



Central University of South Bihar

(A Central University established under Central Universities Act 2009)
SH-7, Gaya- Panchanpur Road, Village- Karhara, Post- Fatehpur,
P.S. - Tekari, District- Gaya - 824236 (Bihar)

(Notice Inviting Tender)

Subject: Empanelment of Hotels at Gaya

To,

M/s. _____

Dear Sir/Madam,

Central University of South Bihar is a Central University established under Central Universities Act 2009 by the Parliament. The University is mandated to conduct and organise National/ International conferences, symposia, meetings etc. which are attended by renowned academician, researchers, scientists and experts from India and abroad. This requires a decent lodging and boarding facilities for which the University is planning to empanel reputed hotels situated in and around 10 kms. from Gaya city.

Proposals are invited in two bid system for empanelment of Hotels at Gaya. You are requested to kindly send the quotations/ proposals to below mentioned address latest by 10/10/2017 till 5:00 p.m. to

**The Registrar
Central University of South Bihar
SH-7, Gaya- Panchanpur Road,
Village- Karhara, Post- Fatehpur,
P.S- Tekari, District- Gaya - 824236 (Bihar)**

Index for Tender Form

Sl. No.	Details	:	Deadline
1.	Tender Notice No.	:	CUSB/PSD/ADMIN/TENDER/08/2017-18, Date: 19/09/2017
2.	Name of work	:	Empanelment of Hotels at Gaya
3.	Tender Fee	:	₹ 5,00/- (Five hundred only)
4.	Earnest Money Deposit	:	₹ 5,000/- (Five thousand only)
5.	Start of submission of Bids	:	19/09/2017
6.	Last date and time for receipt of Bids	:	10/10/2017 by 05:00 pm
7.	Place of opening of Bids	:	CUSB Panchanpur, Gaya

Terms & Conditions

1. The offers must be sent in a sealed envelope addressed as above and super scribed at the top of envelop as “**Empanelment of Hotels at Gaya**”.
2. The offer form may be downloaded from the website www.cusb.ac.in, however in such a case, Rs.500/- per tender has to be deposited in cash or attach DD drawn on Central University of South Bihar, payable at Gaya to become eligible to submit the same.
3. Offer must be sent in the Performa as enclosed (**Annexure-A**) with the terms & conditions duly signed as a token of acceptance.
4. The offer should be accompanied with the documents as desired in Clause 3 of the tender document and EMD.
5. The competitive and complete offers will be put in the panel of CUSB for one year.
6. The number of hotels to be empanelled/ will be decided by the Competent Authority and any **The Tender Documents for items will be on two-Bid System consisting of Technical Bid and Price Bid. The Tender Documents will be submitted in two separate sealed covers clearly mentioning on the envelope the details of items for which bid is submitted.**
7. Quotation should have validity of at least 90 days from the date of opening.
8. The right to reject all or any of the quotations and to split up the requirements or relax any or all of the above conditions without assigning any reason is reserved.
9. The bid documents are not transferrable and the seal and signature of the authorised official of firms must appear on all the papers and envelops submitted.
10. The quotation should be complete in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.
11. The quotations are liable to be rejected if the foregoing conditions are not complied with.
12. Printed conditions of the firm, if any, will not be binding on us.
13. Late and delayed tender will not be considered.
14. All legal disputes arising out of this contract /bid shall be subject to judicature of Patna High Court.
15. CUSB reserves the right to cancel the Tender at any stage.
16. Compliance sheet about the specification asked must be enclosed with the proposal.
17. The bidders are required submit the signed copy of Tender document with the proposal.

All Tender Documents must be accompanied by the Bid Security Form/Earnest Money Deposit (Refundable). The Earnest Money Deposit is to be paid in the form of Bank Draft in favour of the Central University of South Bihar payable at Gaya. The Bid Security Form/Earnest Money Deposit Bank Draft must be enclosed with Technical Bid. The details of Bank Draft Number of Earnest Money Deposit must be endorsed on top of envelope containing Technical Bid (EMD must be submitted separately for each item).

Thanking you.

**Sd/-
Registrar**

Clause 1: General Terms and conditions

- 1.1 The rates quoted with respect to the hotel services shall be most competitive in terms of rates and prices prevalent in the market.
- 1.2 The hotel should preferably be located at Gaya City or within 10 km radius.
- 1.3 CUSB will be empanelling the hotels with star status for Senior officers and economy class for other junior officers and other staff.
- 1.4 The Rates should be quoted for Single & Double sharing basis including breakfast and Dinner.
- 1.5 The Hotel should have a Conference Hall to accommodate at least 40-50 persons.
- 1.6 The Hotel should have proper in-house arrangements to provide meals to the guests.
- 1.7 The empanelled hotel will be responsible to make hotel booking for the officers of the University on the request of the authorized officer of the CUSB Authority.
- 1.8 The period of empanelment of Hotel Services would be for one year from the date of receipt of letter which may be extendable upto 3 years on the basis of performance on year to year basis.
- 1.9 The prospective bidders should have the compliance of all the relevant Laws, Acts and regulations as applicable from time to time.
- 1.10 After opening the technical bids, a University Committee may visit the hotels to check the facilities provided by each one.
- 1.11 On the basis of the report of the Committee, the technical bid shall be evaluated and declared qualified, not qualified for opening of financial bids.
- 1.12 The empanelment may be terminated on account of breach of any one or more of above clauses.
- 1.13 CUSB shall have exclusive rights to cancel / terminate the empanelled agency at any time and without any notice at its own discretion without assigning any reason thereof.
- 1.14 Interested hotels with sound reputation may send their offers in sealed envelope addressed.

Clause 2: Terms for Payments

- 2.1 The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes & levies).
- 2.2 The bills of the hotel shall be accompanied with a copy of the booking order duly issued by authorized signatory of CUSB at the time of payment.
- 2.3 As far as possible, payment of bills will be made to the hotel within one month of submitting of the bills at the CUSB.

Clause 3: Eligibility criteria for bidders

In order to become eligible, the Hotels should have the following qualifications

- 3.1 Registration of ownership.
- 3.2 Registration for GST.
- 3.3 Income Tax Registration.
- 3.4 Registration for Health License.
- 3.5 Registration for Trade License.
- 3.6 Registration with Fire Department for Fire License.
- 3.7 Registration with Food Safety & Standards Authority of India.

Clause 4: Documents to be accompanied

The financial offer should be accompanied with the following documents.

- 4.1 EMD of Rs.5,000/- through D.D. / Pay Order.
- 4.2 Photocopy of the Ownership Certificate.

- 4.3 Photocopy of GST Registration Certificate in the name of registered Owner.
- 4.4 Photocopy of PAN certificate in the name of registered owner.
- 4.5 Photocopy of Health License.
- 4.6 Photocopy of Trade License.
- 4.7 Photocopy of Fire License.
- 4.8 Photocopy of FSSAI.

Clause 5: Evaluation of Bids

- 5.1 The bidders who qualify in technical bids shall only be eligible for opening of their financial bid. The bidders who quote the lowest rate including all amenities shall be declared as L-1 and shall be considered for empanelment.



Central University of South Bihar

(A Central University established under Central Universities Act 2009)
SH-7, Gaya- Panchanpur Road, Village- Karhara, Post- Fatehpur,
P.S. - Tekari, District- Gaya - 824236 (Bihar)

Annexure A

Technical Bid Proforma

Sl. No.	Particulars	Description in details
1.	Name of the Hotel	
2.	Complete Contact Details of Authorised Person of Hotel, including name, address, telephone, mobile number, Email, Website (if any)	
3.	Year of registration / Establishment of Hotel	
4.	PAN No.	
5.	Copy of IT return/ acknowledgment for last three years.	2014-15
		2015-16
		2016-17
6.	Copy of annual accounts (balance sheet and profit and loss account) for last three years.	2014-15
		2015-16
		2016-17
7.	GST Registration No.	
8.	Details of Health / Food License No.	
9.	Details of any other license required to run the hotel (pl. specify)	
10.	Preferably, the bidders should have following amenities and services. Specify the availability of these amenities and facilities by writing Yes/ No against it.	
a.	Newspaper (Room service)	Yes / No
b.	Tea/ Coffee Maker with Accompaniments	Yes / No
c.	Mineral Water facility	Yes / No
d.	Standard Toiletries	Yes / No
i.	Soap	Yes / No
ii.	Tooth Paste	Yes / No
iii.	Tooth Brush	Yes / No
iv.	Comb	Yes / No
v.	Bath Towel	Yes / No
vi.	Hand Towel	Yes / No
vii.	Toilet Roll	Yes / No
viii.	Shampoo	Yes / No
ix.	Sewing Kit	Yes / No
x.	Shower Cap	Yes / No
xi.	Shower Gel	Yes / No
xii.	Shaving Kit	Yes / No
xiii.	Moisturiser	Yes / No
xiv.	Shoe Shiner	Yes / No
xv.	Room Slippers	Yes / No

xvi.	Any other pl. specify	Yes / No
e.	Press Iron & Stand	Yes / No
f.	Daily Housekeeping of room	Yes / No
g.	24 Hrs. Room Service	Yes / No
h.	24 Hrs. Hot and Cold Service	Yes / No
i.	24 Hrs. power backup for all amenities	Yes / No
j.	Restaurant / Dining facility	Yes / No
k.	In House Laundry Facility	Yes / No
l.	Digital Locker	Yes / No
m.	Unlimited Wi-fi/ Internet Service	Yes / No
n.	Doctor on emergency	Yes / No
o.	Parking facility	Yes / No
p.	TV with cable connection	Yes / No
q.	Refrigerator	Yes / No
r.	Distance in Kilometer from Railway Station	
s.	Distance in Kilometer from Airport	
t.	Any other pl. specify	Yes / No



Central University of South Bihar

(A Central University established under Central Universities Act 2009)
SH-7, Gaya- Panchanpur Road, Village- Karhara, Post- Fatehpur,
P.S. - Tekari, District- Gaya - 824236 (Bihar)

Annexure –B

Financial Bid Proforma

Particulars	Rates (per day with single occupancy) (Rs.)	Rates (per day with double occupancy) (Rs.)
Room Tariff with complimentary breakfast and Buffet Dinner with 2 litres mineral water and coffee and tea maker.		
Room Tariff with complimentary breakfast and Buffet Lunch & Dinner with 2 litres mineral water and coffee and tea maker.		

- The room tariff should be excluding the taxes as applicable.
- No other charge will be payable.

The calculation of per day shall be made on 24 hours basis, starting from check in time.

Date:

Place:

Authorized Signatory (With Stamp)



Central University of South Bihar

(A Central University established under Central Universities Act 2009)
SH-7, Gaya- Panchanpur Road, Village- Karhara, Post- Fatehpur,
P.S. - Tekari, District- Gaya - 824236 (Bihar)

Annexure –C

**UNDERTAKING
(ON LETTER-HEAD OF THE HOTEL)**

To,

The Registrar
Central University of South Bihar
SH-7, Gaya Tekari Road
Panchanpur , Gaya – 824236, Bihar

Name of the Hotel _____

Name of the Bidder _____

Sir/Madam,

This is to certify that -

1. I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions of the Tender Documents.
2. I/We shall provide quality hotel accommodation to the University with amenities as mentioned in our technical bid.

(Signature of the Bidder)

Name and Address of the Bidder

Telephone Number(s)



Central University of South Bihar

(A Central University established under Central Universities Act 2009)
SH-7, Gaya- Panchanpur Road, Village- Karhara, Post- Fatehpur,
P.S. - Tekari, District- Gaya - 824236 (Bihar)

Annexure – D

CERTIFICATE

(to be provided on letter head of the firm)

I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

I also certify that the above information is true and correct in all respect and in any case at a later date, if it is found that any details provided above are incorrect, then the contract given to the above firm may be summarily terminated and the firm may be blacklisted.

Date:

Place:

Authorized Signatory

Name:

Seal

Designation:

Contact No.: