

CHECKLIST OF TECHNICAL ASPECTS FOR HOTEL EMPANELMENT AT CSIR-INDIAN INSTITUTE OF PETROLEUM, DEHRADUN.

<u>Sl. No.</u>	<u>Particulars</u>	<u>Page no./nos. of document</u>
1	Star Rating Certificate	
2	Number Of Rooms Available	
3	Registration Certificate	
4	Proof of experience certificate	
5	PAN No.	
6	GST Registration No.	
7	Address and Contact person	
8	No and size of banquet hall	
9	Bid Security Declaration	
10	FSSAI Certificates	
11	Fire Safety Certificates	
12	Free accommodation for drivers	
13	Parking Space (in sq mt)	



Controller of Administration



सीएसआईआर-भारतीय पेट्रोलियम संस्थान

(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद)

मोहकमपुर, देहरादून - 248 005 (उत्तराखण्ड)

सं. सीएसआईआर-आईआईपी/होटल/291/सा०.2019

दिनांक: 19.03.2020

होटल मनोनयन हेतु

निदेशक, सीएसआईआर- भा०पे०स०, देहरादून की ओर से पंजीकृत न्यूनतम दो सितारा व उससे उच्च श्रेणी के होटल जिनके पास न्यूनतम 20 well furnished AC rooms हों जो भारतीय पेट्रोलियम संस्थान, मोहकमपुर, देहरादून को अपनी fooding व lodging सेवाएँ दो वर्षों के लिए उपलब्ध कराने में इच्छुक अथवा सक्षम हो, से दो बिड सिस्टम (तकनीकी एवं वित्तीय दर) ई-निविदा आमंत्रित की जाती है। निविदा की सम्पूर्ण जानकारी सीएसआईआर-आईआईपी वेबसाइट www.iip.res.in और CPP Portal <https://etenders.gov.in/eprocure/app> पर उपलब्ध है।

01	अनुमानित कार्य मूल्य	रु 11,00,000.00
02	समाचार पत्र में प्रकाशन तिथि	20/03/2020
03	टेंडर का मूल्य	शून्य (शुल्क रहित)
04	ई टेंडर डाउन लोड करने की प्रारंभिक तिथि	20/03/2020 प्रातः 10:00 बजे से
05	ई टेंडर डाउन लोड करने की अंतिम तिथि	14/04/2020 पूर्व: 03:00 बजे तक
06	तकनीकी टेंडर खोलने की तिथि	15/04/2020 पूर्व: 03:30 बजे
07	बयाना राशि/ ई एम डी	Nil

सूचना: सभी निविदाताओं को ऑनलाइन टेंडर upload हेतु DSC (Digital Signature Certificate) आवश्यक है। केवल ऑनलाइन बिड ही मान्य होगी। यदि किसी उपरोक्त तिथि को अवकाश घोषित होता है तो अगले कार्यदिवस पर वह कार्यावाही होगी।


प्रशासन नियंत्रक



CSIR-INDIAN INSTITUTE OF PETROLEUM
(Council of Scientific and Industrial Research)
Mohkampur, Dehra Dun – 248 005 (Uttarakhand)

No. CSIR-IIP/Hotel/291/Gen.2019

Dated: 19.03.2020

NOTICE INVITING E-TENDER FOR HOTEL EMPANELMENT

Please Read all the terms & conditions carefully before filing online tender.

e-Tenders is invited online under Two-Bid system from the registered and reputed two stars and above class hotels from Dehradun with minimum 20 well furnished AC rooms who are interested and capable of providing Fooding and Lodging Services to CSIR-Indian Institute of Petroleum, Mohkampur, Dehradun, 248005 on contract basis for two years. For complete tender details please visit CSIR-IIP website www.iip.res.in or CPP Portal <https://etenders.gov.in/eprocure/app>

1.	Estimated cost of the work	Rs. 11,00,000.00
2.	NIT publishing date in news paper	20.03.2020
3.	Cost of the Tender Document	Free of Cost
4.	Document downloading start date onhttps://etenders.gov.in/eprocure/app	20.03.2020 at 10:00 A.M.
5.	Document downloading/Tender submission end date	14.04.2020 at 3:00 P.M.
6.	Bid (Technical Bid) opening date	15.04.2020 at 3:30 P.M.
7.		NIL

Note- DSC (Digital Signature Certificate) is required by the bidders for uploading e tenders. **Only online bids will be accepted.** If any Holiday is declared on any above date, the action will be taken on next working day.

Controller of Administration

CSIR - INDIAN INSTITUTE OF PETROLEUM
(Council of Scientific and Industrial Research)
Mohkampur, Dehradun-248005

No. CSIR-IPI/Security/Gen.2018-19

CSIR-Indian Institute of Petroleum (IIP), Dehradun, an ISO 9001 Institute, is one of the leading constituent laboratories under Council of Scientific & Industrial Research (CSIR) engaged in R&D work in petroleum refining, natural gas and petro-chemicals and contributing towards creating state of the art technology & products. CSIR-IIP intends to empanel hotels for their visiting guests/dignitaries for a period of two years. The particulars required for empanelment of hotels is enclosed herewith as Annexure I and terms & conditions are mentioned in Annexure II.

14 04 You may submit your application against this NIT through e-tender portal positively by 21/01/2020 at 03.00 p.m. The short-listed hotels, on the basis of evaluation of particulars, shall be subsequently intimated through e tender portal.

Further, you are also requested to upload the relevant information as mentioned in the enclosed Annexure-I and Annexure II. If any information furnished by the applicant is found incorrect at a later stage, he shall be liable to be debarred from tender/taking up of work in CSIR. CSIR-IIP reserves the right to verify the particulars furnished by the applicant, independently and also reserves the right to reject any prospective application without assigning any reason.



Controller of Administration

1. GENERAL INSTRUCTIONS TO THE BIDDERS:

- 1.1 The Hotel shall use its best human resource to provide services to the Guests and Officers of the CSIR- IIP.
- 1.2 The General requirement of the Institute will be reservation of rooms for visiting guests/faculties/other dignitaries.
- 1.3 Buffet in Banquette hall for the valedictory functions.
- 1.4 Formal/informal dinner meetings with domestic and foreign guests.

2. ELIGIBILITY OF THE BIDDERS

- 2.1 The Hotel should be at least two stars or equivalent in status.
- 2.2 The Hotel should have at least one Air Conditioned banquet Hall with the capacity to cater at least 50 persons at a time.
- 2.3 The Hotel should have appropriate safety certificate from appropriate government agency.
- 2.4 The Hotel should have at least Twenty Five fully Air Conditioned well furnished rooms and should be prompt to book rooms whenever requested by the designated Officers of the Institute.
- 2.5 There shall be no requirement of EMD and instead a bid security declaration form may be submitted (**Annexure 2**).
- 2.6 The Hotel should have free of cost accommodation facility for the accompanying drivers of the Guests of the Institute.
- 2.7 The Hotel should have sufficient Parking space for the vehicles of the Guests.
- 2.8 The Hotel must fulfill all the statutory obligations like FSSAI certificate, bill with GST compliance, well established and updated Fire Safety Protocols as prescribed by Government agency, etc. as applicable on Hotel/Restaurant entities.

3. QUALIFICATION OF THE BIDDERS

- 3.1 The Bidder, to qualify for the award of contract, shall apply only through e tender portal.
- 3.2 The bidder shall submit full details of his ownership and control and shall submit the certificate of incorporation.
- 3.3 Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.
- 3.4 A bid Security declaration Form (**Annexure 2**) may be filled up, signed and uploaded along with other documents.

4. ONE BID FOR BIDDER

Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium.

5. VISIT TO HOTEL

- 5.1 A committee constituted by the Institute to physically verify the amenities shall visit the hotels during the course of empanelment.

6. CLARIFICATION FOR TENDER DOCUMENT

- 6.1 In case the bidder has any doubt about the meaning of anything contained in the Tender document, he shall seek clarification from the COA, CSIR-IIP by e-mail at coa@iip.res.in before submitting his bid and such clarification, along with all details on which clarification had been sought, will also be forwarded to all bidders without disclosing the identity of the bidder seeking clarification. All communications between the bidder and the CSIR-IIP shall be carried out in writing.
- 6.2 Except for any such written clarification issued by the Controller of Administration, CSIR- IIP which is expressly stated to be an addendum to the tender document issued by the CSIR-IIP, no written or oral communication, presentation or explanation by any other employee of the CSIR-IIP shall be taken to bind or fetter the CSIR-IIP under the contract.

7. PREPARATION OF BIDS

- 7.1 The Bidder has to quote the rates of food for buffet, Offer the clear discount on printed Menu tariff in percentage and special room tariff (category wise) in the enclosed Annexure 1.
- 7.2 Conditional bids/offers shall be summarily rejected.

8. ACCEPTANCE OF BIDS:

- 8.1. CSIR-IIP reserves the right to accept any tender and to reject any or all the tenders and not bound to accept the lowest or any tender and may at any time by notice in writing to the bidders terminate the tendering process.
- 8.2. Tender will be rejected if it is found that the Hotel is black listed on previous occasions by any of the Govt. Departments /Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.

9. EMPANELMENT:

- 9.1. CSIR-IIP will empanel those Hotel/Hotels for a period of two years as per the terms and conditions incorporated in the tender document.
- 9.2. The empanelled hotel will be required to submit a written confirmation/acceptance within a period of 10 days from the date of issue of letter for empanelment.

10. TERMS AND CONDITIONS FOR EMPANELMENT OF HOTELS IN CSIR-IIP

- 10.1 The payment will be released to your hotel as per fixed rate.
- 10.2 The payment will be released to the Hotel as per their actual bill raised by the Hotel duly certified by touring guests. In case of excess amount for excess items, excess amount will be settled by the touring guest directly to the hotel.
- 10.3 Check-in/Check-out time in respect of touring guest of CSIR-IIP will be as under.
- | | |
|----------------|-----------|
| Check in time | 9:00 a.m. |
| Check out time | 2.00 p.m. |
- 10.4 The tariff will be effective for a period of two years.

- 10.5 No charges on tariff will be allowed or paid to the Hotel for reservation/cancellation of Hotel accommodation.
- 10.6 To provide clock-room facility to the CSIR-IIP guest for short period beyond check in / checkout time.
- 10.7 To ensure that all bills are duly authenticated by the concerned guests with full signature.
- 10.8 No bill for liquor/soda, laundry, cigarette, room services, telephone charges etc. will be paid by CSIR-IIP.
- 10.9 The bill for preceding month shall be submitted by your Hotel during the first week of the following month.
- 10.10 No overwriting/cutting in the bill will be entertained for payment.
- 10.11 Guidelines/instruction issued by the CSIR-IIP from time to time shall be strictly followed.
- 10.12 The rate/discount offered cannot be enhanced during the period of empanelment, i.e. two years.
- 10.13 In case of breach of any terms and conditions and any complain regarding services, facilities etc. the Director, CSIR-IIP reserves the right to revoke the empanelment of the hotel. The rooms shall be reserved on priority for CSIR-IIP guests.

11. **SCOPE OF WORK**

- 11.1 The Hotel shall be responsible for providing best facilities – fooding and lodging without any compromise to the set standard on the basis of which the empanelment was done.
- 11.2 No charges on tariff will be allowed or paid to the Hotel for reservation/cancellation of Hotel accommodation.
- 11.3 The bills shall be duly authenticated by the concerned guests with full signature.
- 11.4 The rate/discount offered cannot be enhanced during the period of empanelment.
- 11.5 To provide clock-room facility to the CSIR-IIP guest for short period beyond check in / checkout time.
- 11.6 Any other facility as advised by the Director, CSIR-IIP may be provided on mutual consensus.



Rate of Food Items
(Combo Rate)

Price (in Rs.)

ITEM NO.1- VEG. BENQUET DINNER

A. Starters- 04 Veg. **B. Beverages** - Soft Drink/Mock tails and Fresh Juices **C. - Main Course** - One Soup, One Paneer Preparation, One Dal, a seasonal vegetable, one continental/Chinese preparation, one Indian curry preparation, 3 type of Indian Breads, Two salads, One rice preparation, curd/raita preparation, Achar Papad and chutneys and choice of two desserts.

ITEM NO. 2- NON VEG. SELECTIONS

B. Starters - 02 Veg + 02 Non-Veg. **B. Beverages-** Soft Drink/mock tails and Fresh Juices. **C. Main Course** - One Soup, Two non-vegetarian dishes, One Paneer Preparation, One Dal, a seasonal vegetable, one continental/Chinese preparation, one Indian curry preparation, 3 type of Indian Breads, Two salads, One rice preparation, curd/raita preparation, Achar Papad and chutneys and choice of two desserts.

Percentage of Discount on Printed Menu tariff

(in per cent)

Room Charges - All categories with Break Fast (Tariff should be under Continental Plan)

Type	Single	Double
A) Superior (Type 1)		
B) Premium (Type 2)		
C) Suite (Type 3)		

(A) Special attraction/services/offers being offered -

(B) Other terms and conditions like taxes etc.-

as per government rates

Annexure-5F

Bid-Securing Declaration Form

(Refer para 5.1.2 (ix)(d) & 6.1.1 (02) of the CSIR Manual)

Date: _____
Bid No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of : (insert complete name of Bidder)

Dated on _____ day of _____(insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

JR