

F. No. A-33025/2/2021-NCDWSQ-DDWS

डॉ.श्यामा प्रसाद मुखर्जी राष्ट्रीय जल एवं स्वच्छता संस्थान

DR. SYAMA PRASAD MOOKERJEE NATIONAL INSTITUTE OF WATER AND SANITATION

(An autonomous Institution under Ministry of Jal Shakti, Department of Drinking Water and Sanitation, Govt. of India)

Email: [ncdwsq-ddws@gov.in](mailto:ncdwsq-ddws@gov.in)

3<sup>rd</sup> Floor, Admn. Block,  
D. H. Road, Joka, Kolkata-700 104

Dated: 19 December, 2023.

**NOTICE**

**Subject:** Extension of last date for submission of EOIs dtd.12.12.2023 for empanelment of agencies for catering services and hotels for boarding and lodging facility to SPM-NIWAS, Kolkata.

In reference to above cited subject and with the approval of Competent Authority, it is to inform to all the concerned that the last date for submission of EOIs of even number dtd.12.12.2023 published on DDWS website for empanelment of agency (ies) for providing catering services and hotels/resort(s)/guest house(s) for providing boarding and lodging facility to SPM-NIWAS, is hereby extended up to **25.12.2023 at 5:30 PM**. The tender will be opened on **26.12.2023**. The other terms and conditions of the EOIs will remain unchanged.

  
(Dr. Anil Kumar)  
Administrative Officer

Copy to:

1. DDG, NIC, DDWS, New Delhi – with the request to upload the Notice on DDWS website on 19.12.2023.
2. FAO, SPM-NIWAS, DDWS, New Delhi.
3. Scientist-D, NIC, DDWS, New Delhi.
4. PA to Director, SPM-NIWAS, DDWS, New Delhi.
5. Admn and Fin Section, SPM-NIWAS, DDWS, New Delhi/Kolkata.

**Expression of Interest (Eoi)**

for

**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**

**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	12.12.2023
End date & time of submission	18.12.2023 at 5.30 PM
Date & time of opening of EOI	19.12.2023 at 9.30 AM
Duration of Empanelment	Initially six months from the date of empanelment which is extendable to another one year based on review of satisfactory performance & services by the agency.
For Quires	Queries, if any, may be sent in email: ncdwsq-ddws@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)  
Diamond Harbor Road, Joka  
Kolkata- 700 104

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 participant number during the programmes ranges from minimum 20 to 150 plus based on the nature of trainings/ workshops/ conferences. The Institute also planned to host international trainings/ conferences/ seminars in due course of time. The duration of programmes ranges from minimum 01 day to maximum 05 days.
2. The Institute on behalf of Director & Head of the Institute invites expression of interest for sealed rate quotations under two bid system i.e. (i) Technical Bid and (ii) Financial Bid in two separate sub-envelopes contained in single main envelope 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.

Main Envelope	Sub-envelopes	Contents
Offer for empanelment of hotel/ resort/ guest house for providing boarding and lodging facility on call basis and rate contract basis with SPM-NIWAS, Kolkata.	Envelope A	Technical Bid
	Envelope B	Financial Bid

The financial bids shall be opened for those bidders only, which qualify technically. The Institute may also take a view of the hotel (s)/ resort (s)/ guest house(s) if required by the institute and in such case, if the facilities not found suitable, the financial bid will not be opened and agency will not be considered for the empanelment.

3. The Tender document may be downloaded from website <https://jalshakti-ddws.gov.in>.
4. The sealed tender super-scribed as **“offer for empanelment of hotel (s)/ resort (s)/ guest house(s) for providing boarding and lodging facility on call & rate contract basis to SPM-NIWAS, Kolkata, West Bengal”** should be submitted to Administrative Officer, Dr. Syama Prasad Mukherjee National Institute of Water and Sanitation, D.H. Road, P.O. Pailanhat, Joka, Kolkata-700 104 on or before 18.12.2023 latest by 5.30 PM on any working day. Tenders received after the above mentioned date and time shall not be accepted.
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, and to amend the terms and conditions before award of the contract.

  
(Dr. Anil Kumar)  
Administrative Officer

**2. Scope of Work and terms & conditions:**

- a) The hotel/resort/guest house have to provide accommodation on single/ double occupancy basis in well-appointed standard accommodation amenities inclusive of facilities like air conditioning, 24-hour hot water and cold water facility and power supply, cleaned pressed bed sheet, bath towel, hand towel, soaps, mineral water bottles, daily in each rooms, each day to each occupant/s with all other complementary services.
- b) Flexibility of check in/out may be considered subject to exigencies.
- c) Pick & drop facilities for the occupants to & fro the Airport/Railway station/Bus stand etc.
- d) The Hotel accommodation will have facility to provide first aid and doctor on call facility for medical emergencies.
- e) SPM-NIWAS will pay only for the service mentioned in the bid document. Any personal expenses would be borne by the individuals only and to be collected by the Hotel/Resort/Guest house.
- f) The Institute will utilize the services of empaneled Hotel/Resort/Guest house on call basis as and when required and payment will be made accordingly as per the rate contract.
- g) The institute reserves the right to empanel more than one Hotel/Resort/Guest house, if required on similar rates as offered by L1 bidder. In such cases, the work will be allotted to successful contracting agencies on rotational basis.
- h) Technical & Financial Bids shall have to be submitted in the Format as per **Schedule 'A' and Schedule 'B'** in two separate sub-envelopes respectively contained in a single envelope as mentioned above.
- i) The officers of the Institute may visit the establishment of hotel/resort/guest house which qualify technically, to check the facilities provided by each one, if deemed necessary or required by the institute.
- j) A nodal officer from the hotel/ resort/ guest house, must be deputed for the coordination purpose with SPM-NIWAS, Kolkata.
- k) Billing will be on reimbursement basis on actual check-in/check-out of the guests on submission of tax invoice by the empaneled hotel/ resort/ guest house and payment will be made by the SPM-NIWAS within 15 days of receipt of the proper tax invoice. No advance payment would be made by the SPM-NIWAS for booking of rooms.
- l) Booking will be made 3 days in advance, if in any case, the booking is cancelled by the Institute before 08 hours of the check-in, the empaneled hotel/ resort/ guest house will not charge any cancellation fee for the booking.
- m) The Director, SPM-NIWAS reserve the right to terminate the contract of any agency without assigning any reasons, in case of breach of the bid terms and conditions or fails to provide the services or if the services are not found satisfactory by the Institute.

**3. Eligibility Criteria for Bidders:**

- a) The bidder should be either: A company/partnership firm /LLP/proprietorship firm duly registered under the suitable act of State/ Union, as applicable.
- b) Should have certification from Hotel & Resort Approval & Classification Committee (HRACC), Ministry of Tourism, Govt. of India for stated hotel and resorts. The un-stared hostel / guest houses should have valid registration and trade license. The hotel/ resort/ guest houses will be empaneled category wise (stared/ un-stared) on requirement basis and as per decision of the Competent Authority of the Institute.
- c) All bidders should have valid food license from FSSAI/appropriate authority.
- d) All bidders should have GST registration certificate.
- e) Should have average annual turnover of Rs. 1 Crore in last three financial years (2022-23, 2021-22 & 2020-21) certified by a CAG empanelled CA.
- f) Self-certified declaration to the effect that the bidder is not blacklisted in letter head of the agency.
- g) Declaration regarding acceptance of all terms and conditions towards services as mentioned in the tender document.
- h) The bidder should have minimum 1 years' experience to provide services to government establishments or corporate establishment.

**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.



Schedule - A

Technical Bid

S. No.	Particulars	Details	Proof Attached (Yes/ No)	Page No.
1.	Name of the hotel/ resort/ guest house with full address, telephone No., FAX and E-mail with the registration certificate (enclose copy)			
2.	Copy of: <ul style="list-style-type: none"><li>• HRACC certificate</li><li>• FSSAI license</li><li>• GST certificate</li><li>• Trade license</li></ul>			
3.	Minimum experience of 1 years in working with Government establishment or corporate establishment.			
4.	Average annual turnover of last three years (2022-23, 2021-22 & 2020-21) certified by a CAG empanelled CA (enclose original copy of summary certified by a CAG empanelled CA )			
5.	Income tax return for the for last three financial years i.e. 2020-21, 2021-22, 2022-23 (Certified copies duly signed by CAG empanelled CA to be enclosed)			
6.	Self-declaration to the effect that the bidder is not blacklisted on letter head of the firm(enclose copy)			

Note: The certificates attached should be self-attested wherever required.

Date & Place:

(Signature of bidder/ authorized representative with full name and address with agency seal)



Schedule - B

Financial Bid

<b>A. Rate for hotel/resort/ guest house empanelment</b>				
S. No.	Name of hotel/ resort/ guest house with full address and contact details/ phone/Email	Nature of the establishment ( 5 star/ 4 Star/ 3 Star hotel/ resort/ guest house or hotel without star)	Rate for single occupancy (in Rs.)	Rate for double occupancy (in Rs.)
<b>B. Rate for transportation/ site seeing with AC vehicles on demand (Hotels with transportation facilities will be preferred, if rates found reasonable with market rates. The rate quoted for transportation will not be taken for comparisons as L-1)</b>				
S. No.	Particulars	Minimum 80 kms and minimum 8 hrs to and fro	Charges Extra per hours	Charges Extra per km
1	Rate for AC deluxe luxury bus (of good condition and not more than three years old) (in Rs.)			
2	Rate for AC deluxe luxury Car (of good condition and not more than three years old) (in Rs.)			
3	Rate for AC deluxe luxury traveler (of good condition and not more than three years old) (in Rs.)			

Date & Place:

(Signature of bidder/ authorized representative with full name and address with agency seal)



Declaration

We confirm that, all the details mentioned above are true and correct and if SPM-NIWAS, Kolkata observes any misrepresentation of facts on any matter at any stage, SPM-NIWAS, Kolkata has the right to reject the proposal and disqualify us from the process.

Authorized signature [*In full and initials*]: \_\_\_\_\_

Name and title of signatory: \_\_\_\_\_

Name of firm: \_\_\_\_\_

Address: \_\_\_\_\_

Location: \_\_\_\_\_

Date & Place:

(Signature of bidder/ authorized representative with full name and address with agency seal)

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