



RAJA RAMMOHUN ROY LIBRARY FOUNDATION
Ministry of Culture, Government of India
Block DD-34, Sector-I, Salt Lake, Kolkata 700064
Email: rrrlf-wb@nic.in, Phone : 033 23373464/65

NOTICE INVITING TENDER

Sealed quotations are invited for "providing accommodation and facilities for the events organized by National Mission on Library for Capacity Building training participants,". Bidders may visit our Office to understand the work, if required, so that they can quote properly. The quotations duly signed, sealed and superscribed on the envelope with the tender no. and due date, should be addressed to the Director General, RRRLF & AMD, NML, RRRLF, Kolkata so as to reach us on or before the due date stipulated in Annexure-I. Tender form will be available at our website www.rrrlf.gov.in.

- Encl:**
1. Terms and conditions, (Annexure-I)
 2. Form of Tender (Annexure-II)
 3. Priced Schedule of Quantities (Annexure-III),

[Handwritten signatures]

RAJA RAMMOHUN ROY LIBRARY FOUNDATION
(Estd. by the Ministry of Culture, Govt. of India)
DD-34, Sector-I, Salt Lake City
Kolkata-700 064

Tender Abstract

1	Notice Inviting Tender No. & Date	NML/2019-20/CBTP/HOTELS/
2	Last date and time for receipt of bids	05:00 PM, on 04.02.2020
3	Date and time for opening of bids on or after	11:00 AM on 05.02.2020
4	Service to be provided	Providing accommodation and facilities for the events organized by by National Mission on Library for Capacity Building training programme on monthly basis.
5	Validity for tender offers	1 year from the date of opening of tender (i.e January 2021)
6	Address for submission of tender	To, The Director General & Addl. Mission Director, NML Prof. Vinay Kumar Srivastava Raja Rammohun Roy Library Foundation Block DD-34, Sector-I, Salt Lake City Secitor-I, Kolkata-700 064

1. Objective:

Raja Rammohun Roy Library Foundation is inviting tenders from eligible, reputed hotelier for providing accommodation and facilities for the training organized by National Mission on Library for Capacity Building Training Programme participants on monthly basis.

2. Qualification Criteria:

The eligible bidder has to satisfy the following conditions:

2.1. The bidder should have been in the business of providing accommodation (in a unit located in 8 km radius from RRRLF, Kolkata , Block DD-34, Sector-I, Salt Lake, Kolkata 700064 near Seva Hospital, Bidhannagar, and minimum 3 years of experience as on 31.03.2019.

[Mode of Proof: Copy of Purchase Order/Contract agreement/Copy of Invoice or any other proof etc.].

2.2. The bidder should NOT have been black listed by any government department/agency in the past 3 (three) years on account of fraudulent or corrupt practices or inefficient/ineffective performance or any other cause.

[Mode of Proof: Self declaration in the format prescribed].

2.3 At least Twenty (20) rooms (on twin sharing basis) must be available in the same property. Address of the properties/hotels must be mentioned clearly.

RAJA RAMMOHUN ROY LIBRARY FOUNDATION
(Estd. by the **Ministry of Culture, Govt. of India**)
DD-34, Sector-I, Salt Lake City
Kolkata-700 064

3. Instructions to Bidders:

Tender documents shall be submitted by the bidders in sealed envelopes, Should Contain the covering letter, Tender document signed on all pages, Annexure I & Annexure II. This cover should be sealed and super scribed as **"Tender for providing accommodation and facilities for Capacity Building Training Programme, Kolkata"**.

4. Clarifications:

A bidder requiring any clarification regarding the tender document may notify in writing to the address mentioned in the invitation of tenders or may send an e-mail to rrrlf-wb@nic.in

RRRLF will respond to any request for clarification, received two days prior to the deadline for submission of tenders.

5. Amendment:

RRRLF reserves the right to amend/ relax / vary any of the tender conditions at any stage of the tender. Amendments to tender conditions will be displayed in the RRRLF website only.

6. Evaluation Process:

- 6.1. RRRLF shall evaluate the responses to the tender and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.
- 6.2. The interpretation of the bids and the decision made by the RRRLF in the evaluation of responses to the tender shall be final. No correspondence will be entertained outside the process of evaluation with RRRLF.
- 6.3. RRRLF may ask for meetings with the Service Providers to seek clarifications on their bids.
- 6.4. RRRLF, reserves the right to reject any or all bids on the basis of any deviations.
- 6.5. Each of the responses shall be evaluated as per the criteria and requirements specified in this tender.
- 6.6. The Price Bids shall be opened at a time scheduled time.
- 6.7. The Service Provider with the lowest Total Score will be awarded the contract for the upcoming 6 days program tentatively starting from 16.02.2020 , subject to other terms and conditions of Tender.

7. Validity:

The offer will remain valid for a period of 1 Year from the date of opening of tender.

RRRLF, reserves the right to cancel or withdraw the tender any time. RRRLF, also reserves the right to reject any or all tenders without assigning any reason.

8. Mode of Payment.

Payment under this contract would be made as follows:

No request for advance payment or part-payment will be entertained.

The Service Provider shall pay all taxes including GST and other charges imposed by law or by any other statutory or legal authority in respect of its contractual obligations that are required to be performed under the Contract.

The Service Provider will be paid on submission of the bill in duplicate with PAN, GST number (after completion of each event) complete in all respects, within a maximum period of 15 working days. However, in case, any clarification is required in the bill, then the same will be returned to the hotelier for modification and re-submission. Statutory Taxes / levies i.e. TDS, GST TDS shall be deducted at source as per prevailing rate.

9.1. Requirement from the hotel like room type, occupancy and any other facility.

Participants & Faculty

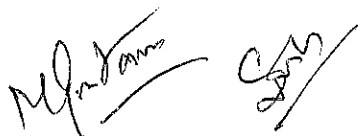
Room Type (A/c room) : Both Double and Single Occupancy
Facilities : AC, TV, Wi-Fi, etc.,

9.2 Cancellation : RRRLF may cancel any or all the accommodation reserved free of cost 24 hours prior to the 1st day of booking.

9.3. Other special terms and conditions

- 9.3.1. 24 hours check in time
- 9.3.2. First Aid
- 9.3.3. TV in each room with set top box/cable connection
- 9.3.4. Room Service (24 hrs.)
- 9.3.5. Daily room cleaning
- 9.3.6. 24 hours power back-up, Hot water(Bathroom) & drinking water
- 9.3.6. Early check in to the rooms and late check out may be allowed.

Two RRRLF officials will visit the property/Hotel accommodation before placing order and the order will be placed subject to submission of satisfactory report.



RAJA RAMMOHUN ROY LIBRARY FOUNDATION
(Estd. by the **Ministry of Culture, Govt. of India**)
DD-34, Sector-I, Salt Lake City
Kolkata-700 064

Annexure II

FORM OF TENDER
[In Hotel Letter Head]

To

The Director General, RRRLF & AMD, NML
Raja Rammohun Roy Library Foundation

Sir,

Being duly authorized to represent and act on behalf of
hereinafter called "the tenderer" and having understood the nature of work involved and
examined Terms and Conditions of Contract, Instructions to the Tenderers, Schedules and
Bill of Quantities for the Menu of Tender for "**hiring of accommodation of best quality in
hotels for Capacity Building Training Programme**"

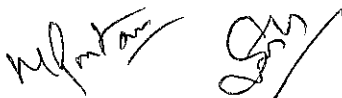
Address of the property/properties (In Detail) with no. of rooms:

A)

B)

C)

1. I / We offer to execute the work in acceptance of the terms and Conditions of this tender/contract provided in Annexure-I.
2. I / We undertake, if our Tender is accepted, to carry out the services for the periods specified in this Schedule.
3. I / We agree to abide by this Tender for a period of **1 year** from the date fixed for receiving the same or such further period as may be mutually agreed upon and it shall remain binding upon us and may be accepted at any time before the expiration of that period should we fail to abide by our Tenders during the above said period of **1 year** or such extended period as mutually agreed upon, the RRRLF shall be at liberty to forfeit the Earnest Money deposited by us.
4. Till such time a formal agreement is prepared and executed, this Tender together with your written acceptance thereof, shall constitute a binding Contract between us.
5. (i) We understand that the RRRLF reserves the right to,



RAJA RAMMOHUN ROY LIBRARY FOUNDATION
(Estd. by the **Ministry of Culture, Govt. of India**)
DD-34, Sector-I, Salt Lake City
Kolkata-700 064

- a) Amend the scope of tender and value of contract under this work
 - b) reject or accept any quotation including the lowest, cancel the tender process and reject any one/all quotations.
 - c) Cancel contract if at the time of booking, we deny to provide accommodation as per specification
6. If our Tender is accepted as a whole or as individual components, we understand that we are held fully responsible for the due performance of the Contract. We certify that all the particulars furnished in our Bid are true and correct and based on documentary evidence. We understand that if any of the particulars is found to be false or misleading, RRRLF has the right to summarily reject our bid at any stage and that our company is liable to be blacklisted/debarred by RRRLF for at least 3 years or for any suitable period decided by RRRLF.
7. We hereby confirm and declare that we are not blacklisted/by any Government department/PSU/ Private sector/ or any other agency for which we have Executed/ Undertaken the services during the last 3 years in col. 2.4.
8. We agree to execute the contract referred to in the Tender Documents upon the Terms and Conditions contained or referred to therein and to carry out such deviations as may be ordered.

SIGNATURE.....

FOR AND ON BEHALF OF.....

DATE

RAJA RAMMOHUN ROY LIBRARY FOUNDATION
 (Estd. by the Ministry of Culture, Govt. of India)
 DD-34, Sector-I, Salt Lake City
 Kolkata-700 064

Annexure- III

Tender for providing accommodation and facilities for the events organized by RRRLF Kolkata for National Mission on Library for Capacity Building training programme

Price Bid:

	Particulars	Quantity	Rate Quoted (Per Day/per room)	Amount in Rs.
1	Double occupancy with AC, TV, Wi-Fi etc, in the same hotel.	20 rooms for 6 days		
2	Food Breakfast & Dinner- Continental type plus coffee / tea with snacks with unlimited buffet **	20 rooms for 6 days		
3	Single occupancy with AC, TV, Wi-Fi etc in the same hotel.	1 rooms for 6 days		
	Total			

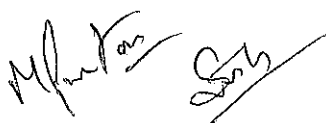
Note:

1. Payment shall be made for the based actual no of rooms occupied by the participants. i.e. even if there is reduction in the number of participants, rate offered per room would remain the same.
2. Food charges shall also be paid for the based actual no of participants.
3. The rates indicated above are inclusive of GST and all other taxes.
4. The tentative dates for the upcoming programme starting from 16.02.2020.
5. The bill shall be raised in the name of Raja Rammohun Roy Library Foundation.

**Hygienic Breakfast (Bread, Butter/Jam/Snacks, Corn flakes with milk, Fruit/Juice, Boiled Egg, Tea/Coffee) and Dinner (Rice/Roti, Dal, two Veg items i.e. one for all, one for vegetarian only, Egg/Chicken/Fish on alternate days, Desert) to be provided. Tea/Coffee with milk, sugar and electric kettle must be available in the room

Date:
Place:

Tenderer's signature with stamp



RAJA RAMMOHUN ROY LIBRARY FOUNDATION
(Estd. by the Ministry of Culture, Govt. of India)
DD-34, Sector-I, Salt Lake City
Kolkata-700 064

CHECKLIST

1. Annexure I
2. Annexure II

RAJA RAMMOHUN ROY LIBRARY FOUNDATION
(Estd. by the Ministry of Culture, Govt. of India)
DD-34, Sector-I, Salt Lake City
Kolkata-700 064

MP

SS