

NSIC

ISO:9001:2008

Request for offer

No.SIC/ADMN/3(27)/2011 Dt. 11 .11.2011

Sealed offers are invited from reputed hotels for Empanelment
of Hotels for providing hotel services for NSIC officials

Last date for receiving the offers is 28.11.2011

For detailed information, please log on to

website: www.nsic.co.in

Or contact:

Chief Manager(Admn)

National Small Industries Corporation Ltd.

NSIC Bhawan, Okhla Industrial Estate,

New Delhi-110020

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

REQUEST FOR OFFER

Sealed **Offers** are invited by National Small Industries Corporation Ltd, New Delhi-110020 from reputed and experienced Hotels from Delhi for providing “**Hotel services**” for NSIC officials on official Tours.

- Details of terms & conditions for Offers can be obtained from the address given below from 14.11.2011 to 27.11.2011 on all working days between 1000hrs to 1700hrs.
- Sealed Offers should be submitted at or if sent by post or courier. It should reach at the address below, latest by 1500 hrs on 28-11-2011.

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

- The offers must be sent in a sealed envelop addressed as above and it should be super scribed at the top of envelop as “**Offers from Hotels**”
- The offer form 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.
- Offer must be sent in the Performa as enclosed (**Annexure-A**) with the terms & conditions duly signed as a token of acceptance.
- The offer should be accompanied with the documents as desired in Clause 3 of the tender document and EMD.
- The most competitive and complete offers will be put in the panel of NSIC for Two years.
- The no. of hotels empanelled will be decided by the Competent Authority and any canvassing in this regard will not be acceptable.

Chief Manager (ADMN)

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

No: SIC/ADMN/55(2)/2010-11

Dated: 11.11.2011

M/s.-----

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

Sir,

We are pleased to invite your Offers 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 offer in the prescribed Performa, copies of documents and EMD should be submitted in sealed envelop. The envelops should clearly super scribe at the top of envelop as "**Offers from Hotels**"

The offer should be submitted at the address given below on or before 28.11.2011 15:00 hrs. in sealed envelop.

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

Thanking you,

Yours faithfully,

**Chief Manager (Admn.)
For & on behalf of NSIC**

Clause 1. General Terms and conditions:-

- 1.1 The rates quoted w.r.t. hotel services shall be most competitive in terms of rates and prices prevalent in the market.
- 1.2 The hotel should preferably be located nearer to NSIC Head Office at Okhla Industrial Estate, New Delhi-20.
- 1.3 NSIC will be empanelling the hotels with star status for Senior officers and economy class for other junior officers and other staff.
- 1.4 The Rates should be quoted for Single & Double sharing basis including breakfast and Dinner.
- 1.5 The Hotel should have a conference hall to accommodate at least 40 -50 persons.
- 1.6 The Hotel should have proper in-house arrangements to provide meals to the guests.
- 1.7 The empanelled hotel will be responsible to make hotel booking for the officers of the Corporation on the request of the authorized officer of the Corporation
- 1.8 The period of empanelment of Hotel Services would be for two years from the date of receipt of letter which may be extendable on the basis of performance.
- 1.9 The prospective bidders should have the compliance of all the relevant Laws, Acts and regulations as applicable from time to time.
- 1.10 After opening the financial offer, a committee of officers of NSIC will visit the hotels to check the facilities provided by each one.
- 1.11 On the basis of the report of the committee, the offers will be shortlisted and empanelled as per rules.
- 1.12 The tenure of empanelment may be extended on performance basis.
- 1.13 The empanelment may be terminated on account of breach of any one or more of above clauses.
- 1.14 NSIC 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.
- 1.15 Interested hotels with sound reputation may send their offers in sealed envelop addressed to **The Chief Manager (Administration), NSIC Ltd., Okhla Industrial Estate, New Delhi-110020** up to **1500 Hrs. on or before 28.11.2011.**

Clause 2. Terms for Payments:-

- 2.1 The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes & levies).
- 2.2 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.
- 2.3 The Hotel shall submit the bills to Admn. Division by 15th of following month.
- 2.4 As far as possible, payment of bills will be made to the hotel within one month of submitting of the bills at the NSIC Head Office.

Chief Manager (Admn.)

Terms & Conditions accepted

Signature of Authorized Signatory

with seal

Clause 3. ELIGIBILITY CRITERIA FOR BIDDERS:

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

- 3.1 Registration of ownership
- 3.2 Registration for Service Tax
- 3.3 Income Tax Registration
- 3.4 Registration with MCD / Delhi Police for Health Licence
- 3.5 Registration with MCD / Delhi Police for Trade Licence
- 3.6 Registration with Fire Department for Fire Licence

Clause 4. Documents to be accompanied:

The financial offer should be accompanied with the following documents:-

- 4.1 EMD of Rs.5,000/- through D.D. / Pay order.
- 4.2 Photo Copy of the ownership certificate.
- 4.3 Photo Copy of Service Tax Registration certificate in the name of registered owner.
- 4.4 Photo Copy of PAN certificate in the name of registered owner.
- 4.5 Photocopy of Health License issued by MCD & Delhi Police.
- 4.6 Photocopy of Trade License issued by MCD & Delhi Police.
- 4.7 Photocopy of Fire License issued by Delhi Fire Service.

Chief Manager (Admn.)

Annexure-A

Financial Offer

<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 & Dinner.
- The room tariff should be excluding the service Tax as applicable.,
- No other charge will be payable.

Date :

Place:

Signature:
Authorized Signatory(With Stamp)