

**The National Small Industries Corporation Ltd.
"NSIC Bhawan",
Okhla industrial Estate
New Delhi – 110 020**

REQUEST FOR OFFER

Sealed **tenders** are invited by The National Small Industries Corporation Ltd, New Delhi-110020 from Hotels (Excluding 5-Star or higher category) located in the area spread around 5 Kms from NSIC Head Office at Okhla Industrial Estate, New Delhi, 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 tendrer can be obtained from the address given below from 11.09.2013 to 30.09.2013 on all working days between 1000 hrs. to 1700 hrs. against the payment of Rs. 500 in cash or D.D. in favour of "The National Small Industries Corporation Ltd." payable at "New Delhi". The tender document may be down loaded from website www.nsic.co.in , however in such a case, Rs.500/- per tender has to be deposited in cash or DD drawn on National Small Industries Corporation Limited, New Delhi to become eligible to submit the same.
2. The Sealed Tender, super scribed at the top of envelop as **"Offers from Hotels"**, 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 30-09-2013.

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

3. Tenders received after the above mentioned date and time shall not be accepted.
4. Technical Bids shall be opened on 30.09.2013 at 4.00 p.m. in presence of constituted committee of officers of NSIC and the representatives of tenderers.
5. Price Bid shall be opened for those tenders only who qualifies technically and also on the basis of the report of the constituted committee of officers and suitable date and time will be communicated later on to the technically qualified tenders.
6. **Pre-bid meeting** of the prospective bidders will be held on **27.09.2013 at 4.00 p.m.** in the room of Deputy 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.

Dy Gen. Manager (Admn.)

The National Small Industries Corporation Ltd.
"NSIC Bhawan",
Okhla industrial Estate
New Delhi – 110 020

No: SIC/ADMN/1(133)/2012-13

Dated: 10.09.2013

M/s.-----

**Sub:- Offers from reputed Hotels “ for providing Hotel services” For
NSIC officials at Delhi.**

Sir,

We are pleased to invite tender under two bid system i.e. (i) Technical Bid, and (ii) Price Bid. for providing “**Hotel services**” for NSIC officials on official tours at Delhi. The terms and conditions of the offer are enclosed herewith for your kind perusal and information.

The tender should be submitted in the prescribed Performa of Technical Bid, Price Bid in separate sealed envelopes. EMD as prescribed also should be submitted in a separate sealed envelop. All three envelops should clearly be super scribed at the top as “**Tender for providing Hotel Services**” and tagged together.

The tender should be submitted at the address given below on or before 30.09.2013 15:00 hrs. in sealed envelop.

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

Pre-Bid Meeting : 27.09.2013 (At 04.00 P.M.)
Last date of receipt of tender : 30.09.2013 (Latest by 03.00 p.m.)

Date of opening of tender :

Technical Bid : 30.09.2013 (At 04.00 p.m.)
Price Bid : As communicated later

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.

Thanking you,

Yours faithfully,

Dy Gen. 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 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 TENDERERS FOR PROVIDING HOTEL SERVICES:-

- 2.1 The hotels located in the area spread around 5 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 Deputy General Manager (Administration), NSIC Ltd., Okhla Industrial Estate, New Delhi-110020 on or before 30.09.2013 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 seven days from the date of the issue of the award letter for empanelment.
- 2.4 Price Bids shall be opened for those tenders only which qualify technically and also on the basis of the report of the constituted committee of officers. Suitable date and time for opening price bids shall be communicated to the technically qualified tenders later on .
- 2.5 The corporation shall be empanelling the hotels (Nos. not specified) (Excluding 5-Star or higher category) from Delhi which are located in the area spread around 5 Kms from NSIC Head Office at Okhla Industrial Estate, New Delhi for providing "**Hotel services**" for NSIC officials on official Tours.
- 2.6 The Hotel should have a conference hall to accommodate at least 40 -50 persons.
- 2.7 The Hotel should have proper in-house arrangements to provide meals to the guests.
- 2.8 **Date of issue of DD for EMD should not be before the date of publishing of tender notice.** Tenders received without relevant documents for meeting eligibility requirements shall not be considered for opening of price bid.
- 2.9 The tenders shall be valid for a period of 90 days from the date of its opening.
- 2.10 Interested parties are requested to quote their **most competitive rates** (as per the format specified in **Schedule 'B'**).
- 2.11 The Rates should be quoted for Single & Double sharing basis including breakfast and one major meal (preferably Dinner).
- 2.12 Technical & Price Bids shall have to be submitted in the Format as per **Schedule 'A'** and **Schedule 'B'** respectively.
- 2.13 Conditional tenders shall be rejected out-rightly.
- 2.14 The hotel shall not sub-contract the services of personnel sponsored by them.

- 2.15 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.
- 2.16 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.
- 2.17 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
- 2.18 Initially the period of empanelment of Hotel Services would be for two years from the date of receipt of letter which shall be extendable on the basis of performance and mutual agreement.
- 2.19 The prospective bidders should have the compliance of all the relevant Laws, Acts and regulations as applicable from time to time.
- 2.20 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.
- 2.21 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.
- 2.22 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 the signatures (Check in & check-out) of 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 qualifications:-

- 4.1 Registration of ownership
- 4.2 Registration for Service Tax
- 4.3 Income Tax Registration
- 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 Service Tax 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.

Clause 6: ARBITRATION:-

- 6.1 Except where otherwise provided for in the contract, all questions and disputes relating to the meaning of the words, terms, specifications, operations, and instructions, mentioned in this contract and as to the quality of work or performance of the contractor, any other question, claim, right, matter, or thing whatsoever in any way arising out of or relating to the contract, specifications, operating instructions, orders or these conditions; or otherwise concerning the performance of the contract, the execution or failure to execute the same whether arising during the continuation of the contract or abandonment thereof, shall be referred to the sole arbitration of Functional Director of the Corporation or such officer as he may appoint to be the Arbitrator.
- 6.2 The Arbitrator shall have power to call for such evidence by way of affidavits or otherwise as he thinks proper and it shall be the duty of the parties hereto to do or cause to be done, all such things as may be necessary to enable the Arbitrator to make the award without any delay. The Arbitrator shall give a separate award in respect of each dispute or difference referred to him. The venue of arbitration shall be such place as may be fixed by the Arbitrator in his sole discretion. The Award of the Arbitrator shall be final, conclusive and binding on all parties to the contract.
- 6.3 The law under the Arbitration and Conciliation Act, 1996 shall be applicable to such proceedings.

Dy Gen. 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 Service Tax 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 the Service Tax as applicable.,
- No other charge will be payable.

Date :

Place:

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