

Rolling Advertisement for Expression of Interest (Eoi)

for

Empanelment of hotel (s)/ resort(s)/ guest house(s) for providing boarding and lodging facility on call & rate contract basis to Dr. Syama Prasad Mookerjee National Institute of Water and Sanitation, Kolkata, West Bengal

IMPORTANT DATES

Name of work	Empanelment of hotel (s)/ resort(s)/ guest house(s) for providing boarding and lodging facility on call basis & rate contract basis with Dr. Syama Prasad Mookerjee National Institute of Water and Sanitation, Kolkata, West Bengal.
Date of issue of the Eoi in web portal of SPM-NIWAS & DDWS	20.03.2025
End date & time of submission	This is a Rolling Advertisement; therefore, agency (ies) can submit their Eoi (s) at any time up to 31.12.2025 on or after the date of issue of the Eoi document by the Institute. However, processing of the Eoi (s) will be done in cycles based on the requirement of lodging and boarding services as decided by the Institute. The deadline for inviting Eoi (s) for the 1st cycle is 11.04.2025 (21 days time) . The Eoi document can be downloaded from the website of the Institute (https://www.spmniwas.in) or DDWS website (https://jalshakti-ddws.gov.in).
Duration of Empanelment	Initially six months from the date of empanelment which may be extended further for a reasonable period on similar terms and conditions based on satisfactory performance & services of the agency and further requirements of the Institute.
For Quires	Queries, if any, may be sent via email: spm.niwas@gov.in

Dr. Syama Prasad Mookerjee National Institute of Water and Sanitation
(Department of Drinking Water and Sanitation, Ministry of Jal Shakti, Government of India)
Near Indian Institute of Management (Calcutta), D.H. Road, Joka, Kolkata- 700 104



Notice Inviting Expression of Interest

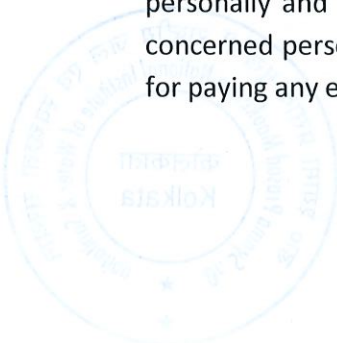
1. Dr. Syama Prasad Mookerjee National Institute of Water and Sanitation (SPM-NIWAS) is set at Joka, Kolkata under the aegis of Department of Drinking Water and Sanitation, Ministry of Jal Shakti, Government of India. The Institute organizes various training and capacity building programmes at national level for public health engineers and water supply professionals at regular intervals. The number of participants during the programmes ranges from minimum 20 to 150 plus in each training based on the nature of trainings/ workshops/ conferences throughout the year. The Institute also planned to host international trainings/ conferences/ seminars in due course of time. The duration of programmes ranges from minimum 01-05 days or some time the duration may exceed depending on the nature of the training programme.
2. The Institute on behalf of Director & Head invites expression of interest in the form of techno commercial sealed rate quotations from reputed, experienced, registered and licensed hotels/ resorts/ guest houses to empanel them for providing boarding and lodging facility on call basis and rate contract basis to Dr. Syama Prasad Mookerjee National Institute of Water and Sanitation, Kolkata, West Bengal.
3. The Eol document may be downloaded from website <https://jalshakti-ddws.gov.in>, or www.spmniwas.in.
4. The sealed techno commercial sealed rate quotations super-scribed as “**offer for empanelment for providing boarding and lodging facility on call & rate contract basis to SPM-NIWAS, Kolkata, West Bengal**” should be submitted to Director & Head, Dr. Syama Prasad Mookerjee National Institute of Water and Sanitation, Near IIM (Calcutta), D.H. Road, Joka, Kolkata- 700 104 on or before 11.04.2025 latest by 5.30 PM on any working day for the 1st round of empanelment of hotels/ resorts/ guest houses etc. For the Eols received after the 1st round of empanelment, the Institute reserves the right to accept or reject the offer of Eols based on need of the Institute and comparative genuineness of rates & services offered by the agencies, as the case may be.
5. The Director, SPM-NIWAS reserves the right to accept or reject any offer, or empanel more than one hotel/ resort/ guest house, if required without assigning any reasons thereof.




(Palash Chandra Karan)
Administrative Officer

2. Scope of Work:

- a) The empanelled hotel/resort/guest house (hereinafter referred to as “Agency(ies)”) have to provide accommodation on single/ Twin sharing basis to the participants/ officers/ officials of SPM-NIWAS in well maintained neat and clean standard accommodation amenity on Modified American Plan (MAP) basis (i.e. booking option that includes the room night, a free breakfast and one major meal) with all complementary services, if any with all requisite facilities in each room, each day to each occupant round the clock as follows:
 - i. 24 hours air conditioning,
 - ii. hot and cold water,
 - iii. power supply, WiFi,
 - iv. functional TV, suitable chair, table/sofa
 - v. Electric kettle with tea/ coffee/ sugar/ milk sachets.
 - vi. cleaned & pressed bed sheets/quilts/blanket, bath towels, hand towels,
 - vii. mineral water bottles, 2 ltr. per person per day.
 - viii. Toiletries kit,
 - ix. bathroom slippers etc.
- b) The empanelled agency should have at least 50 functional rooms.
- c) There should be a dining space for accommodating at least 50 guests at a time.
- d) The eligible agencies offering lowest price shall be empanelled category wise based on star rating/ without star and the category wise lowest rate (i.e. on comparing in-between the equivalent star or without star category) shall be applicable for each agency for empanelment with SPM-NIWAS.
- e) The Institute will utilize the services of empanelled agency(ies) on call and rate contract basis as and when required and payment will be made as per the rate contract. The institute reserves the right to empanel more than one Hotel/Resort/Guest house, if required on similar rates as offered by L1 bidder on mutual consent in either case in each category.
- f) Flexibility of check in/out may be considered by the empanelled hotel/resort/guest house subject to exigencies. The guests may be allowed to keep their personal belongings in the hotel during early check-in / late check-out without any extra charges.
- g) SPM-NIWAS will pay the charges pertaining to stay arrangements on MAP basis for each participant for the period of stay officially communicated by the Institute only. Any other expenses for any other facilities availed by the participant (s) from the hostel/ resort/ guest house beyond the scope of services would be borne by the participants/individuals personally and the same will be collected by the Hotel/ Resort/ Guest house from the concerned personnel/ officer/official. In this regard, SPM NIWAS shall not be responsible for paying any extra charges.



- h) The officers of the Institute shall visit the hotel/resort/guest house to check the establishment /facilities, if deemed necessary or required by the institute and if the environment/ facilities are not found satisfactory, the Institute shall not empanel such hotels or terminate the empanelment with immediate effect.
- i) Billing will be on reimbursement basis on actual check-in/ check-out of the guests on submission of tax invoice and payment will be made by the SPM-NIWAS within 30 days of receipt of the proper tax invoice. No advance payment would be made by the SPM-NIWAS for booking of rooms.
- j) The Hotel accommodation will have a facility to provide first aid and doctor on call facility for medical emergencies.
- k) Booking information will be communicated by the Institute 48 hours in advance. In case the booking is cancelled by the Institute before 08 hours of the check-in, the empaneled hotel/ resort/ guest house shall not charge any cancellation fee for the booking.
- l) The hotel/ resort /guest house should be located near to SPM-NIWAS preferably within a radius of 20 kms by road.
- m) A nodal officer from the hotel/ resort/ guest house must be deputed for the coordination purpose with SPM-NIWAS, Kolkata.
- n) The Director, SPM-NIWAS reserves the right to terminate the empanelment of any agency without assigning any reasons, in case of failure to provide the services or if the services are not found satisfactory by the Institute based on feedback of the staying participants/ trainees/ officers/ officials.

3. Eligibility Criteria:

- a) The bidder/ agency should be a legal entity company/partnership firm /LLP/proprietorship firm duly registered under the suitable act of State/ Union, as applicable (**attach valid certificate**).
- b) Starred entities should have star rating certification from Hotel & Resort Approval & Classification Committee (HRACC), Ministry of Tourism, Govt. of India or any other Competent Authority. (**attach valid certificate**)
- c) The entities without star hotel / guest houses should have a valid registration certificate in hotel and hospitality category (**attach valid certificate**).
- d) All should have a valid GST registration certificate (**attach valid certificate**).

4. Arbitration:

Dispute if any arising out of the contract, shall be settled by mutual discussion alternatively by legal recourse under jurisdiction of Kolkata only.



Price Schedule

Name of Hotel/ Résot/ Guest House _____

Address _____

Contact details _____

Category of star rating by HRACC _____

Rate to be quoted per night per room (in Rs.)		available complimentary services available with the hostel/ resort/ guest houses, if any
Single occupancy (with breakfast and one major meal Veg/Non Veg)	Twin sharing basis (with breakfast and one major meal Veg/Non Veg)	

The eligible agencies offering lowest price shall be empanelled category wise based on star rating/ without star and the category wise lowest rate (i.e. comparing equivalent star or without star category) shall be applicable for each agency for empanelment with SPM-NIWAS.



Signature of the authorized person with seal of the agency
Name: _____
