

RFQ Number: NFSU/GOA/TRAINING/4(9)/2026-27/

Dated :03.06.2026

Request for Quotation (RFQ)

**RFQ for Select Hotel/Resort for purpose of various training programme
accommodation conduct at NFSU Goa Campus.**

Date of Issue of RFQ : 03.06.2026 (14:00 Hrs)
Last date of submission of RFQ: .10.06.2026 (18:00 Hrs)
Opening of RFQ : 11.06.2026 (10:00 Hrs)

Address for Submission of hard copies:

NFSU, Goa Campus, Near Goa Dairy, Curti, Ponda Goa – 403401

Email Id: purchase_goa@nfsu.ac.in (for any queries)

Request for RFQ for Selection of Hotel/Resort for NFSU Goa

1. Background

National Forensic Sciences University (NFSU), Goa Campus invites Requests for Quotation (RFQ) from reputed 3-Star or above category hotels/resorts (or equivalent) for empanelment and provision of accommodation facilities for participants, faculty members, and resource persons attending various training programmes conducted from time to time by NFSU Goa Campus.

1.1. NFSU Standard Package Requirements

The Hotel shall be required to adhere to the following **NFSU standard package requirements** for the booking of accommodation for training from time to time.

- a) Accommodation on Twin-sharing basis 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 room, each day to each occupant.
- b) The check-in time as on or after 12:00 noon and the check-out time from the hotel are before 12:00 noon or earlier.
- c) Either the service of Bed Tea in Rooms or Tea/Coffee maker in each room.
- d) Buffet Breakfast, Lunch & Dinner with a good spread of itemized menu (veg. and non- veg.)
- e) Pick up and drop between Goa Airport & Hotel for training/faculty/guests.
- f) Quote should be inclusive of all taxes.

1.2. NFSU Payment Terms and Conditions:

National Forensic Sciences University, Goa will give an undertaking towards Hotel Expenses in connection with the training programme/events for the below mentioned terms and conditions:

- a) Billing will be on actual check-in/check-out basis
- b) No advance payment would be made by NFSU, Goa campus.
- c) No Retention Charges/ Surcharges shall be payable by NFSU
- d) Billing for the program to be done on "Bill to Company" basis and 100% Payment will be released only after completion of the program/stay and on submission of GST Bill.
- e) The GST bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes etc) Check-in, and Check-out details of guest(s).
- f) Billing to be done to : NATIONAL FORENSIC SCIENCES UNIVERSITY, Goa campus.

2. General Terms and Conditions:

2.1. NFSU, Goa will pay only for the boarding and lodging for the participants on MAP basis (i.e., inclusive of breakfast, One major meal (Lunch/Dinner) and all taxes). Any personal expense of participants would be borne by the individuals only and to be collected directly by the Hotel/Resort.

2.2. **No minimum guarantee for the number of rooms shall be provided by NFSU.** However, regular updates of increase / decrease in room requirements will be provided to the Contact person of the Hotel by the NFSU in advance.

2.3. **Separately mention of rates for the charges for Extra Breakfast, Lunch & Dinner for non- residential participant / non-residential guests etc.**

2.4. Complimentary use of facilities in Hotel like Gaming room, Swimming Pool etc. should be provided.

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

3. Instructions to Hotels

- 3.1. The Hotel shall provide necessary information/details as per the format provided in the Hotel Profile & Bank details (Form I), Technical Proposal (Form II) & Financial Proposal (Form III) separately.
The Hotel shall submit its Technical and Financial bids through email to Purchase_goa@nfsu.ac.in with password protected email. The password shall send to Purchase_goa@nfsu.ac.in.
- 3.2. The eligibility of hotels for considering the financial RFQs will be decided after evaluation of the technical proposal. Only those hotels that are found eligible as per technical evaluation will be considered for financial evaluation.
- 3.3. The Financial Proposal must be sent in a password encrypted format through email on Purchase_goa@nfsu.ac.in.
- 3.4. The Hotel shall provide signed and scanned copy of valid registration certificate for PAN, TAN & GST. The applicable GST rates must be mentioned against each service provided clearly.
- 3.5. NFSU has the right to cancel the RFQs at any time, extend or postpone the last date for submission of the RFQ, information for which will be sent to all concerned in advance. NFSU has right to reject any offers that are found to be incomplete and not having enough details for the technical evaluation.
- 3.6. NFSU reserves the right to further negotiate the financial terms / other facilities with the Hotels as per the specific requirement of the residential training programme.
- 3.7. The hotel/resort shall provide rates valid for the entire Financial Year 2026-27. The quoted rates shall remain fixed throughout the contract period and shall not be subject to escalation, except for statutory taxes imposed by the Government.

Timeline for Request for Quotation (RFQ)

Sr. No.	Activity	Date	Time
1	Issue of RFQ	03.06.2026	14:00 Hrs
2	Last Date for Submission of RFQ	10.06.2026	18:00 Hrs
3	Opening of RFQ	11.06.2026	10:00 Hrs

4. Evaluation and Selection Criteria

The quotes shall be evaluated on the following parameters of the Hotel/bidder:

Sl. No.	Description	Score calculation	Max. Marks
1.	Category of Hotel/ Resort	<ul style="list-style-type: none"> ➤ 3 Star and above Category – 10 marks ➤ 2 Star – 05 Marks ➤ Less than 2 Star Category – No Marks 	10
2.	Number of Restaurants with capacity to accommodate 15-20 person at the same time	<ul style="list-style-type: none"> ➤ Restaurants with seating of 20+: 10Marks ➤ Restaurants with seating of less than 20: 05 Marks ➤ No restaurant facility: No Marks 	10
3.	Availability of travel desk for management of local transportation towards local sightseeing arrangements & for pick-up & drop from the nearest major Airport/Railway station/Bus stand	<ul style="list-style-type: none"> ➤ Local transportation facility: 10 Marks ➤ If No transportation facility: No marks 	10
4.	Availability of a number of double rooms with standard accommodation amenities* on a twin-sharing basis with breakfast, lunch / dinner (MAP basis).	<ul style="list-style-type: none"> ➤ Number of standard double rooms on twin sharing basis 15 and above: 10 Marks ➤ Number of standard double rooms on twin sharing basis less than 15 to 10: 05 Marks ➤ Number of standard double rooms less than 10: No Marks 	10
5.	The hotel/resort should be located near a beach, preferably within a radius of 3 km, or less and within a distance of 35 km from NFSU Goa Campus, Curti, Ponda, Goa	<ul style="list-style-type: none"> ➤ Within Criteria: 10 Marks ➤ Not Within Criteria: No Marks 	10

Note:

- ❖ *Standard accommodation amenities - shall be 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, 2 mineral water bottles of 1 litre each, each day to each occupant. Accommodation will have facility to provide first aid and other facilities as per the hotel star rating.*
- ❖ *To qualify Technically, the Hotel must score 35 marks out of a total 50 as above.*
- ❖ *The Hotel quoting the least rates out of the technically qualified Hotels will be selected. To arrive at the least Cost (L1) NFSU shall ascertain total lumpsum cost for an Single room estimated utilizing the rates quoted by the Hotels against each parameter as detailed in Financial Bid format.*
- ❖ *In case more than one bidder emerges as the lowest bidder due to equal rates after financial evaluation, then the lowest bidder (L1) will be decided based on the following criteria (a) Higher Technical Score, (b) Near to Beach and NFSU Campus.*
- ❖ *The selected hotel/resort shall ensure the availability of accommodation as per the booking schedule communicated by NFSU Goa Campus. In case of any changes in the schedule, including extension or modification of stay, the hotel/resort shall make all efforts to accommodate the guests and shall not deny accommodation, subject to prior intimation by NFSU Goa Campus. If accommodation in the booked category is unavailable, the hotel/resort shall arrange equivalent or higher-category accommodation at the quoted rates without inconvenience to the guests.*

Contact Details:

- A) Address:
NFSU, Goa Campus, Near Goa Dairy, Curti,
Ponda Goa – 403401
Purchase_goa@nfsu.ac.in
Ph:- 0832-231303

5. FORM – I: Profile & Hotels

Hotel Name	
Hotel Address	
Hotel Contact Person (Single Point of Contact for all purpose)	
Hotel Phone No.	
Hotel Fax No.	

BANK DETAILS

Name of the Beneficiary	
GSTIN	
PAN Card No	
Name of the Bank & Branch Address	
Branch Code	
NEFT IFSC Code	
Account Type	
Account No:	
RTGS IFSC Code	
Bank Phone Number	
Branch City	
Email id for sending payment details	

We agree to abide by all the terms and conditions of the RFQ document. We understand you are not bound to accept any proposal you receive.

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Location: _____

Date: _____

(Signature of Authorized Signatory)

6. FORM – II: Format for Technical Proposal

Kindly **select only one appropriate option** against each Technical Qualifying Criterion below:-

1. Category of Hotel/ Resort (3 Star or above)

3 Star category	<input type="checkbox"/>
Less than 3 Star Category	<input type="checkbox"/>

2. Restaurants Available with capacity to accommodate 15-20 person at the same time

Restaurants Available	<input type="checkbox"/>
No restaurant facility	<input type="checkbox"/>

3. Availability of travel desk for management of local transportation towards local sightseeing arrangements & for pick- up & drop from the nearest major Airport/Railway station/Bus stand

Local transportation facility	<input type="checkbox"/>
If No transportation facility	<input type="checkbox"/>

4. Availability of double rooms with standard accommodation amenities on twin-sharing basis with breakfast, lunch/dinner (MAP basis) .

Number of standard double rooms 15 and above	<input type="checkbox"/>
Number of standard double rooms less than 15 and more than or equal to 10	<input type="checkbox"/>
Number of standard double rooms less than 10	<input type="checkbox"/>

5. The hotel/resort should be located near a beach, preferably within a radius less than 03 km, and within a distance of 35 km from NFSU Goa Campus, Curti, Ponda, Goa

The hotel/resort should be located near a beach, preferably within a radius of less than 03 km	<input type="checkbox"/>
The hotel/resort should be located within a distance of 35 km from NFSU Goa Campus, Curti, Ponda, Goa	<input type="checkbox"/>
If No availability	<input type="checkbox"/>

Date: __

(Signature of Authorized Signa

7. Form – III: Format for Financial Proposal

FORMAT FOR FINANCIAL PROPOSAL		
NO.	PARTICULARS ON MAP* BASIS	RATES (IN RS)
1.	Rates for Single Room on twin sharing basisd including all the requirements as mentioned in NFSU Standard Package Requirements for Conduction of Residential Training Programmes	
2.	For non-residential participant per day Charges for	
	a) Extra Breakfast	
	b) Extra Lunch	
	c) Extra Dinner	
3.	Agreement & Acceptance of NFSU Standard Package Requirements for Conduction of Residential Training Programmes as mentioned in this RFQ document	Yes/No
4.	Agreement & Acceptance of NFSU's Payment Terms AndConditions as mentioned in this RFQ document	Yes/No
5.	Agreement & Acceptance of General Terms and Conditions as mentioned in this RFQ document	Yes/No

Note *the quoted rates should be in Rupees value both in numeric figures and in words.
MAP – (Rates to be quoted inclusive of Breakfast, Lunch/ Dinner and inclusive of all Taxes)

We hereby accept and abide by the scope of services & payment terms and conditions of RFQ document unconditionally and the rates quoted in the financial proposal are inclusive of GST and are valid for One Year, duties and levies.

Date: _____

(Signature of Authorized Signatory)