

क्षेत्रीय क्षमता निर्माण एवं ज्ञान  
संस्थान, कोलकाता

तीसरा एमएसओ बिल्डिंग, सीजीओ  
कॉम्प्लेक्स, 5वीं मंजिल, 'ए' विंग, डीएफ ब्लॉक,  
साल्ट लेक, सेक्टर - I,  
कोलकाता - 700 064



REGIONAL CAPACITY BUILDING  
& KNOWLEDGE INSTITUTE,  
KOLKATA  
3<sup>RD</sup> MSO BUILDING, CGO  
COMPLEX, 5<sup>TH</sup> FLOOR, 'A' WING, DF  
BLOCK, SALT LAKE, SECTOR - I,  
KOLKATA - 700 064

No. RCBKI/Kol/Hotel/2026-27/53

Date: 09.04.2026

**NOTICE INVITING TENDER**

Two packets (Technical and Financial) Sealed tenders are invited in the given format for Invitation of Tender Documents for providing Approximately 25 number of double/single occupancy rooms (preferable 12' X 13') with common space/open terrace for staying participants to attend training' during the financial year 2026-27. Exact date of booking will be intimate well in advance.

Last date of submission of quotation is **17.04.2026 up to 14.00 hrs.** All received quotations will be opened at 14:30 hrs on 17.04.2026 in the presence of the participating Bidders.

**Quotation should be submitted separately in sealed packet for Technical and Financial bids.**

Intending bidders should fulfill the following terms and conditions:

1. Approximately 25 number of double/single occupancy rooms with common space/open terrace will be required for staying participants to attend training.
2. The room should be spacious and standard sized (12' X 13' with AC, TV, Wi-Fi facility, proper wardrobes, curtain, 24-hour hot water and cold water facility and power supply etc.
3. In double occupancy, there should be two separate beds/cots.
4. There should be common space/ open terrace in the premises of Guest house/ hotel which may be used by the occupants for common activities like yoga, meditation etc.
5. The toiletries, bedsheet, towel etc. shall be changed regularly with proper hygiene.
6. The rooms should be cleaned regularly and Hygiene should be maintained.
7. The bidder shall be a registered firm under the relevant provisions/ Acts in India.
8. The bidder should be solvent.

दूरभाष : 033- 2321 3907/ 6708

ई-मेल : [rtikolkata@cag.gov.in](mailto:rtikolkata@cag.gov.in)

9. The bidder should have valid registration with the PAN, TAN, Service Tax Registration and GST. In case both Service tax and GST are not applicable, the same may be intimated through an undertaking.
10. The bidder should have local offices at Salt Lake/ Newtown/ Kolkata to ensure satisfactory fulfilment of contractual obligations.
11. The bidder should not have been blacklisted 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.
12. A Bidder shall submit only one proposal. IN CASE MORE THAN ONE PROPOSAL IS RECEIVED FROM THE BIDDER, ALL SUCH PROPOSALS SHALL BE DISQUALIFIED.
13. The room tariff should be inclusive of all taxes. **Quoted rate should be exclusive of any type of breakfast. The bidder should be quoted the rate in Format as given below-**

**Statement of Room Tariff**

Sl No	Type of Occupancy	Room tariff for per day per room (Inclusive of all taxes)
1	Single Occupancy	
2	Double Occupancy	

**Any other relevant information –**

14. In the Guest House there should be proper arrangements of supply good quality of food on paid basis.
15. The intending bidders should having 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.
16. The guest house accommodation that would be made available for the financial year 2026-27 (actual date will be intimated well in advance). The duration may be extended, if needed.
17. **Separately sealed quotations for Technical and Financial specification along with required documents, addressed to the Sr. Audit Officer/Admn., Regional Capacity Building and Knowledge Institute (RCBKI), 3<sup>rd</sup> MSO Building, 5<sup>th</sup> Floor, 'A' Wing, CGO Complex, DF Block, Salt Lake, Kolkata – 64 may be sent by post/hand so as to**

*reach by 17.04.2026 latest by 14.00 hrs. Quotation received after stipulated date and time shall not be entertained.*

18. Bid Security (Earnest Money Deposit) @ 10% (ten percent) of the final bill 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.
19. The successful bidder will have to enter into an agreement with this office within fifteen days from issue of the work order.
20. **The contract will be valid from the date of issue of Work Order to 31.03.2027 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 31.03.2027.**
21. The quotation should be neatly typed. No erasure or overwriting will be permissible/allowed.
22. 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).
23. The Director General, 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.
24. Proper security arrangement shall be made by service provider. Proper Register shall be kept for people movement 'in' and 'out'.
25. Payment will be made on monthly basis on submission of Bill. The bill for each month shall invariably be submitted by 10<sup>th</sup> 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.
26. The bidder will have to deposit the last Income Tax Return and VAT/GST return with the tender document. Bidder shall also submit proof of GST registration.

  
Sr. Audit Officer/Administration.

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

Sir,

With reference to your tender notice No. RCBKI/Kol/Hotel/2026-27/..... dated .04.2026, I am to submit my tender for 'Invitation of Tender Documents for providing approximately 25 number of double/single occupancy rooms 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.

Encl:

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. \_\_\_\_\_