



**PROJECT MANAGEMENT UNIT - OHEPEE
HIGHER EDUCATION DEPARTMENT
GOVERNMENT OF ODISHA**

Express of Interest

for

**“Empanelment of hotels for providing accommodation services
during various training programs conducted under OHEPEE”**

Tender Document No: 02/2019/OHEPEE

Dated: 10th August 2019

Issued by:

PMU- OHEPEE
Higher Education Department
2nd Floor, Pustak Bhawan, A-11, Suka Vihar
Bhubaneswar-751022

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Schedule of EoI

Tender No.	02/2019/OHEPEE
Name of the tender issuer	State Project Director, OHEPEE Higher Education Department
Scope of Work	Empanelment of hotels for providing accommodation services during various training programs conducted under OHEPEE
Cost /fee of Tender Documents	<ul style="list-style-type: none">▪ Free of cost▪ Tender documents can be downloaded by bidders from Government of Odisha, Higher Education Department's website i.e. www.dheodisha.gov.in
Date of issue of tender document	10 th August 2019
Date & Time of Pre Bid clarification meeting	19 th August 2019 (12 Noon)
Last Date & Time for Submission of interest	11 th September 2019 (01:00 PM)
Date & Time of Opening of interest	11 th September 2019 (03:00 PM)
Name of the contact person for Communication	Finance Officer, PMU - OHEPEE, Higher Education Department
Contact Number of the concern person	0674 - 2545484
Address for Communication	2 nd Floor, Pustak Bhawan, A-11, Suka Vihar, Bhubaneswar-751022, Odisha

Notice for Invitation

PMU-OHEPEE, Higher Education Department, Government of Odisha invites bids from reputed interested & eligible hotels/ lodgings/ hospitality agencies located within Bhubaneswar Municipality Corporation for accommodation facility for various residential training programs going to be conducted by PMU-OHEPEE during next 3 (Three) years.

Interested bidders may obtain details terms & conditions for taking up this assignment by downloading the tender document from Government of Odisha, Higher Education Department's website i.e. www.dheodisha.gov.in and submit their expression in sealed document as per the instructions mentioned in this EoI document.

Eligibility Criteria for the Interested Firm

The interested firm should meet the following criteria;

- 1) Must have a valid PAN
- 2) Must have a valid GST registration number
- 3) Must be a legal entity i.e either registered under Indian Companies Act or Indian Partnership Act or Proprietorship firm act
- 4) Should have Trade & Health license from Bhubaneswar Municipal Corporation
- 5) Should have Fire Safety Certificate
- 6) Should not have been blacklisted by any State Government/ / Central Govt / PSU in India .A self-declaration is required.
- 7) Minimum fifteen (15) numbers of twin sharing AC rooms shall exist in a single premise

General Terms & Conditions of Tender

Note: Bidders must read these conditions carefully and comply strictly while submitting their bids.

- a) The accommodation will be for Air Conditioned rooms with attached bathroom on twin sharing basis. Accommodation of bidders with all valid documents will be inspected by the tendering authority and if facility is found satisfactory, empanelment will be carried out which will be valid for two years.
- b) Minimum fifteen (15) numbers of rooms shall exist in a single premise for applying under this tender. Once empanelled, the rooms will be booked as per the requirements and as per availability for the required dates with the agency / hotel.
- c) Bill for 1 day occupancy will be considered from 12 noon to 12 noon.
- d) The per day rent of the twin sharing A/C rooms will be Rs 1,500/- (Rupees Fifteen Hundred only) inclusive of all applicable taxes
- e) Tenderer will pay only the accommodation charges i.e Rs 1,500/- (Rupees Fifteen Hundred only) inclusive of all applicable taxes per day for twin sharing A/C rooms. The invoice should be raised to the "State Project Director, OHEPEE, Higher Education Department, Government of Odisha".
- f) For Serving of Foods & beverages to the guests, the invoice should be directly raised to the guest and the amount should be collected from them.
- g) EoI not submitted in prescribed format or in prescribed manner, shall be rejected.
- h) Each page of the EoI document should be signed by the bidder with seal, in token of having understood and accepted the terms and conditions of the contract and serially numbered and page marked.
- i) The bidder or authorized representative (one person only) will be allowed to be present at the time of pre bid meeting.
- j) A telephonic discussion will be held with the contact person of the hotel/ agency at least 4 days prior to reservation to know the availability of rooms. Accordingly to availability, the list / number of guests will be sent by email (from pmuohepee@gmail.com to the email id provided in sl.no.3 of 'Submission of Interest') on the next day with number of occupancy days required. Confirmation emails have to be sent within 12 hours of receiving of the details.
- k) Payments will be made within 30 days of submission of invoice with details of guest attendance.
- l) Any notice given by one party to the other pursuant to this contract shall be sent in writing.
- m) All the disputes shall be subjected to the jurisdiction of Khurda district.

Evaluation & Award of Contract

- I. PMU, OHEPEE will examine & determine whether each bid is of acceptable quality, is generally complete & is substantially responsive to the bidding documents.
 - a. A substantially responsive bid is one that conforms to all the terms, conditions and specifications of the bidding documents without material deviations, objections, conditionally or reservation.
 - b. In case of tenders containing any conditions or deviations or reservations about contents of tender document, the tender shall be treated as non-responsive.
 - c. Decision of the tender inviting authority regarding responsiveness or non-responsiveness of a tender shall be final and binding.
- II. PMU, OHEPEE will issue LoA (Letter of Award) to the successful bidder by a Registered /Speed Post or by bearer. Duly signed and stamped duplicate copy of LoA has to be returned by the successful bidder within 7 (Seven) working days of receipt of LoA as token of acknowledgement. Accepting the Lol will be treated as an agreement between the bidder(s) and the PMU. No separate agreement will be signed.
- III. On requirement basis work order will be issued.

Submission of Interest

The following information about the firm must be furnished along with the all supporting documents (self attested).

1. Bidder & eligibility details

Sl. No	Particular	Compliance (yes/No) if yes supporting documents to be furnished with page number
1	Name of the Firm	
2	Registered Office Address & address for communication	
3	Telephone Number & E-Mail Id of the contact person	
4	Type of Firm (Proprietary/ Partnership/ Pvt .Ltd./ Public Ltd)	
5	Date of Establishment and Experience in business (In number of years)	
6	PAN Card	
7	GST registration certificate	
8	Trade & Health license certificate issued by Bhubaneswar Municipal Corporation	
9	Fire Safety Certificate issued by Director General of Fire Service, Home guards & civil defence	
11	Number of rooms in the premise	

- 1) Each page of the Eol document has to signed and stamped by the bidder and to be submitted along with other desired documents.
- 2) One envelope containing all desired documents should be sealed addressed to; "The State project Director, OHEPEE", Higher Education Department, Government of Odisha.
- 3) The sealed envelope should be sent through Speed **Post/ Registered Post/ Private Courier / by hand** before the dateline.

SELF DECLARATION FOR NOT BLACK LISTED

To,

The State Project Director, OHEPEE
Higher Education Department,
Government of Odisha

Ref: Tender no. _____ dated _____ 2019

Sir,

I / We.....here by confirm that our firm has not been banned or blacklisted by any Government organization/Financial institution/Court /Public sector Unit /Central Government.

Date:

Place:

Signature & Seal of the Bidder