

**NOTICE INVITING TENDER FOR HOTEL  
ACCOMMODATION FOR THE YEAR 2017-18**

National University of Educational Planning and Administration (NUEPA), 17-B, Sri Aurobindo Marg, New Delhi-110016, an autonomous body of MHRD and a Deemed University invites quotations in two bid-system for hotel accommodation/ dinners for its various activities in Delhi during December 2017 to March, 2018. Four Star Hotels situated with-in the radius of 10-12 Kms of both Sri Aurobindo Marg and IGI Airport can apply and quote their rates for providing hotel accommodation to the guests of NUEPA.

Terms and conditions and the prescribed format for quoting the rates including Technical bid and Financial bid can be downloaded from [www.nuepa.org](http://www.nuepa.org) Tender will be received up to 3.00 P.M. on 16<sup>th</sup> November, 2017 and opened on the same day at 3.30 P.M. at NUEPA.

Registrar



NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND ADMINISTRATION  
17 – B, Aurobindo Marg, New Delhi – 110 016

F.No.13 - 04/2008 – 09/G.A

November 14, 2017

As per distribution list

Subject: - Requirement of hotel accommodation etc. for various activities of NUEPA in Delhi between December, 2017 and 31st March, 2018.

Dear Sir,

National University of Educational Planning and Administration (NUEPA), 17-B, Sri Aurobindo Marg, New Delhi-110016, an autonomous body of MHRD and a Deemed University conducts training programmes and National and International conference every year. In this connection we are required to arrange Hotel accommodation for our guests both national and international. In addition, NUEPA also arranges Lunch / Dinner etc. in their honour. A tentative requirement of the hotel accommodation as well as lunch/dinner can be seen at Annexure –I.

The bidding process is divided into two parts i.e. Technical and Financial (Annexure III) only. Those meeting the technical criteria would only be considered for Stage II i.e. financial bidding. Both the bids are to be responded together. Room rent may be quoted inclusive of breakfast and dinner charges. Applicable taxes may be shown separately.

You may quote the rates for all the points mentioned in the Financial bid (Part II) see (Annexure III) and **kindly note that Conference halls (with capacity of upto 100 persons) will be on complimentary basis.**

The period of contract will be from the date of award of work and will be from 01-12-2017 to 31-3-2018, which can be extended on mutual agreement basis on the same rates on year to year basis.

2/-

You are requested to send the reply in two sealed covers separately superscribed "Quotation for Technical bid" and "Quotation for Financial bid", put in a single big envelope, addressed to the Registrar, National University of Educational Planning and Administration (NUEPA), 17-B, Sri Aurobindo Marg, New Delhi-110016 by 16<sup>th</sup> November, 2017 before 3.00 P.M. positively. The Technical Bids will be opened at 3.30 PM on the same day in the presence of parties available at the time of opening the quotations. As a part of evaluation of technical bids, University authorised Tender Evaluation Committee may visit the hotel. For queries, if any, you may contact Sh. G.Veerabahu, Administrative Officer on 011-26544833/9910629165.

Payment for services shall be made within 30 days on receipt of bills.

NUEPA reserves the right to reject any or all quotations, in part or full, without assigning any reasons.

Yours faithfully,

Sd/xxxxxxx  
Registrar

ANNEXURE – I

NUEPA

The tentative Accommodation / Banquets requirements 1-12-2017 to 31-3-2018

Sl.No.	No. of rooms	Period	No. of nights
1.	80 to 100 Single occupancy	7 <sup>th</sup> and 8 <sup>th</sup> December, 2017	3
2.	80 to 100 Single occupancy	4 <sup>th</sup> to 7 <sup>th</sup> February, 2018 (Tentative)	6
3.	40 to 60 Single occupancy	March 2018 (Tentative)	3

**NUEPA****Part I - Technical bid**

Only those parties who qualify on technical grounds would be eligible to advance to financial bid stage i.e. the financial bids of only successful parties would be opened and considered.

Point No.	Details	(to be filled by the Hotel) Mention your option and information
<b>I</b>		
i	Name of the Hotel	
ii	Proprietor/Ownership of the hotel	
iii	Address & details of the contact person	
iv	Star rating/category of the hotel	
v	Number of years of operation in Delhi	
vi	<p>02 equal size Conference Rooms (on complementary basis and each should have minimum capacity of 50 persons) are required from 9 AM to 6 PM for parallel sessions on all the days.</p> <p>2 times of Tea/Coffee, snacks, cookies and Lunch are to be served during the day.</p> <p>Conference Rooms with tea/coffee &amp; snacks will be on complimentary basis.</p> <p><b><u>One conference hall, out of the above two, should be big enough to host all the participants (approx. 100 persons) on inaugural and valedictory sessions.</u></b></p>	<p>YES/NO</p> <p>Please provide details</p>
<b>II</b>		
i	Total number of rooms available in your Hotel	
ii	Lobby, Size, Parking space and Banquets	
iii	Banquets Hall size, space and other facilities.	
iv	Location and approach to Hotel including the distance from IGI Airport	
v	Distance from NUEPA	
vi	Availability of 80-100 rooms at a short notice of 7 days	YES/NO
vii	Availability of Dinner Hall which can accommodate 150 persons at a short notice of 7 days	YES/NO

viii	Whether the Hotel agrees to sign a contract on award of the work	YES/NO
<b>III</b>		
i	Conference/event hosted for Government/ Autonomous bodies/Universities, if any	YES/NO
	If yes, please provide details	

(Signature of the Hotel Authority with stamp)

**NUEPA**

**Part II - Financial bid**

Hotel Accommodation:

Sl.No.	Rates*	Tax	Total amount (all inclusive)
1.	Room Rent (Single occupancy) (with complimentary breakfast and Dinner) Rs. _____		
2.	Room Rent (Double occupancy) (with complimentary breakfast and Dinner) Rs. _____		
3.	Airport transfer charges Rs. _____ <b>(Not applicable to Hotels in Aerocity. Airport transfer to be included in the package by Hotels in Aerocity)</b>		

\* (Rates should be quoted preferably applicable for whole year)

Signature of the Hotel Authority  
with rubber stamp