

HOTEL ACCOMMODATION SERVICES

Tender for Hotel Accommodation Services

Office of the CDM & PHO Kendrapara invites tender from reputed Hotel/Agency/Firms for providing Hotel Accommodation services for staying of officials & trainees for different training and Meeting etc. based on the training and meeting batch size for a period of 1 year. The number of Participants for each training/event will be communicated before 2 days of the meeting and training etc.

1. Tender Details:

Sl no	Particulars	Date
1	Release of tender notification in website	29.05.2023
2	Last date for submission of Technical and Financial bids	21.06.2023
3	Opening of Technical bids & Financial Bid	22.06.2023

2. Eligibility Criteria & Document Submission:

The following are the minimum eligibility Criteria for the applicant to participate in the tender **“For providing Hotel Accommodation Service to O/o CDM & PHO, Kendrapara”**

➤ Having Valid NOC from Municipality.
➤ Having GST Registration Certificate.
➤ A declaration to the effect that the Hotel/Firm/Agencies has not been blacklisted by any of the Organization at any point of time and no criminal/civil case is pending against the said service.

- Copy of PAN
- GST registration certificate.
- Valid Food license
- Affidavit
- Financial BID in prescribed format
- EMD-Rs.5000/- (Security)
- Tender Paper cost with DD of Rs.1000/- (Non-refundable)
- Each Tender document must be signed with seal.

Interested bidder may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from district website:

www.kendrapara.nic.in

The tender will have to be submitted in two parts i.e. technical bid (Cover-A) and price bid (Cover-B). The bidders should submit their technical and price bid separately in two envelopes clearly marked as technical bid & price bid and those two envelopes should be put into another outer envelope super scribed as **“Tender for Hotel Accommodation to NHM, Kendrapara in reference to Advt No. _____/DPMU, Dtd. ____/____/2023”**

The tenders should be addressed to :

**The CDM & PHO cum District Mission Director,
Kendrapara – 754211 (Odisha)**

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District Medical & Public Health Officer
Kendrapara District

Other Terms & Conditions

1. The firm should have valid GST/PAN
2. Tender must be accompanied by Tender document Cost of Rs 1000/- (Non refundable) and EMD of Rs.5000/- (Rupees Five Thousand) only in technical bid by way of demand draft, drawn on any Nationalized/Scheduled Bank in favour of the ZSS (Non NRHM, Kendrapara) A/C payable at Kendrapara. Tenders not accompanied by tender document cost & EMD will not be considered. EMD of unsuccessful tenderers will be returned without interest after finalization of bid. EMD of successful tender will be retained & will be refunded on successful completion of the contract without interest. Exemption for EMD & paper cost will be allowed as per Odisha Govt. norms
3. The firm will have to submit an Affidavit (On original Stamp Paper of relevant value) in the technical bid with the following clauses:-
 - Our organization myself not been blacklisted by any Government Organization
 - Our organization/myself does not have any legal suit/criminal case pending against it for violation of GST Act or any other law.
 - Our organization/I agree to abide by all terms & conditions of tender
 - Our organization/I will quote prices inclusive of all taxes.
4. The supplier selected shall have the responsibility to provide service as mentioned at Annexure I & II as per supply order which is required for carrying out day to day official work of CDM & PHO, Kendrapara.
5. Each Tender document must be signed with seal.
6. Accommodation
 - ✓ Self-contained room with amenities e.g., bathroom, toilet, wardrobe, toiletries, drinking water, hot shower, and working toilet.
 - ✓ Cleanliness of the rooms – bedding, carpets, furniture with proper aeration.
 - ✓ Safe and secure environment
 - ✓ Safety of valuables – should have a lockable safe or in house arrangement.
 - ✓ Easily accessible
 - ✓ Extras – TV in room with DISHTV Connection with Air Conditioning
 - ✓ Flexibility of hotel – Check in and checkout times
 - ✓ Disability friendly
7. Required services to be order two days prior to the event and the agency/firm is responsible to provide required service in time.
8. The agency has to submit bill within 3 days completion of the programme and payment will be made to the Bank account of the agency in next 7 days.
9. This rate will be applicable for items for one year on an annual rate contract basis.
10. Photocopy of I.T. attachment for the FY 2021-22 & 2022-23.
11. The extension of contract may be considered by the CDM&PHO on mutual satisfaction by year by year for another 2 years. Price appreciation will not be entertained for any extension.
12. The price should be quoted inclusive of all taxes & charges.
13. For any dispute, decision of CDM&PHO-cum-District Mission Directorate, Kendrapara shall be final.
14. All legal disputes are subject to the jurisdiction of Kendrapara court only.
15. The CDM&PHO-cum-District Mission Directorate, NHM, Kendrapara reserves the right to accept or reject any such proposal or any part thereof without assigning any reason thereof.

Documents to be submitted:-

1. Application form
2. Copy of PAN
3. GST registration certificate.
4. Valid Food license
5. Affidavit
6. Financial BID in prescribed format
7. EMD-Rs.5000/- (Security)
8. Tender Paper cost with DD of Rs.1000/- (Non-refundable)

**Chief District Medical & PHO cum
District Mission Director, Kendrapara**

FORMATS: ANNEXURE-I
(To be submitted in Technical Bid Envelop)

(The documents has to be arranged serially as per the order mentioned below)

1	Name of the Organization/Firm/Agency/Person	
2	Detail Address	
3	Name of Authorized signatory (In Capital letters)	
4	Authorization and specimen signature of the authorized signatory (if any)	
5	Telephone number of authorized signatory/Organization	
6	Tender Document Cost (DD) Rs.1000/-	
7	PAN (Photocopy of PAN) (Photo copy to be attached)	
8	Draft number and date of the security deposit (EMD) Rs.5000/- (Draft to be submit)	
9	GST Registration Certificate with last quarter GST return filing copy(up to March-2023)	
10	NOC from Municipality/Panchayat	
11	Affidavit of declaration certified by Notary that the Affidavit in original stamp paper organization does not have any legal suit/criminal certified any Notary with clauses as case pending against it for violation of mentioned in clause no.4 of the GST act or any other law and agrees terms & conditions to abide by all terms & conditions of the tender	(YES/NO)
12	Whether all documents are submitted and signed by the authorized signatory of the organization in each page with seal.	(YES/NO)

DECLARATION

I/We hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my/our knowledge. I/we understand that in case of any deviation/forged information in the above statement at any stage, our firm/Agency will be black listed and will not have any dealing with your organization in future.

Place & Date:

Signature with seal

[Handwritten Signature]

District Medical & Public Health Officer
 District Health Office, Ichangana

Hotel Accommodation Service: Annexure – II (Kendrapara)

Sl. no	Type of Room	Unit Cost per day per participant (Inclusive of all taxes) & transportation to venue
1	SINGLE ROOM – NON A/C	
2	SINGLE ROOM – A/C	
3	DOUBLE ROOM-NON A/C (SINGLE OCCUPANCY)	
4	DOUBLE ROOM-NON A/C (DOUBLE OCCUPANCY)	
5	DOUBLE ROOM- A/C (SINGLE OCCUPANCY)	
6	DOUBLE ROOM- A/C (DOUBLE OCCUPANCY)	
7	EXTRA BED & EXTRA PERSON CHARGE	
8	Dormitory	
9	TRAINING HALL (AC) HIRING CHARGES PER DAY	
10	TRAINING HALL (NON AC) HIRING CHARGES PER DAY	

Signature with Seal

Chief District Medical & Public Health Officer
District Mission Director, Kendrapara