



**EXPRESSION OF INTEREST
FOR
HIRING OF ROOMS IN HOTEL**

at

**National Institute for Empowerment of
Persons with Multiple Disabilities
(NIEPMD), Chennai**

East Coast Road (ECR), Muttukadu, Kovalam (Post)
Chennai, Tamilnadu, 603112

Ph. 044-27472113 Extn:413, Email: asponiepm@gmail.com

The EOI should be published on CPP portal, one Tamil daily (Chennai edition) and NIEPMD Website for wide publicity.

Notice through E-Publishing Mode

Sd/-
Deputy Registrar (Admin)

Sd/-
Director I/C

National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD), Chennai

East Coast Road (ECR), Muttukadu, Kovalam (Post)
Chennai, Tamilnadu, 603112
Ph. 044-27472113 Extn:413, Email: asponiepmd@gmail.com

EOI for Hiring of Rooms in Hotel for Course Co-Ordinator Meet (South Zone)

Name of work: EOI for Hiring of Rooms in Hotel for Course Co-Ordinator Meet (South Zone)

Sir,

Sealed Quotations are invited from intending service provider & Specialized Agencies for the Hiring of rooms in 2 or 3 stars certified hotels/ Guest House for Course Co-Ordinator Meet (South Zone), at NIEPMD, Chennai. The above-mentioned work as per the terms and conditions stipulated in the annexure. You are requested to quote your most competitive rate and submit the same in a **Sealed Envelope** super scribing the enquiry reference Name of work and due date opening and should reach the office of the undersigned on or before the due date & time of submission.

Date of Issue	:	08th Mar 2023
Last date & time of submission	:	21st Mar 2023 up to 05:30 PM
Date & Time of opening	:	22nd Mar 2023 at 03.00PM

Undertaking by Bidder

If the above proposal/ quotation is accepted and order is placed on us for the work as specified above, we agree to abide by the terms and conditions enclosed. **Our quotation is valid up to One months from the date of opening. We hereby return your original quotation form, duly filled and signed.**

(Signature of firm/Bidder with rubber stamp)

Tel. No.: _____

Mob No.: _____

Email- _____

Address _____

EOI are invited from Individuals/Sole Proprietors/Agencies/Firms/LLPs/Companies/Service Providers engaged in the Hotel business for hiring of 75 numbers of Air-Conditioned rooms (Minimum rooms to be hired 50 and maximum 75) in ready to occupy condition in 2 or 3 Stars rated Hotel in radius maximum 10 to 15 kilometers from NIEPMD, Muttukadu premises on per day rent basis for 02 days (On 27th & 28th March 2023) for stay of participants participating in Course Co-Ordinator Meet (South Zone). **The Hotel must provide facility for 24x7 basis check in and check out facility.**

National Institute for Empowerment of Persons with Multiple Disabilities, Chennai (hereinafter called as NIEPMD, Chennai) intends to hire AC Rooms in 2 or 3 star rated Hotels on Double sharing basis in Chennai for two days (On 27th & 28th March 2023) for utilizing in Course Co-Ordinator Meet (South Zone) at institute on per day rent basis on which are in ready to occupy condition from Individuals / Firms / Companies/ Service providers as per details given below:

Numbers of rooms required	Location	Remarks
50 to 75 (Fifty to 75) Air Conditioned rooms with double bed on triple sharing basis. preferably within 10-15 kilometers radius of NIEPMD Chennai. The room should have facilities like Lift, intercom, hot water, RO water LCD TV etc.	The Hotel should be ideally located in city area with adequate parking space, good public transportation system.	The rooms will be available for outside contingents at any time. (on 24x7 Check in and Check out basis)

The Bidders are required to quote most competitive rates for providing rooms (L1 shall be the offer one room for Two days in respect of which lowest rate is quoted.) The interested parties should send their bids in the format which obtained from the website www.niepmd.tn.nic.in. The Bidders are requested to read carefully and understand the terms and conditions before submitting the bid. Details of the tender are given below:

1.	Name of Work	EOI for hiring of Rooms for stay of Teams on perday rent basis in Muttukadu, Chennai.
2.	Open date of tender	22 nd Mar 2023 at 03.00 PM
3.	Last date and time of receipt of bid	21 st Mar 2023 up to 05:30 PM
4.	Address at which the Bids are to be submitted	Room. No. 113, NIEPMD, ECR, Muttukadu, Kovalam (Post), Chennai, 603112
5.	Venue of opening tenders	Conference Hall of NIEPMD, Chennai

NIEPMD has the right to accept/reject any/all bids without assigning any reasons. **The NIEPMD also reserves its right to reject any bid which, in the opinion of the NIEPMD, is too low or unrealistic for effectively carrying out the obligations required under the terms and conditions of the tender.**

DISCLAIMER

The information contained in this Tender document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of NIEPMD, is provided to the Bidder(s) on the terms and conditions set out in this Tender document and all other terms and conditions subject to which such information is provided.

This Tender invitation is neither an agreement nor an offer and is only an invitation by the NIEPMD Chennai to the interested parties for submission of bids. The purpose of this Tender invitation is to provide the Bidder(s) with information to assist the formulation of their proposals. This Tender invitation does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Tender document and where necessary obtain independent advice. NIEPMD makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Tender.

NIEPMD may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender documents. No contractual obligation whatsoever shall arise from the Tender process until a formal contract is signed and executed by duly authorized officers of the Bank with the selected Bidder.

➤ GUIDELINES FOR SUBMISSION OF TENDER INVITATION

- a. One Bidder shall submit only one tender.
- b. Each page of Tender Document shall be signed by the Authorised Signatory.
- c. Room size with dimensions, Room Numbers offered. Photograph of rooms and site plan of the hotel showing the main approach road, road on either side if any, width of the road/s and landmarks around the hotel should be enclosed.
- d. The bidder must submit copies of valid Trade License, valid Fire License and all other statutory licenses/ permits along with the offer. The successful bidder will be required to produce the originals of these licenses/ permits for verification if required by NIEPMD Chennai before finalizing the contract.
- e. The Rate quoted should be inclusive of all taxes and other charges if any per day per room on

Double sharing bases (Two person will stay in one room).

f. Offer(s) incomplete or deficient, received late and/or not signed by the Bidder on all the pages shall not be accepted.

g. The contract shall be finalized subject to recommendation of the Purchase committee and approved by the Competent Authority of NIEPMD Chennai.

h. Documents constituting the contract: The invitation of Bids, the terms and conditions of the Tender, bid of the successful Bidder and Letter of work order will be issue by the NIEPMD Chennai.

➤ **Last Date**

Bidders must ensure that the duly signed and filled Bids enclosing all the required/stipulated documents is posted by Registered Post & Acknowledgement to or personally delivered in Room No. 113, 3rd Floor, NIEPMD, ECR, Muttukadu, Kovalam (Post), Chennai -603112 within time so as to reach the NIEPMD Chennai **on 21st Mar 2023, 05.30 PM**. Bids received after the due date and time shall be rejected.

➤ **Date of opening of bids**

Bids received as per schedule will be opened, in the presence of participating bidders or their representativeduly authorized in writing, on **22nd Mar 2023, 03.00 PM** at 3rd Floor Conference Hall of, NIEPMD Chennai – 603112

Bids should be addressed to:

**The Director,
NIEPMD, ECR, Muttukadu, Kovalam (Post),
Chennai – 603112 (Tamilnadu)**

Bidders are advised to read and understand the complete scope / value and volume of the work involved before submitting their bids. No Clarifications shall be entertained after submitting the bids.

Bidders are advised in their own interest to study the terms and conditions of the tender carefully and only then submit bids accordingly. Any tender/quotation received against this tender shall be governed by the terms and conditions indicated in the tender document and the Bidders quoting against this tender shall be deemed to have read, under- stood and accepted the same.

➤ **Price and Validity**

i) The Rates must be quoted as detailed **in Annexure-II** covering the entire activity as per the scope of the contract. Rates shall be inclusive of all Taxes & duties, rates, charges, insurance costs etc., as applicable. However, if quoted rates are exclusive of GST, then the GST, as applicable,

shall be paid additionally after receipt of valid GST certificate as applicable, registration certificate from the contractor and proof of payment of tax whenever the same have been paid and claimed.

- ii) Rates agreed upon shall remain same throughout the period of Contract. The discount, if any, should be straight and simple. No, conditional discount will be given weightage for comparison purpose. However, the NIEPMD Chennai may avail it to its benefit. The finalization and declaration of the final L-1 will be subject to the approval of the competent authority.
- iii) Payment will be released after completion of work. No advance payment will be made.

The suitability of the Hotel Premises will be evaluated by giving weightage to the equivalent aspects in various parameters like location, distances from NIEPMD Chennai, amenities available, nearby surroundings, availability of sufficient parking space, proneness to water logging/flood etc., quality of construction, efficacy of internal layout of hotel premises and layout of Rooms Offered in the Hotel.

➤ **MINIMUM REQUIREMENTS:**

➤ The Hotel should be ideally located in the prime place of Chennai within the radius of 10-15 KM radius of NIEPMD, Muttukadu, Kovalam, Chennai -603112 with good connectivity to Airport/ railway station.

➤ The bidder shall be prepared to rent well maintained 75 Nos. of Rooms on Double sharing bases with attached toilet and bathroom, the rooms should be equipped with modern facilities along with the following facilities preferably available in the hotel as mentioned hereunder:

- 2 to 3-star rating of the hotels.
- Lift within the hotel for all the floors.
- 24 Hour Room Service.
- Laundry and Valet Services.
- LCD/LED Colour Television with 24hrs Cable connection (All popular National/Regional News, Sports, Entertainment channels)
- 24 Hours water, hot and cold running water in the bathrooms with western type toilets.
- 24 Hours electricity supply with generator back-up.
- Intercom facility in the room.
- Rooms should be cleaned every day. Bed linen and towels should be changed every day. Breakfast complimentary shall be provided by the hotel for 04 days. Water Supply: The owner should ensure and provide adequate supply of drinking water and water for W.C & Lavatory to the rooms throughout the contract period.

- Electricity: The building should have sufficient sanctioned electrical/ power load, power back up, Lifts and made available to the NIEPMD Chennai guests. Hostel must have provision of standby power backup in case of power failure.
 - Institute reserves the right to increase or decrease the number of rooms based on the participation of outside contingents in Course Co-Ordinator Meet (South Zone).
 - Rooms should be airy, sufficient sunlight in the day time, with proper
 - Rooms should be on good location of the Hotel.
 - Each room should have Linen, towels, bed sheets, woolen blankets, quilts pillow etc.
 - Proper and adequate steps and care should be taken for maintaining cleanliness, sanitation etc. in the rooms.
 - Hotel should provide complimentary taxi facility in case of emergency for taking occupant to nearby hospital
 - The Hotel staff should be courteous with guests. In case of any damage to the Hotel property by the guests, the hotel authorities are free to collect the damages from the guests as in the case of NIEPMD Chennai is not responsible for the same.
 - The Hotel shall abide by the rules, guidelines, policies and procedures applicable to running a hotel, follow the rules and regulations issued by the various Government Authorities under whose jurisdiction the agreement will fall, from time to time.
 - Successful bidders should be prepared to maintain a separate register exclusively for the guests as prescribed by NIEPMD.
 - Payment will be made to the successful bidder after completion of the said event. Payment will be made by NEFT/RTGS/Transfer/Banker's Cheque only (as applicable) for which the successful bidder will provide the relevant bank details in the prescribed format of NIEPMD Chennai. Payment will be made after deduction of Statutory Taxes.
 - The particulars of amenities provided / proposed to be provided in the hotel should be furnished in the technical bid.
 - It may be noted that no negotiations will be carried out, except with the lowest Bidder and therefore most competitive rates should be offered.
 - Rate quoted should be per room per day inclusive of all taxes and other charges if any. Nothing extra will be paid.
 - No advance shall be payable by Institute to the successful bidder after awarding the work.
- **OTHER REQUIREMENTS**
- a. Bids should be complete in all respects and incomplete bids will be summarily rejected. The NIEPMD Chennai will not entertain any correspondence in this regard.
 - b. Canvassing in any form entails disqualification from further consideration.
 - c. Any Bidder found influencing or intimidating other Bidders / Tender process is and will be liable to / for disqualification.

d. The NIEPMD Chennai decision in respect of any dispute arising out of the hiring of Hotel's Room shall be final and binding on the Bidder or his representative.

e. The Bidder shall procure and arrange at his expense all necessary permits, certificates and licenses required under any or all applicable laws, regulations, ordinances and other rules in effect at the place where any service/s is/are to be performed, and the Bidder further agrees to hold and keep the NIEPMD Chennai indemnified from liability or penalty which might be imposed by reason of any asserted or established violation of such laws, regulations, ordinances or other rules.

f. The contract shall be governed, interpreted and enforced in accordance with law of India and Courts at Chennai shall alone have exclusive jurisdiction.

g. The Bidder shall not at any time sub-contract or assign in whole or in part its obligations, liabilities, privileges, benefits and rights in or under this contract for any purpose and to any extent in favour of any third party without prior consent of the NIEPMD Chennai in writing.

h. The NIEPMD Chennai reserves the right to reject or accept or cancel partly or in full any or all bids without assigning any reason whatsoever. The decision of the NIEPMD Chennai in this regard is final and binding on the Bidders.

➤ **INDEMNITY & LIABILITY**

(a) The Bidder agrees to indemnify the NIEPMD Chennai against all losses or claims in respect of any or all statutory / financial obligations arising out of any negligence or misconduct on the part of the bidder howsoever and in whatsoever manner caused to the NIEPMD Chennai. The NIEPMD Chennai will not enter into any litigation whatsoever under any circumstances in respect of afore-stated statutory / financial obligations. Any litigation if so warranted /compelled will be conducted and pursued by the NIEPMD Chennai at the cost of the Bidder only.

(b) The NIEPMD Chennai shall be liable only for paying agreed hiring charges. The Bidder shall be responsible and answerable for all claims from third parties including the employees/students/guest of the NIEPMD Chennai in the event of any accident or injury, death, loss or damage leading to / involving any liability caused by the Bidder or its employees. The NIEPMD Chennai will have no master servant relationship with the employees of the Hotel. The relation of bidders and the NIEPMD Chennai is principal-to-principal basis. If during the contract period, any loss or damage to property or life, death due to accident etc., is caused either to the occupants or employees of the Hotel or any other third party, the NIEPMD Chennai shall not be responsible for the same.

(c) Payment to the Bidder will be based upon the record maintained by the bidder. It is, therefore, necessary that record occupancy should be signed by the occupants. In any dispute the numbers of the participant will be the cross matches with the numbers of the guest stay in the hotels under this contract. NIEPMD Chennai will pay only those participants room rent who will pay the accommodation's charges in this regard.

➤ **Termination**

The NIEPMD Chennai reserves the right to terminate the contract any day before availing the facilities without assigning any reason whatsoever. Without prejudice to the above the NIEPMD Chennai also reserves its right to terminate the agreement if the Bidder is involved in wrongful billing. In addition, hereto wrongful billing shall also result in the organization being debarred from participating in any other tender of the NIEPMD Chennai.

ANNEXURE – I

Profile of the Bidder:

- 2. Name of the Bidder.....
- 3. Name of the person submitting the Bid whose photograph is affixed Shri/Smt.....

Passport size
photographs of
the Bidder/
authorized

(The Bid should be signed as per terms and conditions mentioned in the Tender Documents) Bidder will submit the attested copy of the PAN card / Election Commission I-Card / Passport of the proprietor or authorized signatory in case of proprietor is not signing the tender document. The tender is liable to be rejected if the signature and photograph do not match with the photograph affixed and the signature made in the tender documents.

Registration & incorporation particulars of the Bidder: Date of Registration.....

- i) Individuals
- ii) Proprietorship Concern
- iii) Partnership Firm
- iv) Limited Liability Partnership
- v) Service Provider/ Company

(Please attach attested copies of documents of registration/ incorporation of your firm with the competent authority as required by business law)

3. Name of Proprietor/Partners/Directors -----

4. Permanent Income Tax member, Income Tax circle-----

5. GST NUMBER.....

PARTICULARS REQUIRED

S. No.	DESCRIPTION	
1	Name and Address of the Hotel/ Hotels attached	

2	Phone No. and Fax No.	
3	Email ID	
4	Website address	
5	Contact Person with designation and Mobile No.	
6	Valid license from Competent Government authority to run the Hotel attach (certificate)	
7	Total Nos of Rooms will be provided in the Hotel/ Guest House	
8	Location of rooms (e.g., Ground floor etc.)	
9	Availability of Emergency/Fire exit	
10	Whether each room has balcony	
11	Total No. of Floors.	
12	Lift with generator facility available.	
13	Generator supply given to rooms	
14	Whether restaurant available. Timing of restaurant, Vegetarian or Non-Veg. Seating capacity of restaurant. Room service available.	
15	Hotel distance from NIEPMD Chennai, Chennai (by road)	
16	Distance from Railway Station, Airport, bus stand by road.	

17	Certificate of 2-3 Star rating of Hotel from competent authority. (attach copy of certificate)	
18	Total Number of Rooms with category.	
19	Whether rooms are having split/window air conditioners or centralized AC system.	
20	LCD TV with Cable TV connection available in the rooms.	
21	Any other detail(s) other than the aforesaid you would like to add:	

UNDERTAKING

- a) I/We hereby certify that all the information furnished above are true to my knowledge. I have no objection to the Name of the person submitting the Bid whose photograph verifying any or all the information furnished in this document with the concerned authorities, if necessary.
- b) In the event of any information or statement being found to be incorrect in any way and at any time, the same be construed to be a misrepresentation, enabling NIEPMD Chennai to avoid / cancel any resultant contract.
- c) I / we further undertake that as and when called upon by the NIEPMD Chennai for inspection, to produce original (s) of the documents of which copies have been attached hereto.
- d) It is certified that I / we have not been debarred or blacklisted from participation in Govt., tenders at the time of purchasing this tender document.
- e) I/We also certify that, I / We have understood all the terms and conditions indicated in the tender document and hereby accept the same completely and unconditionally

Date:

Signature of Bidder/Authorize signatory.

Name of the Bidder.....

Seal/Stamp of the Bidder

List of enclosures

- a) Copy of Partnership Deed/Proprietorship Deed/Article & Memorandum of Association, as the case may be.
 - b) Permanent Account No. (PAN) Copy.
 - c) Certificate of GST No.
 - d) Photocopy of the Registration/incorporation of the Bidder.
 - e) Copy of Star Rating Certificate
 - f) Copy of License/permission for running Hotel
- .

FINANCIAL BID

**Financial bid for Hiring of Hotel Rooms for use as Teams
at CHENNAI**

to be submitted by the vendor

(The rate quoted shall be inclusive of all taxes)

Sl. No.	Per Room Rent Double Sharing	Per Room Rent Double Sharing with breakfast	Per Room Rent Double Sharing with breakfast & Dinner	% of GST rates to be charged.

(Please quote rate for one room for one day inclusive all Taxes, levies, and duties except GST. GST shall be paid as per actual).

Date:

(Signature of authorized signatory)

(Name of the authorized signatory)

Seal:

CHECK LIST FOR THE HELP OF BIDDER (Indicative)

S. No.	Details of documents to be submitted.
1.	Registration no. /License no. to run the Hotel/ Guest House.
2.	Certificate under Shop & Commercial Establishment Act
3.	GST Registration Certificate
4.	PAN Card
5.	Proof for (proprietor firm) / Partnership firm)/LLP / Pvt. Ltd/Public Ltd Co registration certificate, certificate of incorporation/partnership deed and relevant documents
6.	Financial/Price Bid (Annexure-II)
7.	Undertaking & Declaration for understanding the terms & conditions of tender and specification of work along with a declaration that they have not been blacklisted for corrupt / fraudulent practices / non-delivery of services and non-performance. - ANNEXURE –III
8.	Other documents/compliance certificate not stated above