

Tender No. NFSU/Pur./INTERPA/Tender/2023/4012

Dt.:- 27/10/2023

TENDER NOTICE

Bids for booking of 110 Single Occupancy Rooms (+/-20%) from 21st November to 24th November 2023 for 12th INTERPA Conference and 24th Executive Board Meeting scheduled to be held at NFSU on 22th – 23rd November 2023 (Tentatively).

Date of Issue of Tender Document	27 th October 2023
Last Date & Time for submission of Bids	06 th November 2023 up to 17:30
Clarification	30 th October 2023 Up to 16:00
Date & Time for opening of Tender Document	
Technical Bids	07 th November 2023
Financial Bids of qualified bidders	07 th November 2023

E - Tender Notice

Subject: - Bids for booking of 110 Single Occupancy Rooms (+/- 20%) from 21st November to 24th November 2023 for 12th INTERPA Conference and 24th Executive Board Meeting scheduled to be held on 22th -23rd November 2023 (Tentatively).

NFSU invites tenders in two bid system (Part-I: Technical Bid and Part II: Financial Bid) for booking of 110 Single Occupancy Rooms (+/-20%) for 12th INTERPA Conference and 24th Executive Board Meeting. The contract will be subject to eligibility criteria and terms and conditions of the contract. The last date of receipt of bids is **06th November 2023 upto 17:30**. The technical & financial bids in prescribed format and other required documents as per tender notice should be submitted on NFSU website i.e. <http://www.nfsu.ac.in>. The technical bid and Financial bid will be opened on **7th November 2023**. Technical bids are purely qualifying in nature, if all ten parameters of the technical bid as in Form Tech-3 are required to be fulfilled. The NFSU reserves the right to open the financial bids of only those bidders who qualify in the technical bids. The tenders will be decided on least cost method. There will be no weightage to the technical bids for deciding L-1.

The tender document can be downloaded from the website <http://www.nfsu.ac.in>.

ANNEXURE-I

Tender No. NFSU/Pur./ INTERPA/ Tender/2023/4012,

Dated: 27/10/2023

1. Scope of Work and General Instructions for Bidders

1. NFSU invites bids from well established and financially sound Hotels/Firms (**Rating 5 star and above**) for booking of 110 Single Occupancy Rooms (+/-20%) from 21st November to 24th November 2023 for 12th INTERPA Conference and 24th Executive Board Meeting scheduled to be held at NFSU on 22th-23rd November 2023 (Tentatively).
2. The tenders are invited under two-bid system to be decided by least cost method. The bids will be accepted as tenderers will submit their bids on the physically at below address:-

The Campus Director,

National Forensic Sciences University
Sector-09, Gandhinagar -382007

3. The interested Firms/ Hotels are required to deposit an Earnest Money Deposit (EMD) of **Rs.75,000/- (Rupees Seventy Five Thousands only)** in the form of Demand Draft/Banker Cheque from any of the Bank in favour of **Campus Director, National Forensic Sciences University, Gandhinagar** valid for a period of 90 days superscribing the envelope 12th INTERPA Conference and 24th Executive Board Meetings scheduled to be held on 22th-23rd November 2023 (Tentatively). Offer not accompanied by Earnest Money Deposit of the requisite amount or without proper validity will summarily be rejected.
4. The EMD of successful firm(s) shall be returned after successful completion of contract. Otherwise, the same will be forfeited. In case of minor default, 0.1% penalty of the contract value at the discretion of NFSU shall be imposed.

5. The successful bidders shall provide Performance Security Deposit @ of 5% of the total contract value in the form of demand draft/bankers cheque/bank guarantee/FDR in favour of **Campus Director, National Forensic Sciences University payable at Gandhinagar.**
6. The firms who are exempted, if any, from submission of EMD shall be dealt as per **General Financial Rules, 2017** subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant orders/documents regarding such exemption should be submitted along with the bid.
7. The Firms are required to upload copies of the following documents along with the Technical Bid, failing which their Bids shall be summarily/out rightly rejected and will not be further considered :
 - i) **Scanned copy of Earnest Money Deposit (EMD)**
 - ii) **Scanned copy of PAN/GIR Card.**
 - iii) **Scanned copy of IT return filed for the last 3 financial years.**
 - iv) **Scanned copy of VAT/Sales Tax registration certificate.**
 - v) **Work experience of similar work during the last 3 years (requisite proof thereof) and annual turnover certified for the last three years, duly authenticated/duly signed by the Chartered Accountant of the firm.**
 - vi) **Scanned copy of Trade license.**
 - vii) **Proof of adequate parking space**
 - viii) **Proof of Banquet hall space for hosting dinner/lunch for 200 pax.(Clearly marking on the layout plan of the Hotel premises.)**
 - ix) **Proof of 110 Single Occupancy Rooms and more capacity in hotel premises.**

x) **TIN Number (Upload copy).**

xi) **Additional Information, if any (Attach separate sheet, if required).**

8. Conditional bids shall not be considered and will be rejected out-rightly at the very first instance.

9. The competent authority of NFSU reserves the right to annul any or all bids without assigning any reason.

10. Rates shall be quoted per room (single occupancy) and for lunch/dinner per person as per the menu provided. (Attached)

11. CLARIFICATION AND AMENDMENT OF TENDER DOCUMENTS.

a. Any request for clarification must be sent in writing, or by standard electronic means to the address indicated in the para 4 of Annexure I, up to the date of pre-bid meeting. Should the Authority deem it necessary to amend the tender document as a result of a clarification, it shall do so following the procedure under Para-2.2 below.

At any time before the submission of Bids, the Authority may amend the tender document by issuing an addendum in writing or by standard electronic means. To give Bidders a reasonable time within which they shall take action for amendment in their bid, the Authority may, if the amendment is substantial, extend the deadline for the submission of bid.

ANNEXURE-II

Tender No. NFSU/Pur./ INTERPA/ Tender/2023/4012,

Dated: 27/10/2023

**ELIGIBILITY CRITERIA/TECHNICAL REQUIREMENTS FOR THE
TENDERING FIRMS/HOTELS**

A. TECHNICAL

1. The tendering Firms/Hotels should fulfill the following technical specifications:

- a. The Hotel should be located in Gandhinagar city (Within Gandhinagar Municipal Corporation Jurisdiction.
- b. The rating of Hotels should be 5 star and above.
- c. It should be registered with the appropriate registration authority with minimum 110 Rooms (single occupancy) (+/-20%).
- d. It should have at least 3 years experience in making arrangement for Boarding & Lodging for Public Sector Companies/Banks or Government Departments, etc.
- e. Banquet Hall/Space to accommodate minimum 200 persons for dining.
- f. There should be ample parking space.
- g. It should be registered with the Income Tax and VAT/Sales Tax authorities of the Government. The Hotels are required to upload copies of the following documents along with the Technical Bid, failing which their Bids shall be summarily rejected.
 1. Scanned copy of Earnest Money Deposit (EMD).

2. Scanned copy of PAN/GST Number.
3. Scanned copy of IT return filed for the last 3 financial years.
4. Scanned copy of VAT/Sales Tax registration certificate.
5. Work experience of similar work with PSUs/Banks/Govt Deptts. etc. during the last 3 years (requisite proof thereof) and annual turnover certified for the last three years, duly authenticated/duly signed by the Chartered Accountant of the firm.
6. Scanned copy of Trade license.
7. Proof of adequate parking space.
8. Proof of Banquet hall space for hosting dinner/lunch for 200 pax.
9. TIN Number (Upload copy).
10. Additional Information, if any (Attach separate sheet, if required).

B. TERMS AND CONDITIONS

1. General

All rooms will be occupied on 21 November 2023 and vacated by the occupants on 24th November 2023. **Any person** desirous of staying beyond this date will have to pay for the boarding and lodging charges from his own resources. NFSU will not be responsible for making any payment for the stay of Guest or their companions beyond the above date.

The hotel authorities would have to make arrangements for realizing such payment for the room service provided to the occupants in the room from the occupants of the room.

All meals including breakfast, lunch, evening tea and dinner will be served in a designated place which would be informed to the GUESTS.

Some how of the Guests may be handicapped and these identified Guests may be provided with appropriate disabled friendlyrooms.

Necessary arrangements like wheel chair etc. for disabled Invitees Guests/family members may also be made available.

In addition, suitable space to establish our reception counter for **3 days from 21st November 2023 to 24th November 2023 is required.**

The hotel should also intimate the name of official along with his mobile number, who will be the nodal officer for interaction with the officials of NFSU.

The participants will arrive on 21st Nov,2023 and will depart on 24th Nov, 2023.

The Food Menu mentioned in the tender is suggestive and it would be customizable as per the requirement of the participants.

Final list of participants will be provided 15 days in advance of the event by the University.

Breakfast will be provided to all the participants on 22, 23 & 24 Nov.2023.

One Major Meal (i.e. Lunch/Dinner) will be provided on 21, 22 & 23 Nov, 2023.

The Hotel rating shall be 5 Star and above.

The hotel should provide at least the following items

Breakfast Menu (Tentative)

DAY/MENU	22 nd Nov 23	23 rd Nov 23	24 th Nov 23
CUISINE	<u>INDIAN</u>	<u>INDIAN</u>	<u>INDIAN</u>
INDIAN HOT	SAMBHAR	SAMBHAR	SAMBHAR
INDIAN HOT	PLAIN IDLI	KANGIVARAM IDLI	GREENPEAS IDLI

INDIAN HOT	MASALA POHA	KANDA POHA	TOMATO POHA
INDIAN HOT	SABUDANA KICHADI	PALAK KICHADI	PONGAL
INDIAN HOT	VEGETABLE UPMA	VERMICELLI UPMA	TOMATO BATH
INDIAN HOT	ALOO MATTAR BHAJI	MASALA CHOLE	GHUGNI
INDIAN HOT FRIED	KHASTA KACHORI	BREAD PAKODA	ALOO MUTTER SAMOSA
INDIAN HOT FRIED	KERAI BONDA	MEDU WADA	MAYSUR BONDA
LIVE COUNTER	METHI POORI	KULCHA	LUCHI
LIVE COUNTER	OMLET LIVE COUNTER	OMLET LIVE COUNTER	OMLET LIVE COUNTER
LIVE COUNTER	DOSA UTTAPAM LIVE COUNTER	DOSA UTTAPAM LIVE COUNTER	DOSA UTTAPAM LIVE COUNTER
SOUTH INDIAN POWDER	SOUTH INDIAN POWDER	SOUTH INDIAN POWDER	SOUTH INDIAN POWDER
SOUTH INDIAN POWDER	GUNPOWDER /CURRY PODI/GHEE	GUNPOWDER /CURRY PODI/GHEE	GUNPOWDER /CURRY PODI/GHEE
LIVE COUNTER	ALOO / PANEER/ GOBI PARATHA	ALOO / PANEER/ GOBI PARATHA	ALOO / PANEER/ GOBI PARATHA
CURD/PICKLE	PICKLE +CURD	PICKLE +CURD	PICKLE +CURD
CUISINE	<u>CONTINENTAL/ ORIENTAL</u>	<u>CONTINENTAL/ ORIENTAL</u>	<u>CONTINENTAL/ ORIENTAL</u>
CONTI/ORIENTAL HOT	VEG CLEAR SOUP	MILLET SOUP	VEG CLEAR SOUP
CONTI/ORIENTAL HOT	BUTTER TOSS GREAN PEAS & CORN	STEAMED VEGETABLES	BUTTER TOSS GREAN PEAS & CORN
CONTI/ORIENTAL HOT	BAKED BEANS	BAKED KIDNEY BEANS	BAKED BEANS
CONTI/ORIENTAL HOT	VEG HAKKA NOODLES	MASALA MAGGI	SINGAPOREAN NOODLES
CONTI/ORIENTAL HOT	GRILLED TOMATO	GRILLED TOMATO	GRILLED TOMATO
CONTI/ORIENTAL HOT	CHICKEN SAUSAGE	CHICKEN STEW	CHICKEN SAUSAGE
CONTI/ORIENTAL HOT	BOILED EGG	BOILED EGG	BOILED EGG
CONTI/ORIENTAL HOT	BACON (ON REQUEST)	BACON (ON REQUEST)	BACON (ON REQUEST)
CONTI/ORIENTAL HOT	SLICED HERB ROASTED POTATO	PERI PERI POTATO WEDGES	GRILLED WITH SKIN POTATO
CUISINE	<u>GARDMANGER</u>	<u>GARDMANGER</u>	<u>GARDMANGER</u>
WHOLE FRUIT	APPLE & BANANA	APPLE & BANANA	APPLE & BANANA
FRESH CUT FRUITS	WATERMELON CUT	WATERMELON CUT	WATERMELON CUT
FRESH CUT FRUITS	PAPAYA	PAPAYA	PAPAYA
FRESH CUT FRUITS	PINE APPLE CUT	PINE APPLE CUT	PINE APPLE CUT
FRESH JUICE	FRESH WATERMELON JUICE	FRESH WATERMELON JUICE	FRESH WATERMELON JUICE
CANNED JUICE	(CANNED) JUICE	(CANNED) JUICE	(CANNED) JUICE

CEREALS	CEREALS	CEREALS	CEREALS
CEREALS (GLUTEN FREE)	GLUTEN FREE HONEY LOOPS	GLUTEN FREE HONEY LOOPS	GLUTEN FREE HONEY LOOPS
CEREALS	WHEAT FLAKES	WHEAT FLAKES	WHEAT FLAKES

CEREALS	CORN FLAKES	CORN FLAKES	CORN FLAKES
CEREALS	CHOCO FLAKES	CHOCO FLAKES	CHOCO FLAKES
HEALTHY SEEDS	FLAX, CHIA, SUNFLOWER, PUMPKIN	FLAX, CHIA, SUNFLOWER, PUMPKIN	FLAX, CHIA, SUNFLOWER, PUMPKIN
DRY NUT	WALNUT & RAISINS	WALNUT & RAISINS	WALNUT & RAISINS
HEALTHY SPROUTS	SPROUTS & CONDIMENTS	SPROUTS & CONDIMENTS	SPROUTS & CONDIMENTS
FLAVOURED CURD	MANGO YOGURT+KIWI YOGURT	STRAWBERRY YOGURT+PINEAPPLE YOGURT	KIWI YOGURT+ORANGE YOGURT
PLAIN CURD	PLAIN CURD	PLAIN CURD	PLAIN CURD
CUISINE	BAKERY	BAKERY	BAKERY
MORNING BAKREY	DANISH	DANISH	DANISH
MORNING BAKREY	BUTTER CROISSANTS	BUTTER CROISSANTS	BUTTER CROISSANTS
MORNING BAKREY	1 TEA CAKE	1 TEA CAKE	1 TEA CAKE
MORNING BAKREY	WHITE BREAD	WHITE BREAD	WHITE BREAD
MORNING BAKREY (GLUTEN FREE)	GLUTEN FREE BREAD	GLUTEN FREE BREAD	GLUTEN FREE BREAD
MORNING BAKREY	MULTIGRAIN BREAD	MULTIGRAIN BREAD	MULTIGRAIN BREAD
MORNING BAKREY	BROWN BREAD	BROWN BREAD	BROWN BREAD
CUISINE	HALWAI	HALWAI	HALWAI
JAM	MIX FRUIT/ORANGE	MIX FRUIT/ORANGE	MIX FRUIT/ORANGE
HOT DESSERTS	SEMIYA PAYASAM	SABUDANA PAYASAM	RICE PAYASAM
FARSHAN	CHAKARI	CHAKARI	CHAKARI
FARSHAN	FULWADI	FULWADI	FULWADI
FARSHAN	MINI BHAKARWADI	MINI BHAKARWADI	MINI BHAKARWADI
FARSHAN	RATLAMI SEV	RATLAMI SEV	RATLAMI SEV
LOCAL GUJRATI STASION	PATRA	PATRA	PATRA
LOCAL GUJRATI STASION	KHAMAN	KHAMAN	KHAMAN
LOCAL GUJRATI STASION	CONDIMENTS	CONDIMENTS	CONDIMENTS

One Major Meal (i.e. Lunch/ Dinner) Menu

Lunch

	21st Nov 23	22nd Nov 23	23rd Nov 23
Salad			
Assorted Green Salad	Assorted Green Salad	Assorted Green Salad	Assorted Green Salad
4 Veg Compound Salad	Caponeta Salad	Saute Veg Salad	Creamy Mais Salad
	Greek Salad	Pasta with Pesto Dressing	Tossed Vegetable Salad

	Asian Slaw Salad	Tomato Basil Bocconcini Salad	Vegetable Ceasar Salad
	Mexican Potato Salad	American Corn Slad	Thai Basil Veg Salad
<u>Chaat Section</u>			
Self Service	Local Chat & Dry Farsan Item with Condiments	Local Chat & Dry Farsan Item with Condiments	Local Chat & Dry Farsan Item with Condiments
<u>Soup</u>			
1 Veg Soup	Italian Minestrone Soup	Sweet Corn Veg Soup	Cream Of Broccoli
1 Non-Veg Soup	Lemon Basil Chicken Soup	Cream Of Chicken	Chicken Manchow Soup
<u>Appetizers (veg)</u>			
2 Veg Appetizer	Subz Ki Shami	Chukandar Ke Tikki	Methi Makai Kebab
	Crispy Corn Carnel	Pepper Sauce Tossed Baby Corn & Mushroom	Lemon Chilly Potato

Appetizers (non-veg)

2 Non-Veg Appetizer	Chicken Tai Pai	Sweet & Spiced Chicken	Diced Chicken with Pepper & Ginger
	Crumbed Fried Fish	Masala Tawa Fish	Fish Kolivada

Mains Buffet Station Non-Veg Indian

2 Non Veg Curry	Awadhi Murgh Korma	Kodi Kura	Murgh Begam Bahar
	Egg Pulusu	Kasundi Fish Curry	Egg Korma

Assorted Indian Breads

4 Types of Tandoori Breads	Naan, Roti, Laccha Paratha, Missi Roti	Naan, Roti, Laccha Paratha, Missi Roti	Naan, Roti, Laccha Paratha, Missi Roti
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Vegetarian Section Indian

3 Veg Curry	Subz Kolapuri	Subz Miloni	Subz Hara Pyaz
	Lauky Chana Ki Subzi	Bhindi Do Pyaza	Dondakaya Fry
	Dum Aloo Varanasi	Parwal Ki Subzi	Till Aloo Methi
1 Paneer	Nawabi Chaman	Paneer Do Pyaza	Paneer Tikka Masala
1 Dal	Dal Tadka Meti Zyka	Dal Palak	Lassoni Dal Tadka
2 Rice Preperation	Steamed Rice	Steamed Rice	Steamed Rice
	Masala Kaju Pulao	Paneer Pulao	Jeera Rice

Pappad and Pickle Section

2 OR 3 Typed of papad	2 OR 3 Typed of papad	2 OR 3 Typed of papad	2 OR 3 Typed of papad
11 Types of Home Made Pickle	11 Types of Home Made Pickle	11 Types of Home Made Pickle	11 Types of Home Made Pickle

Oriental

2 Veg Preparation	Singaporean Noodles	Wok Tossed Noodles	Schwan Noodles
(NOODLES + CURRY)	Exotic Vegetables in Hong Kong Style Gravy	Vegetable with Black Bean Sauce	Vegetable In Chilly Oyster Sauce

Western

1 Western Desserts	Assorted Pastry (Chocolate, Vanilla, Pineapple)	Chocolate Brownie	Assorted Pastry (Chocolate, Vanilla, Pineapple)
<u>Indian</u>			
3 Indian Desserts	Beetroot Halwa	Shahi Rice Kheer	Malpua
	AS PER AVAILABILITY	AS PER AVAILABILITY	AS PER AVAILABILITY
<u>Ice-Cream</u>			
2 Choice of Ice- Cream	AS PER AVAILABILITY	AS PER AVAILABILITY	AS PER AVAILABILITY

Dinner

<u>DINNER</u>	21st Nov 23	22nd Nov 23	23rd Nov 23
<u>Salad</u>			
Assorted Green Salad	Assorted Green Salad	Assorted Green Salad	Assorted Green Salad
5 Veg Compound Salad	Exotic Smoked Vegetable Salad	Mexican Bean Salad	Garden Salad
	Cocktail Pasta Salad	Exotic Vegetable with Feta Salad	Kung Pao Beetroot Salad
	Roasted Okra with Honey Mustard	Chimichuri Grilled Veg Salad	BBQ Vegetable Salad
	Vegetable Taco Salad	Roasted Cauliflower with Pepper Salad	House Salad
	Insalada Russa	Italian Ceci Salad	Creamy Carrot & Bean Salad
<u>Chaat Section</u>			
Self Service	Local Chat & Dry Farsan Item with Condiments	Local Chat & Dry Farsan Item with Condiments	Local Chat & Dry Farsan Item with Condiments
<u>Soup</u>			
1 Veg Soup	Vegetable Clear Soup with Veg & Noodles	Cream Of Spinach	Hot & Sour Veg
1 Non-Veg Soup	Pollo Chowder	Lemon Corinder Chicken	Niwatori Bisque
<u>Appetizers (veg)</u>			
2 Veg Appetizer	Shahi Vegetable Sheek	Hara Bhara Kebab	Subz Gullar Kebab
	Tangy Chilly Potato	Vegetable Salt Vegetable	Crispy Chilly Vegetable
<u>Appetizers (non-veg)</u>			
2 Non-Veg Appetizer	Ajwaini Mahi Tikka	Amritsari Tawa Fish	Fish Pop Corn
	Kandhari Murgh Ke Sholey	Crumbed Chicken	Murgh Angarah

<u>Mains Buffet Station Non Veg Indian</u>			
1 Non Veg Curry	Home Style Chicken Curry	Tandoori Murgh Masala	Malabari Murgh
<u>Assorted Indian Breads</u>			
4 Types of Tandoori Breads	Naan, Roti, Laccha Paratha, Missi Roti	Naan, Roti, Laccha Paratha, Missi Roti	Naan, Roti, Laccha Paratha, Missi Roti
<u>Vegetarian Section Indian</u>			
3 Veg Curry	Subz Nizami Handi	Subz Kolapuri	Subz Panchporan
	Bendakaya Peanut Fry	Kakrikai Vapudu	Aloogada Kaju Fry
	Amritsari Kofta Curry	Aloo Jaipuri	Palak aur Lauky Ke Kofte
1 Paneer	Kolapuri Paneer	Awadhi Paneer Korma	Dhaba Mutter Paneer
1 Dal	Dal Makani	Langar Ki Dal	Chana Dal Fry
2 Rice Preparation	Steamed Rice	Steamed Rice	Steamed Rice
	Jeera Pyaz Pulao	Vegetable & Kaju Pulao	Vegetable Tawa Biryani
<u>Pappad and Pickle Section</u>			
2 OR 3 Typed of papad	2 OR 3 Typed of papad	2 OR 3 Typed of papad	2 OR 3 Typed of papad
11 Types of Home Made Pickle	11 Types of Home Made Pickle	11 Types of Home Made Pickle	11 Types of Home Made Pickle
<u>Oriental</u>			
2 Veg Preparation	Desi Chawmein	Mongolian Noodles	Hakka Pineapple Noodles
(NOODLES + CURRY)	Vegetable Manchurian	Green Thai Curry	Vegetable In Chilly Lemon Sauce
<u>Continental</u>			
1 Non-Veg Preparation	Grilled Paprika with Lemon Butter Sauce	Cajun Roasted Fish	Chimichuri Grilled Fish
2 Veg Preparation	Penne Aglio-Olio	Baked Mac & Cheese	Pasta in Aurora Sauce
	Baked Zucca	Modern Style Ratatouille	Mushroom & Cottage Cheese Strognoff
<u>Western</u>			
1 Western Desserts	Assorted Pastry (Chocolate, Vanilla, Pineapple)	Chocolate Brownie	Assorted Pastry (Chocolate, Vanilla, Pineapple)
<u>Indian</u>			
3 Indian Desserts	Moong Dal Halwa and 02 other halwas	Gajar Ka Halwa 02 other halwas	Kala Jamun and two other sweets

<u>Ice-Cream</u>			
2 Choice of Ice- Cream	Two flavors of Ice-Cream	Two flavors of Ice-Cream	Two flavors of Ice-Cream

The Food Menu mentioned here is tentative and will be customized as per the requirement of participants.

The NFSU reserves the right to impose penalty of upto 10% of total bills if the services are not satisfactory.

Tender No. NFSU/Pur./ INTERPA/ Tender/2023/4012,

Dated: 27/10/2023

BID EVALUATION CRITERIA

1. All the participating firms should quote their rates (inclusive of all taxes) for making arrangement for Boarding & Lodging for 12th INTERPA Conference and 24th Executive Board Meeting scheduled to be held on 22-23 November 2023.

All terms & conditions stipulated in the tender document shall be considered for selection of firm(s). However, L-1 firm will be decided on the least cost method for the booking of 12th INTERPA Conference and 24th Executive Board Meeting scheduled to be held on 22-23 November 2023. The rates quoted shall be inclusive of all applicable taxes.

2. Hotel should be located in Gandhinagar and rating of Hotels shall be 5 star and above.

3. The tender will be decided purely on least cost method. There will be no weightage given to Technical bid and it is purely qualifying in nature.

FORM TECH-1

LETTER OF BID SUBMISSION

Dated: _____

To
Name and address of Authority

Dear Sirs,

We, the undersigned, offer to provide the services of 110 Single Occupancy Rooms (+/- 20%) for Boarding and Lodging 12th INTERPA Conference and 24th Executive Board Meeting scheduled to be held 22-23 November 2023, in response to your Tender Notice No. _____ . We are hereby submitting our proposal which includes Technical Bid and Financial Bid on last date of submission and requisite EMDs.

I/We hereby certify that I/we have read the entire terms and conditions of the tender documents including all documents like annexure(s), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained thereon.

The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting the bid.

I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.

In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

Yours sincerely,

Authorized Signature [In full and initials] :- _____

Name and Title of Signatory :- _____

Name of Firm :- _____

Address :- _____

FORM TECH-2

BIDDER'S ORGANIZATION

A: Bidder's Organization

[Provide here a brief description of the background and organization of your firm/entity and each associate (if any) for this Assignment/job in tabulated form. This should include the following:

Name of Agency/Organization

1. Name of Director of Company/: Active Partner of Firm/Authorized Agent /Proprietor
2. Full Address with Telephone, Fax & E-mail etc.
 - (a) Registered Office
 - (b) Head Office
3. Details of Registration (Please indicate all details including incorporation)
4. The Firms are required to upload copies of the following documents along with the Technical Bid, failing which their Bids shall be summarily/out rightly rejected and will not be further considered :
 - i) **Scanned copy of Earnest Money Deposit (EMD)**
 - ii) **Scanned copy of PAN/GIR Card.**
 - iii) **Scanned copy of IT return filed for the last 3 financial years.**
 - iv) **Scanned copy of VAT/Sales Tax registration certificate.**
 - v) **Work experience of similar work during the last 3 years with PSUs/Banks/Govt Deptts (requisite proof thereof) and annual turnover certified for the last three years, duly authenticated/duly signed by the Chartered Accountant of the firm.**
 - vi) **Scanned copy of Trade license.**
 - vii) **Proof of adequate parking space for 20 Cars/02 bus (Clearly marking on the layout plan of the Hotel premises).**
 - viii) **Proof of Banquet hall space for hosting dinner/lunch for 200 pax. (clearly marking on the layout plan of the Hotel premises).**
 - ix) **Proof Of 110 single occupancy rooms capacity in hotel premises.**
 - x) **TIN number (upload copy)**

xi) Additional Information, if any (Attach separate sheet, if required).

5. Rates quoted shall be inclusive of all taxes for booking of 110 Single Occupancy Rooms (+/-20%) for Boarding and Lodging of 12th INTERPA Conference and 24th Executive Board Meeting scheduled to be held on 22-23 November 2023. The bidders are required to offer the rates for each room as per the given menu for Lunch Dinner and evening tea before posting the Submission of bids.

Signature of authorized person

Full Name & Designation:

Seal:

Date :-

Place :-

FORM TECH-3

Bidder Name :			
SUMMARY OF TECHNICAL PROPOSAL			
Sr. No.	Criteria*	Reference in the technical bid (Page No.)	Yes/No
1	Scanned copy of Earnest Money Deposit (EMD)		
2	Scanned copy of PAN/GIR Card.		
3	Scanned copy of IT return filed for the last 3 financial years.		
4	Scanned copy of VAT/Sales Tax registration Certificated		
5	Work experience of similar work provide to PSUs/Banks/Govt Depts. etc. during the last 3 years (requisite proof thereof) and annual turnover certified for the last three years, duly authenticated/ duly signed by the Chartered Accountant of the firm.		
6	Scanned copy of Trade license.		
7	Proof of adequate parking space.		
8	Proof of Banquet hall space for hosting dinner /lunch for 200 pax.		
9	Proof Of 110 single occupancy rooms capacity and hotel in hotel premises		
10	TIN Number (Upload copy)		
11	Additional Information, if any (Attach separate sheet , if required)		

*All ten parameters of the technical bid are required to be fulfilled.

FORM FIN-1

FINANCIAL BID SUBMISSION FORM

Dated: _____

To:

[Name and address of Employer]

Dear Sir,

We, the undersigned, offer to provide the services of 110 Single Occupancy Rooms (+/-20%) for Boarding and Lodging of 12th INTERPA Conference and 24th Executive Board Meeting scheduled to be held on 22th - 23rd November 2023 in response to Tender Notice No. _____, dated :- _____ and our Technical Bid. Our Financial Bid, as per TOR is as below:-

Sr. No.	Particulars/ Items	Rate inclusive of all applicable taxes per day per Room/per lunch/dinner/evening tea(in Rs.) (Please mentioned amount in words & Figures both)
1.	Single Occupancy room (21 st to 24 th November 2023)	
2.	Rate of lunch per person #	
3.	Rate of dinner per person #	
4.	Rate of evening tea per person #	
Total Cost of Financial Bid (including all applicable Taxes)		

- Approx. 110 Single Occupancy Rooms (+/-20%) are required from 21.11.2023 to 24.11.2023. # Lunch/Dinner/Evening Tea are required for approx. 200 pax.
- We hereby confirm that the financial bid is unconditional and we acknowledge that any condition attached to financial bid shall result in rejection of our financial proposal.
- Our Financial Bid shall be binding upon us up to expiry of the validity period of the Bid, i.e. before the last date.
- We understand you are not bound to accept any Bid you receive.

Yours sincerely,

Authorized Signature [In full and initials] :- _____
Name and Title of Signatory :- _____
Name of Firm :- _____
Address :- _____