

भारतीय लेखापरीक्षा और लेखा विभाग
क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, कोलकाता

संख्या : RTI/Kol/Hotel/2023-24/1518
दिनांक: 21/09/2023

सेवा में,
All user offices of Kolkata,

महोदय/महोदया,

इस कार्यालय का पत्र संख्या: RTI/Kol/Hotel/2023-24/1518
दिनांक: 21/09/2023 आपके कार्यालय को सूचना/ आवश्यक
कार्यवाही हेतु प्रेषित किया जा रहा है।

भवदीय,

संलग्न: यथोपरि

रंजन दास

वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन)

वरिष्ठ लेखा परीक्षा अधिकारी (प्रशासनिक प्रशासन)
Senior Audit Officer (Faculty / Admin)



भारतीय लेखा परीक्षा और लेखा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT
क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, कोलकाता



Regional Capacity Building and Knowledge Institute, Kolkata

No. RTI/Kol/Hotel/2023-24/ 1518

Dated: 20.09.2023

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NOTICE INVITING TENDER

Under two packet system sealed tenders are invited in the given format for 'Invitation of Tender Documents for providing 10 spacious rooms (double/single occupancy) with common space/open terrace for stay for participants to attend training' during end of October and upto March 2024 for phase wise accommodation which will be required according to the need. The period of booking will be intimated well in advance. Last date of submission of quotation is 12.10.2023 up to 02.00 PM. All received quotations will be opened at 03.00 PM on 12.10.2023 in this office in presence of the participating Bidders, if any. The contract will be valid till 31.03.2024. Financial bid will be opened after qualifying the following technical criteria: -

1. All the rooms should be available in one/two building
2. Distance from this Institute (CGO Complex) should be within 10 km.
3. The location of the accommodation should be closed to the main road
4. Provision for supplying of well Indian cooked food to the boarders should exists

Tender Committee will visit the technically eligible bidder's Guest House/Hotel to prepare grading on the basis of the following parameters: -

Particulars	Score
All the rooms should be available in one building	5
All the rooms should be available in two building	3
Distance from this Institute (CGO Complex) within 10 km.	5
Distance from this Institute (CGO Complex) out of 10 km.	2
The location of the accommodation within 200m to the main road	5
The location of the accommodation within 500m to the main road	2

The Tender Committee will assess the facilities and will give 'fitness' for price bid qualification based on grading, location, facilities as mentioned in terms and conditions also.

Intending bidders should fulfil the following general terms and conditions:

1. The room should be spacious and standard sized with AC, TV, Wi-Fi facility, proper wardrobes, curtain, 24-hour hot water and cold water facility and power supply etc.
2. There should be open space inside/near the Guest house/ hotel which may be used by the occupants for common activities like yoga, meditation etc.
3. The toiletries, bedsheet, towel etc. shall be changed daily with proper hygiene.
4. The rooms should be cleaned regularly. Hygiene and proper Covid protocol should be maintained.
5. The bidder shall be a registered firm under the relevant provisions/ Acts in India.
6. The bidder should be solvent.
7. The bidder should have valid registration with the PAN, TAN, Service Tax Registration and GST.
8. The bidder should have local offices at Kolkata to ensure satisfactory fulfilment of contractual obligations.
9. The bidder should not have been black-listed by Central/ State Governments/ PSUs at any point of time. There should not be any criminal proceedings / conviction against the bidder at any point of time.
10. A Bidder shall submit only one proposal. (One technical bid and one price bid in separate two envelope superscripting "Technical Bid" and "Financial Bid").
11. The room tariff should be inclusive of breakfast and all taxes.
12. The intending bidders should have proper Registration. List of offices where the bidder presently provides services may also require to be provided. Copy of Trade License/ Registration with Municipality/ Corporation may be provided.

13. The contract will be valid upto 31.03.2024 commencing from date of issue of Work Order.
14. Sealed quotations, addressed to the *Sr. Audit Officer/Admn., Regional Capacity Building and Knowledge Institute, Kolkata, 3rd MSO Building, 5th Floor, 'A' Wing, CGO Complex, DF Block, Salt Lake, Kolkata – 64. The quotation may be sent by post/hand so as to reach by 12th October 2023 latest by 02.00 PM. Quotation received after stipulated date and time shall not be entertained.*
14. Bid Security (Earnest Money Deposit) @ 10% (ten percent) of the contract value will be deducted from the first bill and keep withheld. The amount will be released after successful completion of the contract period with proper performance assessed.
15. The successful bidder will have to enter into an agreement with this office within fifteen days from issue of the work order.
16. **The contract will be valid upto 31.03.2024 or such time of extension as agreed upon. However, the competent authority retains the right to extend the tender for such additional period as necessary at rates not higher than those determined by this NIT. This does not bestow any right on the bidder to seek extension of the contract beyond 31.03.2024.**
17. The quotation should be neatly typed. No erasure or overwriting will be permissible/allowed.
18. A copy of terms and conditions duly signed by the tenderer in token of having understood and agreed to the same may be attached along with the tender (format enclosed).
19. The PD, RCBKI, Kolkata reserves the right to cancel the contract if quality parameters not met. Subsequently, liquidity damages may be levied upto 25% of room rents for the days of non-performance.
20. Proper security arrangement shall be made for boarder by service provider. Proper Register shall be kept for people movement 'in' and 'out'.
21. Payment will be made on monthly basis on submission of Bill. The bill for each month shall invariably be submitted by 10th of the following month. The bill must accompany copy of the work order. Bills will be paid

through electronic clearing system and the successful bidder will have to submit a duly filled mandate form.

22. The bidder will have to deposit the last Income Tax Return and GST return with the tender document. Bidder shall also submit proof of GST registration.
23. Competent Authority reserves the right to cancel the NIT at any time on administrative ground.


Sr. Audit Officer/Administration.

To

The Sr. Audit Officer/Admn.,
Regional Capacity Building and Knowledge Institute, Kolkata
3rd MSO Building, CGO Complex,
5th Floor, 'A' Wing, DF Block,
Salt Lake, Sector – 1,
Kolkata – 700 064.

Sir,

With reference to your tender notice No. dated I am to submit my tender for 'Invitation of Tender Documents for providing 10 spacious rooms (double/single occupancy) with common space/open terrace for stay for participants to attend training'.

I further affirm that I have read and fully understood the tender notice and agree to abide by all the terms and conditions laid therein, which are being signed in token of my acceptance. In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.

Enco :

1. Statement of quoted value of tender
2. Copy of Trade License/GST/PAN etc.

Dated :

Yours faithfully

Signature _____
Name of the Tenderer _____
M/s. _____