RPF for selection of Hotels for Boarding, Lodging and Conference Services for ICCR’s Guest/Visitors

IMPORTED DATES AND BIDDING DETAILS

<table>
<thead>
<tr>
<th>Imported Dates</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Published Date</td>
<td>05.05.2020</td>
</tr>
<tr>
<td>Bid document download start date</td>
<td>05.05.2020</td>
</tr>
<tr>
<td>Clarification start date</td>
<td>07.05.2020</td>
</tr>
<tr>
<td>Clarification end date</td>
<td>20.05.2020</td>
</tr>
<tr>
<td>Bid submission start date</td>
<td>04.05.2020</td>
</tr>
<tr>
<td>Bid submission end date</td>
<td>31.05.2020 18:00 hrs</td>
</tr>
<tr>
<td>Date of Technical Bid opening</td>
<td>08.06.2020 11:30 hrs</td>
</tr>
</tbody>
</table>

(Note :- Bid fee and EMD should be submitted as per the process published in the E-Tender.)

Vendors to Sign and stamp on each page of this document and submit the same, duly completed in all respect before due date of submission.

Page 1 of 25
Indian Council for Cultural Relations, New Delhi

EXPRESSION OF INTEREST FOR EMPANELMENT OF HOTELS FOR BOARDING, LODGING AND CONFERENCE SERVICES FOR TWO YEARS

Schedule of Events

<table>
<thead>
<tr>
<th>Name of Work</th>
<th>EXPRESSION OF INTEREST FOR EMPANELMENT OF HOTELS FOR BOARDING, LODGING AND CONFERENCE SERVICES FOR TWO YEARS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference No.</td>
<td>ICCR/ADMN/Hotel/2020-21</td>
</tr>
<tr>
<td>Tender Cost</td>
<td>₹ 1000/- (Rupees One Thousand Only) to be paid online</td>
</tr>
<tr>
<td>Contract Period</td>
<td>The period of contract will be initially for two years. The contract may be extended by another one year on the basis of satisfactory performance and mutual consent of the parties.</td>
</tr>
<tr>
<td>Issue of Tender</td>
<td>The tender document can be downloaded from the Institute website – <a href="http://www.iccr.gov.in">www.iccr.gov.in</a> /tender wizard. The tender cost of Rs. 1000/- (non-refundable) is to be rendered online</td>
</tr>
<tr>
<td>Query (if any)</td>
<td>In case of any query, it may be clarified / asked till last date of submission of bids.</td>
</tr>
<tr>
<td>Submission / Receipt of Tender</td>
<td>Up to 1500 hrs on 31.05.2020 at ICCR, New Delhi</td>
</tr>
<tr>
<td>Opening of Tender</td>
<td>The tenders shall preferably be opened on the last date of submission for bids i.e. 08 June, 2020 after 1530 Hrs. Any change in the schedule will be notified on ICCRsweb site/tender wizard.</td>
</tr>
<tr>
<td>Contact Person (for any clarification)</td>
<td>SPD(Admn.) Email: <a href="mailto:spdadmin.iccr@gov.in">spdadmin.iccr@gov.in</a> Tel: 011-23379309</td>
</tr>
</tbody>
</table>
1. DEFINITIONS OF TERMS

ICCR means “INDIAN COUNCIL FOR CULTURAL RELATIONS” located at Azad Bhavan, I P Estate New Delhi 110002.

Bidder shall mean any applicant who is submitting the bid in reference to this document.
Agency/Hotel shall mean the 'Bidder' whose bid will be accepted by ICCR as per this tender and shall include such successful Bidder, its legal representatives, successors and permitted assigns.

2. SCOPE

Expression of Interest invited from the interested hotels or firms for the Empanelment at the following places:

<table>
<thead>
<tr>
<th>New Delhi (NCR)</th>
<th>Chandigarh</th>
<th>Jaipur</th>
<th>Lucknow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Varanasi</td>
<td>Guwahati</td>
<td>Thiruvanathapuram</td>
<td>Agra</td>
</tr>
<tr>
<td>Ahmedabad</td>
<td>Mumbai</td>
<td>Kolkata</td>
<td>Chennai</td>
</tr>
<tr>
<td>Hyderabad</td>
<td>Pune</td>
<td></td>
<td>Bengaluru</td>
</tr>
</tbody>
</table>

3. ELIGIBILITY CRITERIA

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Basic Requirements</th>
<th>Specific Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Legal Entity</td>
<td>The Interested Party 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)</td>
</tr>
<tr>
<td></td>
<td>Certification of Star Rating/Performance Assessment</td>
<td>Should have certification from HRACC, Ministry of Tourism, Govt. of India or any other legitimate agency for such ratings</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>3.</td>
<td>Trade Licence from Concerned Authorities</td>
<td>Should have Trade License for hotel/resort from concerned Municipal Corporation/appropriate authority</td>
</tr>
<tr>
<td>4.</td>
<td>Health Licence from Concerned Authorities</td>
<td>Should have Health License from concerned Authorities</td>
</tr>
<tr>
<td>5.</td>
<td>Food Licence from FSSAI</td>
<td>Should have Food License from FSSAI/appropriate authority</td>
</tr>
<tr>
<td>6.</td>
<td>Registration with Fire Department for Fire Safety Licence</td>
<td>Should have Fire Safety License from Fire Department/appropriate authority.</td>
</tr>
<tr>
<td>7.</td>
<td>Tax Registration</td>
<td>The party should be registered for GST/Income Tax, for his business/firm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ GST Registration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Income Tax/PAN Number</td>
</tr>
</tbody>
</table>

4. BACKGROUND

**ICCRs Background**

5. **ICCR STANDARD PACKAGE REQUIREMENTS**

The Hotel shall be required to adhere to the following ICCR’s standard package requirements:

- Accommodation on Single or Double occupancy in well-appointed standard accommodation amenities inclusive of facilities like air conditioning, 24-hour hot water and cold water facility and power
supply, cleaned pressed bed sheet, bath towel, hand towel, 2 soaps, Two (02) Mineral water bottles, daily in each rooms, each day to each occupant/s.  
The check-in time as on or after 12:00 noon and the check-out time from the hotel are before 12:00 noon. Flexibility of check-in/out timing may be considered subject to exigencies.  
Either the service of Bed Tea in Rooms or Tea/Coffee maker in each room.  
Buffet Breakfast, Lunch & Dinner with a good spread of itemized menu (veg. and non-veg.)  
Complimentary Wi-Fi facility in every room.  
Broadband and Wi-Fi facility in the Conference hall.  
Conference Hall with desired U or ROUND tables seating arrangements.  
Arrangement of LCD Projector with Screen, white Board/Flip Charts, Markers, Collar Mike / Cordless mike, Writing Pads & Pen, Toffees/Mints to be provided by the hotel for the Conference hall  
Two (02) Services of tea/coffee with cookies/snacks during the conference with alterations and One (01) Mineral water bottle to each participant during conference.  
One Half Day Sightseeing/Field visits by AC Deluxe Bus/Innova or Scorpio/Tavera Vehicles to all the prominent destinations associated with the place of programme (Mention the name of Sightseeing places)  
EoI bids along with the Financial Implications should be inclusive of all applicable taxes.

6. **ICCR PAYMENT TERMS AND CONDITIONS**

ICCR will give an undertaking towards Hotel Expenses in connection with the below mentioned terms and conditions:

- Billing will be on actual check-in/check-out basis  
- No advance payment would be made by ICCR.  
- No Retention Charges/ Surcharges are payable by ICCR.  
- Payment will be made after the completion of the program.  
- The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes etc.) Check-in, Check-out details of guest(s).  
- payment will be made after deduction of TDS and TDS on GST/CGSTS/IGST as applicable.  
- Billing to be done to: **INDIAN COUNCIL FOR CULRURAL RELATIONS**
7. **AMENDMENTS TO TENDER DOCUMENTS**

At any time prior to the last Date and Time for submission of bids, ICCR may, for any reason, modify the Bidding Document by amendments at the sole discretion of ICCR. 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, ICCR may, at its discretion, extend the deadline for submission of bids.

8. **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.

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

All the terms and conditions for- "**EOI for empanelment of Hotels for providing Boarding, Lodging and Conference Services for Two Years)**" will be as those mentioned in this EOI document, and no change in the terms and conditions will be acceptable except amendments made in exercise to para 7 above.

Conditional bids or the bids not accepting the terms and conditions will be rejected.

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 ICCR 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.

The Bidder will indemnify ICCR of all legal obligations to its employees deputed to work on ICCR event.

No deviations from these terms and conditions will be accepted. Any violation thereof will lead to rejection of the bid.

Ambiguities in specifications and in price quotes should be strictly avoided.

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

9. **COST OF BIDDING**

The Bidder shall bear all the costs associated with the preparation and submission of bid. Tender Cost shall be payable as per the terms given herein at Page 1 of this EOI document under sub heading Schedule of Events. ICCR will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

10. **SUBMISSION OF BID**

The tender offer should be submitted online through Tender Wizard super-scribed with "EOI for empanelment of Hotels for ICCR" in two bid system (A) Technical Bid & (B) Financial Bid.

The bidders should upload their bids on Tender Wizard Portal in two separate parts, viz.i Technical Bid (Annexure I : The bidding agencies are required to submit documents as per the details given in Annexure I. Only the bids complying with the Minimum Eligibility Criteria as per the Technical bid shall be allowed to participate in the Financial bid

Technical Bid Format as per Annexure - I and all the duly signed documents including documentary evidences mentioned in Eligibility Criteria.

Undertaking by bidder as per Annexure-IV
Financial Bid: to be submitted in the format as given in Annexure II.

Financial Bid should be as per the formats (Annexure II) as above as per eligibility. The Bidder is expected to quote price for all the items and services as mentioned in the Financial Bid Formats in Annexure II. The bidders may quote for any of the categories (guest house or 3 or 4 or 5 Star or equivalent). It is mandatory to bid/quote for all components in a category (tender bids not quoting/ bidding for all the components would be rejected).

11. SUBMISSION GUIDELINES

Any offer beyond the stipulated date and time for submission of bid or received through fax and email will not be accepted.
No further discussion/ interface will be granted to Bidder whose bids have been disqualified. ICCR reserves the right to accept or reject in part or full, any or all the Bids without assigning any reason whatsoever.
ICCR 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.
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.
12. GENERAL TERMS AND CONDITIONS

ICCR will pay only for the boarding and lodging for the participants. Any personal expense would be borne by the individuals only and to be collected by the Hotel.

No Min Guarantee for number of Rooms.

Separate mention of rates for the charges for Extra Breakfast, Lunch & Dinner for non-residential participant.

Separate mention of Rates for the charges per person per night towards spouse/Family members including Child with or without extra bed (Nominal/discounted rates). Some of them may come with families and they will clear the bill individually with the hotel directly for their family members/accompanied persons.

Kindly mention Complimentary use of facilities in Hotel like Gym, Swimming Pool and other amenities available at Hotel/Resort premises.

The Hotel accommodation will have facility to provide first aid and doctor on call facility for medical emergencies.

ICCR may empanel more than one hotel if required, who meets the criteria for empanelment.

ICCR shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by the empanelled hotel in the course of their performing the functions/duties or for payment towards any compensation.

Work order will be issued one week in advance after checking the availability and in case the agency fails to provide services, as per the above specifications and scope of work, the empanelment of agency will liable to be terminated.

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

A nodal officer from the hotel must be deputed for the coordination purpose. The person must be a senior officer, who can coordinate with ICCR.
In case if unsatisfactory feedback and other administrative reasons, if the period of stay at the hotel is terminated before the completion of the programme, payment will be released to the hotel/Resort on Pro-rata basis for the actual period of stay of the participants.

13. INSTRUCTIONS TO HOTELS/RESORTS

The last date of submission of online EoI bid through Tender Wizard is 16 April 2019.

The Hotel shall provide necessary information/details as per the format provided in the Annexure I, II.

The Hotel shall provide signed and scanned copy of valid registration certificate for PAN, TAN & GST/Service Tax. In case both Service tax and GST are not applicable the same may be intimated.

The Hotel shall send the EoI bids online only through Tender Wizard duly superscribed “EoI for Empanelment of Hotels/Resorts”

ICCR reserves the right to further negotiate the financial terms / other facilities with the Hotels as per the specific requirement.

The Hotel shall submit the requisite Tender Cost online through tender wizard.

14. 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 the bid is conditional.
- If it is not in conformity with the instructions mentioned herein.
- If it is not properly signed by the Bidder as required.
- If it is incomplete including non-furnishing of the requisite documents.

ICCR reserves the right to reject the tender without assigning any reasons whatsoever and the decision of ICCR is final and no communication would be entertained.

15. EVALUATION PROCESS
In order to empanel the hotels, during evaluation of proposals, ICCR, may, at its discretion, ask the bidders for clarification on their applications. The process for empanelment is as given below.

Below will be the broad steps of complete evaluation process from scrutiny of eligibility criteria to work allocation.

Step 1: Scrutiny against Eligibility Criteria as per Annexure I

Step 2: Financial Evaluation as per Annexure II

Step 3: Empanelment

**Scrutiny Against Eligibility Criteria**

Scrutiny of eligibility criteria for responsiveness to the tender will be done by the ICCR, to determine whether the documents have been properly signed, qualification criteria fulfilled, all relevant papers submitted and whether the response to tender is generally in order. The Evaluation Committee can seek additional information from the bidders, if needed. The response to the tender not conforming to requirements will be rejected.

**The proposals, which clear the Technical Criteria given in Annexure I, will be eligible for financial evaluation.**

ICCR reserves the right to accept or reject any technology proposed by the tender without assigning any reason thereof.

**Financial Evaluation**

Bidders who clear the scrutiny against eligibility criteria, shall be eligible for opening of financial bid. Financial evaluation will be done separately on the basis of quotation submitted.

**Empanelment**

All the empanelled agencies will be allotted work based on the availability of hotel accommodation, type of program, location of hotel etc. Agencies shortlisted for empanelment will be required to agree to the terms and conditions laid down by ICCR for work allotment. The empanelment shall be initially for Two years from the date of accepting the terms and conditions by the empanelled

*Vendors to Sign and stamp on each page of this document and submit the same, duly completed in all respect before due date of submission.*
agencies. It can be extended through mutual consent for a further period of one year based on periodic reviews by the institute to assess the performance during the specified duration of empanelment at same rates, terms and conditions and mutual consent of the parties. ICCR shall be free to curtail the empanelment at any time during the period of empanelment, without assigning any reason.

Legal

The law which is to apply to the Contract and under which the Contract is to be constructed shall be Indian Law. The Courts of New Delhi shall have exclusive jurisdiction in all the matters arising in the Contract including the Arbitration process.

The Bidder shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to ICCR to concerned tax collection authorities from time to time as per the extant rules and regulations on the matter.

The Bidder shall maintain all statutory registers under the applicable law. The Bidder shall produce the same on demand to the concerned authority of ICCR or any other authority under law.

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 ICCR by the Bidder.

In case, the Bidder fails to comply with any statutory/ taxation liability under appropriate law and as a result thereof the ICCR is put to any loss/ obligation, monetary or otherwise, ICCR will be entitled to get itself reimbursed out of the outstanding bills to the extent of the loss or obligation in monetary terms.

Arbitration

In the event of any question, dispute or difference arising under this agreement or in connection there-with (except as to the matters, the decision to which is specifically provided under this agreement), the same shall be referred to the sole arbitration of the Director General, ICCR or to the sole arbitration of the officer for the time being entrusted (whether in
addition to his own duties or otherwise) with the functions of the Director General or by whatever designation such an officer may be called (hereinafter referred to as the said officer). The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act 1996. There will be no objection to any such appointment on the ground that the arbitrator is a Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as a Government Servant he has expressed his views on all or any of the matters in dispute. The award of the arbitrator shall be final and binding on both the parties to the agreement. In the event of such an arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reason whatsoever, the Director General or the said officer shall appoint another person to act as an arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.

The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to the aforesaid, Arbitration and Conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

The venue of the arbitration proceeding shall be the office of the Director/CAO (ICCR) or such other places as the arbitrator may decide.
16. **SPECIAL TERMS AND CONDITIONS**

The Bidder should submit Technical Bid and Financial Bid separately, as per format along with all the Annexures. 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 Two **years** 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 agreed terms & conditions with mutual consent. 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.

All the rates quoted must be including all taxes and service charges.

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 ICCR.

ICCR 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 'IV’. 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.

ICCR may empanel more than one hotel/resorts in given location, if required, who meets the criteria for empanelment as mentioned in the tender document.

ICCR shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by the empanelled 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 outright.

17. TERMINATION OF SERVICES

Empanelment shall cease to exist automatically at the end of the date mentioned in the contract agreement without any separate notice.

Contract can be terminated by ICCR by giving one-month notice in advance.

The tenderer will be bound by the details furnished by him/her to ICCR, 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.

Any act or the part of the Bidder to influence anybody in ICCR at any stage is liable to rejection of the Bid or termination of contract.

In case of dispute, interpretation/decision of ICCR will be treated as final. ICCR reserves the right to accept or reject in part or full any or all the Bids without assigning any reason whatsoever.

ICCR reserves the right to terminate any agency at any point of time, in case the feedback from participants is not excellent.

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 liable to be terminated.

18. CHARGES AND PAYMENTS

Bills chargeable to the ICCR shall be paid after completion of program. TDS & GST 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.

19. REQUIREMENTS AND SCOPE OF WORK

ICCR requests bids from Hotels under following categories.

- Guest House or equivalent
- 3 Star Properties/Equivalent

Vendors to Sign and stamp on each page of this document and submit the same, duly completed in all respect before due date of submission.
• 4 Star Properties/Equivalent

• 5 Star Properties/Equivalent

**Scope of work is as under:**

Room charge should include the following.

a) Breakfast

b) Wi-Fi in room

c) Complimentary Services like tea/coffee maker, Newspaper, Two mineral water (1-Litre) bottles in room daily.

Buffet Lunch/Dinner charges to be indicated separately

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.

ICCR may/may not require conference hall and conference lunch during some of the programs as per the need. Hotel will charge for the facilities utilized only for such programs.

Sightseeing and the transport facilities to and from for the sightseeing, will have to be arranged by the hotel.

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

There must be no hidden charges, ICCR 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 ICCR team and offer his/her assistance when required by the ICCR team throughout the program, beginning from Airport pick up and drop after completion of the program.

In case of 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.
### TECHNICAL BID (PROPOSAL) FORMAT

**Hotel/Resort Profile & Other Information:**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Information Particulars</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Hotel/Resort Name</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Hotel/Resort Address</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Hotel/Resort Contact Person (Single Point of Contact for all Purpose)</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Hotel/Resort Phone No.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Hotel/Resort Fax No.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Copy of valid Registration Certificates (As Applicable)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Copy of Certificates of incorporation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Copy of Registered</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Partnership deed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Copy of LLP Agreement</td>
<td></td>
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<tr>
<td></td>
<td><em>(Technical Criteria 1)</em></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Certification of Star Rating/Equivalent</td>
<td>Copy of Certification from HRACC, Ministry of Tourism, Govt. of India or any other legitimate agency for such ratings.</td>
</tr>
<tr>
<td></td>
<td><em>(Technical Criteria 2)</em></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Trade Licence</td>
<td>Trade License for hotel/resort from concerned Municipal Corporation/appropriate authority</td>
</tr>
<tr>
<td></td>
<td><em>(Technical Criteria 3)</em></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Health Licence from Municipal/Police Department</td>
<td>Copy of Licence</td>
</tr>
<tr>
<td></td>
<td><em>(Technical Criteria 4)</em></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Food Licence from FSSAI</td>
<td>Copy of Licence</td>
</tr>
<tr>
<td></td>
<td><em>(Technical Criteria 5)</em></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Fire Safety Licence from Fire Department</td>
<td>Copy of Licence</td>
</tr>
<tr>
<td></td>
<td><em>(Technical Criteria 6)</em></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Tax Registration</td>
<td>Copy of</td>
</tr>
<tr>
<td></td>
<td><em>(Technical Criteria 7)</em></td>
<td>• GST Registration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Income Tax/PAN Number</td>
</tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Minimum Experience of 3 years in working with at least 3 State Govt./Central Govt./PSU’s/Public Sector Bank/National Institute of repute during preceding 5 years. (List of the Clients may be attached) (Technical Criteria 8)</td>
<td></td>
</tr>
</tbody>
</table>

*Vendors to Sign and stamp on each page of this document and submit the same, duly completed in all respect before due date of submission.*

Page 18 of 25
Technical Criteria

Kindly select only one appropriate option against each Technical Qualifying Criteria below:

Category of Hotel/ Resort (3 Star & equivalent or 4 Star & equivalent).

<table>
<thead>
<tr>
<th>Category of Hotel/ Resort</th>
<th>☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Star category/Equivalent</td>
<td>☐</td>
</tr>
<tr>
<td>4 Star category / Equivalent</td>
<td>☐</td>
</tr>
<tr>
<td>3 Star Category/Equivalent</td>
<td>☐</td>
</tr>
<tr>
<td>Guest House/Equivalent</td>
<td>☐</td>
</tr>
</tbody>
</table>

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

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

Authorized Signature [In full and initials]: ________________________________

Name and Title of Signatory: ________________________________

Name of Firm: ________________________________

Address: ________________________________

Location: ________________________________

Date: ____________ (Signature of Authorized Signatory)
ANNEXURE – II

FINANCIAL BID FORMAT

Bidders are requested to quote for two seasons -

(I) October to March &

(II) April to September.

1. Format A

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Item</th>
<th>Inclusion</th>
<th>Rate per participant/room/night (INR) (Inclusive of all taxes, duties and service charges)</th>
<th>October to March</th>
<th>April to September</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Single Occupancy</td>
<td>Twin Sharing</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Accommodation</td>
<td>Breakfast, Wi-Fi, Complimentary Services like, coffee/tea maker, newspaper, two mineral water bottles in room daily</td>
<td>100</td>
<td>1500</td>
<td>2000</td>
</tr>
<tr>
<td>2.</td>
<td>Buffet</td>
<td>Lunch</td>
<td></td>
<td></td>
<td>Dinner</td>
</tr>
</tbody>
</table>

Vendors to Sign and stamp on each page of this document and submit the same, duly completed in all respect before due date of submission.

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2. **Format B**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Item</th>
<th>Rate per Hall (INR) (Inclusive of all taxes, duties and service charges)</th>
<th>Total Cost (INR) (Inclusive of all taxes, duties and service charges)</th>
<th>October to March</th>
<th>April to September</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Conference Hall</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Conference Lunch Tea &amp; Snacks during morning and evening sessions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. **Format C**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Item</th>
<th>Rate (INR) (Inclusive of all Taxes, duties and service charges)</th>
<th>Quantity (No’s.)</th>
<th>Total Cost (INR) (Inclusive of all taxes, duties and service charges)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Black Masking Box screen with projection</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>LCD/LED Projector</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>LCD/LED/Plasma 55’for Dias</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Podium Microphone</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Table Microphone</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Cordless Microphone</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Collar Microphone</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Sound System</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Splitter</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Switcher</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Stage (collapsible)</td>
<td>Charges per Sq Feet</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Annexure – III

AUTHORIZATION LETTER

It is certified that Mr./Ms.______________________________ is the authorized signatory who will sign and take part in the bidding process on behalf of our organization confirming with its byelaws.

(Specimen Signature of Authorized Signatory)

Name of the Head (Not below the rank of proprietor/Director of the organization) ______________

Name __________________________

Date __________________________

Designation __________________________

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Annexure – IV

UNDEARTAKING BY THE BIDDER

I, ______________________ on behalf of ________________________________

(Name of the Tender) hereby declares that

a) I hereby accept all the Terms and Conditions mentioned in the Tender document including all Annexures unconditionally. We are aware that conditional bids if quoted shall be summarily rejected. (Acceptance of all the terms and conditions as mentioned in the tender to 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 ICCR employees or persons positioned in or on the Board of these two organizations 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 turpitude 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 the Bidder) would be debarred from any further engagement by ICCR 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/hotel has been done by any of the Government Organisation, PSUs or Public Authority/Institutions of repute during the last 3 years.

Authorised Signatory

Designation
Name of the Firm:
Address:
Place:
Date:

Enclosed:

Vendors to Sign and stamp on each page of this document and submit the same, duly completed in all respect before due date of submission.