender and acceptance thereof together with the documents referred to therein including the conditions.
- 1.3 "Hotel" shall mean the hotel and shall include the legal representative of such individual or the persons composing such hotel or the permitted assignee of the same.
- 1.5 "Competent Authority" means Chairman-cum-Managing Director of the Corporation and his successors.
- 1.6 "Officer In Charge" shall mean the officer of the Corporation, not below the level of Deputy Manager, designated by "Competent Authority" as the case may be, who shall supervise and be in-charge of such works.
- 1.7 "Care Taking Section" shall mean the Administration Division of the Corporation.

2.0 INSTRUCTIONS TO TENDERER:-

- 2.1 The hotels located in the area spread around 07 Kms from NSIC Head Office at Okhla Industrial Estate, New Delhi-110020 only shall be eligible for submission of tender.
- 2.2 All prospective bidders may submit their Technical Bid, Price Bid and also the EMD in separate sealed envelopes but tagged together, addressed to General Manager (Administration), NSIC Ltd., Okhla Industrial Estate, New Delhi-110020 on or before - 05.03.2019 up to 3.00 p.m.
- 2.3 The tenders shall be accompanied with a DD / Pay Order for Rs. 5000.00 (Rupees five thousand only) drawn in the favour of "The National Small Industries Corporation Ltd." payable at "New Delhi" being the Earnest Money Deposit for the above mentioned job. EMD of all tenderers shall be refunded without interest within 15 days from the date of the issue of the award letter for empanelment.
- 2.4 **Units registered with NSIC's Single Point Registration Scheme /DIC/having Udyog Aadhar will be exempted from tender cost and EMD charges. However, for SC/ST agency /firm/company, EMD and tender cost will be exempted.**
- 2.5 Price Bids shall be opened for those tenderers only which qualify technically and also on the basis of the report of the constituted committee of officers. Suitable date and time for opening of price bids shall be communicated to the technically qualified tenderers later on.
- 2.6 The Corporation shall be empanelling the hotels (Nos. not specified) (including 5-Star) from Delhi which are located in the area spread around 07 Kms from NSIC Head Office at Okhla Industrial Estate, New Delhi for providing "**Hotel services**" for NSIC officials on official Tours.
- 2.7 The Hotel should have a conference hall to accommodate at least 40 -50 persons.
- 2.8 The Hotel should have proper in-house arrangements to provide meals to the guests.
- 2.9 **Date of issue of DD for tender fee and EMD should not be before the date of publishing of tender notice.** Tenders received without relevant documents as mentioned in clause No. 4 & 5 below for meeting eligibility requirements shall not be considered for opening of price bid.
- 2.10 The tenders shall be valid for a period of 90 days from the date of its issue.
- 2.11 Interested parties are requested to quote their **most competitive rates** (as per the format specified in **Schedule 'B'**).
- 2.12 The Rates should be quoted for Single & Double sharing basis including breakfast and one major meal (preferably Dinner).

- 2.13 Technical & Price Bids shall have to be submitted in the Format as per **Schedule 'A'** and **Schedule 'B'** respectively.
- 2.14 Conditional tenders shall be rejected out-rightly.
- 2.15 The hotel shall not sub-contract the services of personnel sponsored by them.
- 2.16 Either party shall be entitled to terminate the contract by giving 30 days notice in writing to the other party without prejudice to other rights and remedies available to it.
- 2.17 The corporation reserves the right to modify and / or amend any of the above stipulated conditions / criteria depending upon its requirement. The corporation also reserves the right to cancel the tender without assigning any reason thereof.
- 2.18 The empanelled hotel shall be responsible to make hotel booking for the officers of the Corporation on the request of the authorized officer of the Corporation.
- 2.19 Initially the period of empanelment of Hotel Services would be for two years from the date of receipt of offer letter and signing of agreement on non-judicial stamp paper which shall be extendable on the basis of performance and mutual agreement.
- 2.20 The prospective bidders should have the compliance of all the relevant Laws, Acts and regulations as applicable from time to time.
- 2.21 After opening the technical bid, a committee of officers of NSIC shall visit the hotels which qualify technically, to check the facilities provided by each one.
- 2.22 On the basis of the report of the committee, the offers shall be shortlisted and invited for negotiations to provide services on similar rates and other terms & conditions.
- 2.23 The corporation may terminate the contract by giving a notice of 30 days in case of breach of any of the terms in the contract or any one or more clauses or if the proprietor of the hotel becomes insolvent or fails / neglects to carry out instructions of the corporation.

Clause 3: TERMS OF PAYMENT:

- 3.1 The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes & levies).
- 3.2 The bill should be accompanied with Check in & check-out slips duly signed by the occupants.
- 3.2 The bills of the hotel shall be accompanied with a copy of the booking order duly issued by authorized signatory of NSIC at time of payment.
- 3.3 The Hotel shall submit the bills to Admn. Division of the Corporation by 15th of following month.

Clause 4: ELIGIBILITY CRITERIA FOR BIDDERS:

In order to become eligible, the Hotels should have the following documents:-

- 4.1 Registration of ownership
- 4.2 Registration for GST
- 4.3 Income Tax Registration/PAN
- 4.4 Registration under Luxury Tax Dept of NCT of Delhi.
- 4.5 Registration with MCD for Health and Trade Licence
- 4.6 Registration with Fire Department for Fire Licence
- 4.7 Registration "to keep place of public entertainment in Delhi" by Delhi Police.

Clause 5: Documents to be accompanied (in the Technical Bid):

The Technical Bid shall comprise of the following documents:-

- 5.1 EMD of Rs.5,000/- through D.D. / Pay order.
- 5.2 Photo Copy of the ownership certificate.

- 5.3 Photo Copy of GST Registration certificate in the name of registered owner.
- 5.4 Photo Copy of PAN or Income Tax Certificate in the name of registered owner.
- 5.5 Photo Copy of the certificate of registration under Delhi Tax on Luxury Act, 1996.
- 5.6 Photo Copy of "The Licence to keep a place of Public Entertainment in Delhi" issued by Delhi Police.
- 5.7 Photocopy of Health / Trade License issued by MCD.
- 5.8 Photocopy of Fire License issued by Delhi Fire Service.

6: ARBITRATION:- If any disputes or differences relating to the interpretation, termination and meaning of the words, terms, scope, and instructions, mentioned in tender document/contract and as to the quality of work or performance of the bidder/tenderer, any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to tender document/contract, scope, instructions, orders or these conditions; or otherwise concerning the performance of the contract or the validity or the breach thereof, shall be referred by either party to the Chairman Cum Managing Director of the NSIC who shall refer the matter for adjudication to the Sole Arbitrator. There shall be no objection to the said appointment of the Arbitrator. The award of the Sole Arbitrator shall be final and binding on the parties.

In case, the Arbitrator so appointed dies, neglect or refuses to act as an Arbitrator or is otherwise unable to act for any reason whatsoever, it shall be lawful for the Chairman-Cum-Managing Director of NSIC to appoint another Arbitrator in place of such Arbitrator in the manner as aforesaid, who shall be entitled to proceed with the reference from the stage where the earlier arbitrator left the proceeding.

The venue of the Arbitration shall be at New Delhi and shall be governed by provisions of the Arbitration & Conciliation Act 1996 as amended by the Arbitration & Conciliation (Amendment) Act 2015 (3 of 2016) and amended from time to time.

Manager (Admn.)

Terms & Conditions accepted

Signature
Authorized Signatory with seal

SCHEDULE 'A'

TECHNICAL BID

1. EMD of Rs. 5000/- (Rs.Five thousand only).
2. Photocopy of the ownership certificate.
3. Photocopy of GST Registration certificate in the name of registered owner.
4. Photocopy of PAN or Income Tax Registration Certificate in the name of registered owner.
5. Photocopy of the certificate of registration under Delhi Tax on Luxury Act, 1996
6. Photocopy of Health / Trade License issued by MCD.
7. Photocopy of Fire License issued by Delhi Fire Service.
8. Photocopy of "The Licence to keep a place of Public Entertainment in Delhi" issued by Delhi Police.
9. Signed and stamped copy of the terms and conditions of the tender document.

Note: Tenderer must enclose self-attested copies of the aforesaid documents

Date :

Place:

Signature
Authorized Signatory of the bidder
(With name and Stamp)

Annexure-B

Price Bid

<u>Particulars</u>	<u>Rates per day (for single occupancy)</u> Rs.	<u>Rates per day (for double occupancy)</u> Rs.
Room Tariff		

- The room tariff should include the Breakfast & one major meal preferably Dinner.
- The room tariff should be excluding of GST as applicable.
- No other charge will be payable.

Date :

Place:

Signature
Authorized Signatory of the bidder
(With name and Stamp)