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Guru Gobind Singh Indraprastha University
[A State University under Govt. of NCT of Delhi]
Sector -16C, Dwarka, New Delhi – 110078

No: IPU/GA/Hotels/2020/1070

Dated: 19/03/2020

M/s. _____

Subject: Offers from reputed Hotels for providing “Boarding and Lodging Services” for GGS IP University officials at Delhi.

Sir,


We are pleased to invite your Offers for providing “Boarding and Lodging Services” for GGS IP University officials 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 03-04-2020 till 1500 hrs. in sealed envelop.

Thanking you,

Yours faithfully,


- Deputy Registrar
(General Administration)

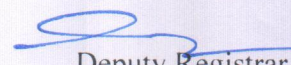
Vendors to Sign and stamp on each page of this document and submit the same, duly completed in all respect before due date of submission

Guru Gobind Singh Indraprastha University
[A State University under Govt. of NCT of Delhi]
Sector -16C, Dwarka, New Delhi – 110078
REQUEST FOR OFFER

Sealed **Offers** are invited by GGS IP University New Delhi-110078 from reputed and experienced Hotels from Delhi for providing “Boarding and Lodging Services” for GGS IP University officials.

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 3-04-2020.

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


Deputy Registrar
(General Administration)

REQUEST FOR OFFER

Sealed offers are invited from reputed hotels for Empanelment
of Hotels for providing Boarding and Lodging Services for
GGS IP University officials

Last date for receiving the offers is 2020 For
detailed information, please log on to website:

www.ipu.ac.in

Or contact:

Deputy Registrar

Guru Gobind Singh Indraprastha University

[A State University under Govt. of NCT of Delhi]

Sector -16C, Dwarka, New Delhi – 110078

Clause 1. General Terms and conditions:-

- i. GGS IP University will be empanelling the hotels with Star status for Senior officers, Guests, and other staff.
- ii. The upper limit of price to be quoted alongwith star status per room per day, as per Annexure- A, all inclusive i.e. breakfast, dinner and all taxes. All the rates quoted must be including all taxes and service charges
- iii. The Rates should be quoted for Single & Double sharing basis.
- iv. The rates quoted w.r.t. hotel services shall be most competitive in terms of rates and prices prevalent in the market.
- v. No seasonal revision in rate shall be allowed during the period of empanelment.
- vi. The Hotel should have a conference hall to accommodate at least 40 -50 persons.
- vii. The period of empanelment of Hotel Services would 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 same or new terms and conditions..
- viii. The prospective bidders should have the compliance of all the relevant Laws, Acts and regulations as applicable from time to time.
- ix. The hotel should preferably be located nearer to GGS IP University, Dwarka Delhi-110078 with 5-7km
- x. 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.
- xi. GGS IP University shall reserve all rights to choose the best hotels of appropriate star rating/room size within the prescribed ceiling. The driving distance time between the Hotel and the GGS IP University as well as parking facility will be a consideration in selecting the Hotel. GGS IP University decision in this regard shall be final and binding.
- xii. After opening the financial offer, a committee of officers of GGS IP University 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 for 3-Star, 4-Star & 5-Star as per rules. The empanelment may be terminated on account of breach of any one or more of above clauses.
- xiii. The empanelled hotel will be responsible to make hotel booking for the officers of the GGS IP University on the request of the authorized officer of the University.
- xiv. The Hotels should have the capacity to provide minimum 12-15 nos. of rooms at a time.
- xv. All the rooms should be well ventilated and furnished with 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 carpeting, study table chair etc.
- xvi. Linen and towels in the rooms should be absolutely clean or hygienic.
- xvii. The Hotel should have proper in-house arrangements to provide meals to the guests.
- xviii. The Hotel should have proper in-house buffet arrangements to provide meals to the University officers/guests on chargeable basis.
- xix. The Hotel should have Room service and power back-up system.
- xx. The hotel shall also provide free local transit facility to the guests from hotel to the GGS IP University, Sector 16C Dwarka, Delhi-110078 and Air-port pick & drop
- xxi. The hotel should provide the lodging and boarding facility for drivers. This can be in the form of dormitory.
- xxii. The hotel will provide the required service as per the highest quality standards and in case of any lapse found, Hotel Management shall be held responsible. In case of breach GGS IP University, will be free to impose penalty at the rate of 5% deductible from the quoted rates. In case of repetition, GGS IP University reserves all rights to terminate the empanelment/contract.

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- xxiii. If more than one hotel quotes the same rate, the empanelment shall be in the descending order of the star rating. If more than one hotel of the same star rating quotes the same rate, GGS IP University reserves the right to choose the hotel on the basis of distance from the University and suitability on other parameters. The decision of GGS IP University shall be final in this regard.
- xxiv. GGS IP University 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
- xxv. Interested hotels with sound reputation may send their offers in sealed envelop addressed to **Deputy Registrar, General Administration, GGSIP University, Sector 16C, Dwarka, New Delhi-10078 up to 1500 Hrs. on or before 03-04-2020.**

Clause 2. Terms for Payments:-

- i. The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes & levies).
- ii. No advance payment will be released.
- iii. The bills of the hotel shall be accompanied with a copy of the booking order duly issued by authorized signatory of GGS IP University at time of payment.
- iv. The Hotel shall submit the bills to Gen Admn. Branch by 15th of following month.
- v. As far as possible, payment of bills will be made to the hotel within one month of submitting of the bills at the GGS IP University.

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:-

S. No.	Basic Requirements	Specific Requirements
1.	Registration of ownership	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)
2.	Certification of Star Rating/Performance Assessment	Should have certification from HRACC, Ministry of Tourism, Govt. of India or any their legitimate agency for such ratings
3.	Trade Licence from Concerned Authorities	Should have Trade License for hotel/resort from concerned Municipal Corporation/appropriate authority
4.	Health Licence from Concerned Authorities	Should have Health License from concerned Authorities
5.	Food Licence from FSSAI	Should have Food License from FSSAI/appropriate authority
6.	Registration with Fire Department for Fire Safety Licence	Should have Fire Safety License from Fire Department/appropriate authority.
7.	Tax Registration	The party should be registered for GST/Income Tax, for his business/firm 1. GST Registration 2. Income Tax/PAN Number
8.	EMD of Rs.5,000/-	DD or Bank Guarantee or Fixed Deposit Receipt (FDR) which shall be in favour of "Registrar, GGSIPU", payable at Delhi. Photo Copy of the ownership certificate.

ACCEPTANCE OF TERMS & CONDITIONS

To

Date.....

Ref: No.

dated

We, the undersigned have examined the above mentioned tender enquiry document. We now offer to provide and deliver- boarding & lodging facility in conformity with your above referred document for the sum of as quoted in price bid (total tender amount in figures and words), as shown in the financial offer, attached herewith and made part of this tender.

If our tender is accepted, we undertake to provide the lodging and boarding, in accordance with our request to offer.

We agree to keep our tender valid for acceptance for a period up to 90 days .We also accordingly confirm to abide by this tender up to the aforesaid period for Two year initially and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender (read with your written acceptance thereof within the aforesaid period) shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

..... (Signature with date)

..... (Name and designation)

Duly authorized to sign tender for and on behalf of

.....

.....

Annexure-A

Financial Offer

Particulars	Rates per day (for single occupancy) <i>all inclusive</i> Rs.	Rates per day (for double occupancy) <i>all inclusive</i> Rs.
European Plan (Room tariff per day for lodging only)		
Modified American Plan (Room tariff per day with buffet breakfast and dinner)		
Dinner/Lunch charges per person per day (Buffet) for group of 5-15 persons or more		
Conference Hall 20-40 persons with LCD projector, sound, TV, podium etc for 4-6 hrs		

Note:

1. The room tariff should include the Breakfast & Dinner.
2. No other charge will be payable.
3. Bidder shall quote strictly as per financial offer above failing which the offer shall be summarily rejected.
4. Bidder has to fill in all the above columns otherwise the quotation will out-rightly be rejected. If there is a discrepancy between the amounts expressed in words and figures, the amount in words shall prevail.

Date :

Place:

Name & Signature:
Authorized Signatory(With Stamp)

ANNEXURE - B

TECHNICAL BID (PROPOSAL) FORMAT

Hotel/Resort Profile & Other Information:

S. No.	Information Particulars	Response
1.	Hotel/Resort Name	
2.	Hotel/Resort Address	
3.	Category of Hotel/ Resort (3 Star & equivalent or 4 Star & equivalent or 5 Star & equivalent).	
4.	Hotel/Resort Contact Person (Single Point of Contact for all Purpose)	
5.	Hotel/Resort Phone No.	
6.	Hotel/Resort Fax No.	
7.	Copy of valid Registration Certificates (As Applicable) <ul style="list-style-type: none"> <input type="checkbox"/> Copy of Certificates of incorporation <input type="checkbox"/> Copy of Registered <input type="checkbox"/> Partnership deed <input type="checkbox"/> Copy of LLP Agreement (Technical Criteria 1) 	
8.	Certification of Star Rating/Equivalent (Technical Criteria 2)	Copy of Certification from HRACC, Ministry of Tourism, Govt. of India or any other legitimate agency for such ratings.
9.	Trade Licence (Technical Criteria 3)	Trade License for hotel/resort from concerned Municipal Corporation/appropriate authority
10.	Health Licence from Municipal/Police Department (Technical Criteria 4)	Copy of Licence
11.	Food Licence from FSSAI (Technical Criteria 5)	Copy of Licence
12.	Fire Safety Licence from Fire Department (Technical Criteria 6)	Copy of Licence
13.	Tax Registration (Technical Criteria 7)	Copy of <ul style="list-style-type: none"> <input type="checkbox"/> GST Registration <input type="checkbox"/> Income Tax/PAN Number

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