TENDER DOCUMENT

Hotel accommodation with breakfast, lunch, dinner, conference hall facilities and hosting a workshop dinner during two day Inception Workshop (18.09.2024 & 19.09.2024) to be organized by the Centre of Excellence on Sustainable Land Management (CoE-SLM), ICFRE-Dehradun

Centre of Excellence on Sustainable Land Management (CoE-SLM)
Indian Council of Forestry Research and Education-Dehradun
P.O. New Forest-Dehradun-248006

CHAPTER-I

Notice Inviting Tenders

Tender No.

Tender ID

BIDDING DOCUMENT

Instructions to Bidders

Two bid systems (Technical and Financial) are invited online from GeM portal from the reputed Groups of hotel for accommodation with complimentary breakfast, high tea, lunch, dinner, conference hall facilities and hosting a workshop dinner to organize two day inception workshop to be organized by the Centre of Excellence on Sustainable Land Management (CoE-SLM), ICFRE-Dehradun on 18th & 19th September, 2024 under the project entitled "Standardization of Package and Practices for Eco-rehabilitation of Degraded Coal Mines falling under different Agro-climatic Zones of India through Forestry Interventions" as per below specifications:

Sl.No.	Particulars	Dates	Specifications	Quantity (approx.)
1.	Room accommodations with complimentary breakfast	17th, 18th & 19th September, 2024 (3days)	Each room should be superior Double Bed AC Room Single occupancy, writing desk & chair, with coffee table, LCD/LED TV with actives at elite connection, Phone, High speed Wi-Fi connectivity, tea/coffee maker with variety of tea bags, coffee pouches, milk pouches, mineral water, and branded bath amenities. Hotels should be within 15 km from the ICFRE/FRI Campus. Bedroom size should be minimum 300sq.ft., Parking facility for 20 to 30cars (own hotel parking).	22-28 rooms per day (22 minimum guaranteed)
2.	High Tea	18th September, 2024	Tea and Coffee, 2 veg snacks, 1 assorted pakoda, 2 sweet, bakery biscuits, two types of Sausage	40-50 packs per day (40 minimum guaranteed)
2.	Workshop Lunch with two session tea/coffee	18th & 19th September, 2024 (2 Days)	Veg. Soup (1 type), Salad (2 types), 1 curd preparation, Non veg. preparation (1 type), Paneer Preparation (1 type), Vegetable preparation (2 types), Dal (1 type), Continental Items (2 types), Rice (1 type), Assorted Breads (2 types), Sweets (2 types) Session Tea: Tea/Coffee, Assorted Pakoda and Biscuit	35-40 packs per day (35 minimum guaranteed)

4.	Dinner	17th & 19th September, 2024 (2 Days)	Same as the workshop Lunch	22-30 packs per day (22 minimum guaranteed)
5.	Workshop Dinner	18th September, 2024	Welcome drinks (special mocktails, assorted soft drinks aerated water, canned juices etc.,), Table Bites (2 veg and 2 non veg), Soup (1 veg. & 1 non-veg.), Salad (2 types), 1 curd preparation, Non veg. preparation (1 type), Paneer Preparation (1 type), Vegetable preparation (2 types), Dal (1 type), Continental Items (2 types), Rice (1 type), Assorted Breads (3 types), Sweets (3 types)	40-50 packs (40 minimum guaranteed)
6.	Conference Hall	18th & 19th September, 2024 (2 Days)	Conference hall to accommodate at least 40-50 delegates with audio video, projector, display screen and podium facility; Elevated Platform with seating capacity of 5 persons; 2 Rows Sofa seating and round table seating arrangement for 30 persons	1 for 2 days

The complete details and other Terms and Conditions etc. are available in the Tender Document. The tender document is available at GeM.

Purchase Officer
ICFRE (Hq), Dehradun

Annexure-1

Check List

Technical Bid
Documents

Following documents must be submitted in Technical Bid in GeM protal:-

S.No	Technical Bid Documents	Yes/No	Page No
1.	Tender fee: The Technical bid must include Rs.1180/-(1000+18%GST) as tender fee in the form of Demand Draft in favour of DDO, ICFRE Revenue Account A/c No. 496902010084490 payable at Dehradun from any Commercial/ Recognized/ Nationalized Bank in India or Self attested copy of Exemption certificate		
2.	Earnest Money Deposit (EMD) of Rs.45,000/- should be submitted as FDR/ Demand Draft **With Minimum six Months Validity** in favour of ICFRE Security money/EMD Account A/c No. 496902010089917 payable at Dehradun from any Commercial/Recognized/ Nationalized Bank in India or Self attested copy of Exemption certificate		
3.	Signed copy of PAN card		
4.	Signed copy of GST certificate in the name of proprietor or the firm.		
5.	The Self certified signed copy by the firm that it has never been black-listed /debarred/banned by any Govt. Department/Public sector/any other Department must be attached along with the Bid.		
6.	The self-certified copy from the bidder that no legal case is pending against the firm, If any pending complaints, shall be intimated.		
7.	Signed copy of the proof of average minimum annual turnover of Rs. 2 crore in the Previous year.		
8.	The self-certified copy from the bidder that the Hotel location is within 15 km from ICFRE/Forest Research Institute (FRI), Dehradun.		
9.	Signed copy of the offer letter that minimum 22-28 numbers of room accommodations with minimum bedroom sizes of 300sq.ft. will be made available in that hotel on 17th. 18th & 19th Sept., 2024 (03 days)		
10.	The self-certified copy from the bidder that this hotel has a banquet hall for dinner with minimum carpet area of 2000 sq.ft.		
11.	The self-certified copy from the bidder that the hotel possesses parking facility for 20 to 30 cars in its hotel parking.		
12.	Self-certified copy from the bidder declaring that the hotel has expertise in cooking Continental, Oriental, and Italian cuisines in addition to Indian food delicacies.		
13.	Tender Acceptance letter (Chapter V)		

Note1:- Above documents (Item No.1 to 13) are mandatory requirements, if a bidder fails to submit these documents, bid shall be summarily rejected & no further correspondence in this regard will been entertained.

Note2:- Check list as per above Annexure-I, must be filled along with page number of tender document. Above checklist (annexure-1) must be kept in the front part (first page) of technical bid document.

Note3:- Bidder should separately quote rates for Particulars mentioned against Sl. No. 1 to 6. However, L1 will be decided based on the combined rates of Particulars in Sl. No. 1 to 6 on minimum guaranteed packs.

Note 4:- In case of increase in the number of rooms requirement and increase in number of persons in Dinner, the payment will be made on actual basis in addition to the minimum guaranteed.

Note5:- If the bidder fulfills all qualifying criteria as per the check lists and other terms and conditions then the bidder will be considered as tentatively technically qualified. However, before opening the financial bids, the Tender Committee of ICFRE will conduct physical inspection/verification of the facilities offered by the tentatively short-listed bidders based on technical bid evaluation. If during the physical verification the claimed specifications does not match with the onsite hotel details, then the bidder will be declared technically disqualified and his financial bid will not be opened.

Chapter-2: Terms and Conditions

Submission of Bids:-

1 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document and as per the instructions of GeM Portal.

2. Bidder should submit the Tender Fee/EMD as specified in the tender. The original copy of Tender fee and EMD should be posted/couriered/given in person to the Tender Inviting Authority, within bid submission due date and time as indicated in the tender. Scanned copy of the same should be uploaded as part of the offer. The bidder has to select the payment option as offline to pay the Tender FEE/EMD as applicable and enter details of the same.

3. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

The bids should be submitted/ uploaded on line mode only in two parts:

(a) The Technical Bid (Documents as per CHECK LIST Annexure–I and others documents as per the requirement mentioned in the tender document)

(b) The Financial Bid (As per GeM Portal)

The Technical Bid

The following documents are to be furnished by the Tenderer/Bidder in the Technical Bid as per the Tender document:

1. Tender fee: The Technical bid must include Rs.1180/-(1000+18%GST) as tender fee in the form of Demand Draft in favour of DDO, ICFRE Revenue Account A/c No. 496902010084490 payable at Dehradun from any Commercial/ Recognized/ Nationalized Bank in India or Self attested copy of Exemption certificate

2. Earnest Money Deposit (EMD) of Rs.45,000/- should be submitted as FDR/ Demand Draft **With Minimum six Months Validity** in favour of ICFRE Security money/EMD Account A/c No. 496902010089917 payable at Dehradun from any Commercial/Recognized/ Nationalized Bank in India or Self attested copy of Exemption certificate

3. Signed copy of PAN card

4. Signed copy of GST certificate in the name of proprietor or the firm.

5. The Self certified signed copy by the firm that it has never been black-listed /debarred/banned by any Govt. Department/Public sector/any other Department must be attached along with the Bid.

6. The self-certified copy from the bidder that no legal case is pending against the firm, If any pending complaints, shall be intimated.

7. Signed copy of the proof of average minimum annual turnover of Rs. 2 crore in the Previous year.

8. The self-certified copy from the bidder that the Hotel location is within 15 km from ICFRE/Forest Research Institute (FRI), Dehradun.

9. Signed copy of the offer letter that minimum 25-28 numbers of room accommodations with minimum bedroom sizes of 300sq.ft. will be made available in that hotel on 17th, 18th & 19th Sept., 2024 (03 days).

10. The self-certified copy from the bidder that this hotel has a banquet hall for dinner with minimum carpet area of 2000 sq.ft.

11. The self-certified copy from the bidder that the hotel possesses parking facility for 20 to 30 cars in its hotel parking.

12. Self-certified copy from the bidder declaring that the hotel has expertise in cooking Continental, Oriental, and Italian cuisines in addition to Indian food delicacies.

13. Tender Acceptance letter (Chapter V)

Note:- Exemption on submission of Tender Fee /EMD will be given against valid MSME/NSIC/KVIC certificate under valid category and within the validating period of the certificate. The earnest money shall be refunded to all the unsuccessful firms, without any interest after finalization of the contract.

Note:- Bidders claiming exemption of EMD as above are however cautioned that if they with draw or modify their Bids during the period of validity, or if after the award of the contract if they fail to execute the contract, they will be suspended for the period of 36 months from being eligible to submit Bids for tenders with ICFRE.

Note:- If the bidder fulfills all qualifying criteria as per the check lists and other terms and conditions then the bidder will be considered as technically qualified. Before opening the financial bids, the Tender Committee of ICFRE will conduct physical inspection/verification of the facilities offered by the tentatively shortlisted bidders based on technical bid evaluation.

Opening of Bids:

1) The Technical Bids will be opened on line at GeM Portal Please refer Critical Date Sheet.
2) The Financial bids of only the Technically Qualified bidders will be opened. The date and time for opening the Financial Bid will be communicated to the technically qualified firm.
3) If the bidder fulfills all qualifying criteria as per the checklists and other terms and conditions then the bidder will be considered as tentatively technically qualified. Before opening the financial bids, the Tender Committee of ICFRE will conduct physical inspection/verification of the facilities offered by the tentatively shortlisted bidders based on technical bid evaluation.

INSTRUCTION TO BIDDERS

1. All the pages of bid being submitted online must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents.
2. Checklist as per Annexure-I, must be filled along with page numbers failing which bid is liable to be rejected and no further correspondence in this regard will be entertained.
3. Duly filled Annexure-1must be placed in the front part of technical bid document.
4. Submission of Bids:
   (i) The bids should be printed on official pad preferably with GST Number of the firm.
   (ii) The bids/rates/tenders should remain valid for a minimum period of 180 days from the date of opening.
   (iii) The rates shall not be subject to escalation of any nature.
   (iv) The quotations should be given for the items in the same order & specification as in the enquiry letter/tender document.
   (v) No advance payments are allowed under any circumstances.
   (vi) The selection of the bidder for the award of the contract will be made on the basis of the evaluation of techno-commercial proposal submitted by the bidder.
5. Criteria for bid rejection:
   (i) If all the documents as per Annexure-I are not attached.
   (ii) If it is found at a later date that any information given in the bids is incorrect/false then the bid is liable to bed is qualified/rejected.
   (iii) Canvassing in any form will result in disqualification.
   (iv) Any other criteria as mentioned in the tender document

6. The competent authority reserves the right to cancel the tender at any given time without assigning any reason. This cannot be challenged before any court.
7. The competent authority does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that conditional rebate is put forth by the bidder shall be summarily rejected.
8. The decision of the Council in all matters relating to eligibility, acceptance, rejection of the bid will be final and binding on the applicants.
9. Bidders shall be responsible for the correctness of the information provided in the enquiry letter/tender document. If it is found at a later date that any information given in the bid is incorrect/false then the bid is liable to be disqualified/rejected.
10. Before submission of bids, bidders should read the complete enquiry letter/tender document carefully and ensure that the bidders fulfill the eligibility criteria.
11. Bidder shall comply with the Rule144 (xi) of GFR2017
12. In case calculation mistakes are found in the financial bid, then calculation shall be made by the Council on the basis of rate per unit quoted by the bidders and bids will be processed further accordingly.
13. The Council reserves the right to rectify any discrepancy of this advertisement, if found later on. In case of any in advertent mistake in the process which may be detected at any stage even after the issue of purchase order, the Institute reserves the right to modify/withdraw/cancel any communication made to the bid.

CHAPTER III

(Description of the items and specifications)

Description:- Room accommodation with complimentary breakfast, high tea, lunch, dinner, conference hall facilities and hosting a workshop dinner to organize two day inception workshop to be organized by the Centre of Excellence on Sustainable Land Management (CoE-SLM), ICFRE-Dehradun on 18th & 19th September, 2024.

Sl.No.	Particulars	Dates	Specifications	Quantity (approx.)
1.	Room accommodations with complimentary breakfast	17th, 18th & 19th September, 2024 (3days)	Each room should be superior Double Bed AC Room Single occupancy, writing desk & chair, with coffee table, LCD/LED TV with actives at ellite connection, Phone, High speed Wi-Fi connectivity, tea/coffee maker with variety of tea bags, coffee pouches, milk pouches, mineral water, and branded bath amenities. Hotels should be within15km from the ICFRE/FRI Campus. Bedroom size should be minimum 300sq.ft., Parking facility for 20 to 30cars (own hotel parking).	22-28 rooms per day (22 minimum guaranteed)
2.	High Tea	18th September, 2024	Tea and Coffee, 2 veg snacks, 1 assorted pakoda, 2 sweet, bakery biscuits, two types of Sausage	40-50 packs per day (40 minimum guaranteed)
2.	Workshop Lunch with two session tea/coffee	18th & 19th September, 2024 (2 Days)	Veg. Soup (1 type), Salad (2 types), 1 curd preparation, Non veg. preparation (1 type), Paneer Preparation (1 type), Vegetable preparation (2 types), Dal (1 type), Continental Items (2 types), Rice (1 type), Assorted Breads (2 types), Sweets (2 types) Session Tea: Tea/Coffee, Assorted Pakoda and Biscuit	35-40 packs per day (35 minimum guaranteed)
4.	Dinner	17th & 19th September, 2024 (2 Days)	Same as the workshop Lunch	22-30 packs per day (22 minimum guaranteed)
5.	Workshop Dinner	18th September, 2024	Welcome drinks (special mocktails, assorted soft drinks aerated water, canned juices etc.,), Table Bites (2 veg and 2 non veg), Soup (1 veg. & 1 non-veg.), Salad (2 types), 1 curd preparation, Non veg. preparation (1 type), Paneer Preparation (1 type), Vegetable preparation (2	40-50 packs (40 minimum guaranteed)

			types), Dal (1 type), Continental Items (2 types), Rice (1 type), Assorted Breads (3 types), Sweets (3 types)	
6.	Conference Hall	18th & 19th September, 2024 (2 Days)	Conference hall to accommodate at least 40-50 delegates with audio video, projector, display screen and podium facility; Elevated Platform with seating capacity of 5 persons; 2 Rows Sofa seating and round table seating arrangement for 30 persons	1 for 2 days

CHAPTER–IV

COMMERCIAL/FINANCIAL BID
(To be uploaded online at GeM Portal)

File No:-
Tender ID.

Sl.No.	Particulars	Quantity (approx.)	Total Unit rate Inclusive of all Taxes (in Rs)	Total amount Including all the Taxes (in Rs.)
1.	Room accommodations with complimentary breakfast	22-28 rooms per day (22 minimum guaranteed)		
2.	High Tea	40-50 packs per day (40 minimum guaranteed)		
2.	Workshop Lunch with two session tea/coffee	35-40 packs per day (35 minimum guaranteed)		
4.	Dinner	22-30 packs per day (22 minimum guaranteed)		
5.	Workshop Dinner	40-50 packs (40 minimum guaranteed)		
6.	Conference Hall	1 for 2 days		

RATES: The rates quoted by the bidders, shall be firm and inclusive of all taxes (including GST, etc.) and should include all charges (as applicable). Rates to be quoted in INR Only

Note1:- Bidder should separately quote rates for Particulars mentioned against Sl. No. 1 to 6. However, L1 will be decided based on the combined rates of Particulars in Sl. No. 1 to 6 on minimum guaranteed packs.

Note 2: -In case of increase in the number of rooms requirement and increase in number of persons in the dinner, the payment will be made on actual basis in addition to the minimum guaranteed.

Note3:- If the bidder fulfills all qualifying criteria as per the check lists and other terms and conditions then the bidder will be considered as tentatively technically qualified. However, before opening the financial bids, the Tender Committee of ICFRE will conduct physical inspection/ verification of the facilities offered by the tentatively short-listed bidders based on technical bid evaluation. If during the physical verification the claimed specifications does not match with the onsite hotel details, then the bidder will be declared technically disqualified and his financial bid will not be opened.

Chapter-V

TENDER ACCEPTANCELETTER
(To be given on Company Letter Head)

To,

Date.....

The Director
International Cooperation,
Indian Council of Forestry Research & Education (ICFRE),
P.O. New Forest, Dehradun-248006.

Sub: Acceptance of Terms & Conditions of Tender.

File No:-
Tender ID.

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) name www.icfre.org.

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender Documents from Page No._____ to_____ (including all documents like annexure(s), schedule(s), etc.,), which form part of the contract agreement and I/we shall a bide hereby by the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization too have also been taken in to consideration, while submitting this acceptance letter

4. I/ We here by unconditionally accept the tender conditions of above-mentioned tender document(s)/ corrigendum(s) in its totality/entirety.

5. I/We do hereby declare that our Firm has not been blacklisted / debarred/ banned by any Govt. Department/ Public sector under taking.

6. I/We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)