

**NOTICE INVITING TENDER FOR HOTEL
ACCOMMODATION FOR THE YEAR 2018-19**

National Institute of Educational Planning and Administration (NIEPA), 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/dinner for its various activities in Delhi during December 2018 to March 2019. Four star hotels situated with-in the radius of 10-12 kms of both Sri Aurobindoo Marg and IGI Airport can apply and quote their rates for providing hotel accommodation to the guests of NIEPA.

Terms and conditions and the prescribed format for quoting the rates including Technical bid and Financial bid can be downloaded from www.niepa.ac.in Tender will be received up to 3:00 P.M. on 17th September 2018 and opened on the same day at 3.30 P.M at NIEPA.



National Institute of Educational Planning and Administration
[Deemed to be University]

17-B, Sri Aurobindo Marg, New Delhi 110 016

Ph. No. 011-26544800, 26544874. Email: admingen@niepa.ac.in

F.No. 13-04/2018-19/G.A

August 31, 2018

Subject: Requirement of hotel accommodation etc. for various programme activities of NIEPA in Delhi during December 2018 to 31st March 2019.

Dear Sir,

National Institute of Educational Planning and Administration (NIEPA), 17-B, Sri Aurobindo Marg, New Delhi-110016, an autonomous body of MHRD and a Deemed University conducts training programmes and national and international conferences every year. In This connection we are required to arrange Hotel accommodation for our guests both National and International. In addition, NIEPA also arranges Lunch/Dinner etc. in their honor. You are therefore, requested to submit your best offer. 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. 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). **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 01-12-2018 to 31.03.2019, which can be extended on mutual agreement basis on the same rates on year to year basis.

You are requested to send the reply in two sealed covers separately super scribed “Quotation for Technical bid) and “Quotation for Financial bid”) put in a single big envelope, addressed to the Registrar, National Institute of Education Planning and Administration (NIEPA) , 17-B, Sri Aurobindoo Marg, New Delhi-110016, BY 17th September, 2018 BEFORE 3:00 PM Positively. The technical bids will be opened at 3:30 PM on the same day in the presence of parties present at the time of opening the quotations. As a part of evaluation of technical bids, Institute authorized Tender Evaluation Committee may visit the hotel For any other clarification on the matter queries, if any. you may contract Dr. Naresh Kumar, Administrative Officer (i/c) on 011-26544833.

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

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

Yours Faithfully



Prof. Kumar Suresh
Registrar (i/c)

ANNEXURE-I

NIEPA

The tentative Accommodation/ Banquets requirements from 1.12.2018 to 21.03.2019.

S.No.	No. of Rooms	Period	No. of Nights
1.	80 to 90 single occupancy	15 to 17 November 2018.	4
2.	80 to 90 Single Occupancy	January 2019	3
3.	80 to 90 Single Occupancy	-	-

NIEPAPart 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
I		
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 & snacks will be on complimentary basis.</p> <p><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></p>	<p>YES/NO</p> <p>Please provide details</p>
II		
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 NIEPA	
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
III		
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)

NIEPA**Part II - Financial bid**

Hotel Accommodation:

Sl.No.	Rates*	Tax	Total amount
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. (Note applicable to Hotels in Aercity. Airport transfer to be included in the package by Hotels in Aercity)		
4.	Lunch/ Dinners other than participants charges		

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

Signature of the Hotel Authority
With rubber stamp