

भारतीय लेखापरीक्षा और लेखा विभाग
क्षेत्रीय प्रशिक्षण संस्थान, कोलकाता

संख्या : RTI/Kol/Hotel/2023-24/499
दिनांक: 01/06/2023

विषय: टेंडर नोटिस.

महोदय/महोदया,

इस कार्यालय का पत्र संख्या: RTI/Kol/Hotel/2023-24/499
दिनांक: 01/06/2023 आपके कार्यालय को सूचना/ आवश्यक
कार्यवाही हेतु प्रेषित किया जा रहा है।

भवदीय,

संलग्न: यथोपरि

प्रशासन

वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन

वरिष्ठ लेखा परीक्षा अधिकारी (प्रशिक्षक प्रशासन)
Senior Audit Officer (Faculty / Admn.)
क्षेत्रीय प्रशिक्षण संस्थान कोलकाता
Regional Training Institute Kolkata



भारतीय लेखा परीक्षा और लेखा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT
क्षेत्रीय प्रशिक्षण संस्थान, कोलकाता
REGIONAL TRAINING INSTITUTE, KOLKATA



No. RTI/Kol/Hotel/2023-24/ 499

Dated: 01 .06.2023

NOTICE INVITING TENDER

Sealed tenders are invited in the given format for 'Invitation of Tender Documents for providing 06 double occupancy spacious rooms and one single occupancy spacious room with common space/open terrace for stay for participants to attend training' during the period commencing from 13th June 2023 to 13th September 2023 for the Regional Training Institute, CGO Complex, Salt Lake, Kolkata. Last date of submission of quotation is **07.06.2023 up to 14.00 hrs** . All received quotations will be opened at 14:30 hrs on 07.06.2023 in the Conference Hall of this office in presence of the participating Bidders.

Intending bidders should fulfill the following terms and conditions:

1. It is expected that approximately following number of rooms will be required:-
Total Number of rooms with single occupancy – 01(for one guest/participant)
and total number of rooms with double occupancy – 06 (for 12 guests/participants).
2. The room should be spacious and standard sized with AC, TV, Wi-Fi facility, proper wardrobes, curtain, 24 hour hot water and cold water facility and power supply etc.
3. There should be common space/ open terrace in the premises of Guest house/ hotel which may be used by the occupants for common activities like yoga, meditation etc.
4. The toiletries, bedsheet, towel etc. shall be changed regularly with proper hygiene.
5. The rooms should be cleaned regularly. Hygiene and proper Covid protocol should be maintained.
6. The bidder shall be a registered firm under the relevant provisions/ Acts in India.
7. The bidder should be solvent.

8. The bidder should have valid registration with the PAN, TAN, Service Tax Registration and GST. In case both Service tax and GST are not applicable the same may be intimated through an undertaking.
9. The bidder should have local offices at Salt Lake/ Newtown/ Kolkata to ensure satisfactory fulfilment of contractual obligations.
10. The bidder should not have been black-listed by Central/ State Governments/ PSUs at any point of time. There should not be any criminal proceedings / conviction against the bidder at any point of time.
11. A Bidder shall submit only one proposal. IN CASE MORE THAN ONE PROPOSAL IS RECEIVED FROM THE BIDDER, ALL SUCH PROPOSALS SHALL BE DISQUALIFIED.
12. The room tariff should be inclusive of complementary breakfast and all taxes.
13. The intending bidders should having proper Registration. List of offices where the bidder presently provides services may also require to be provided. Copy of Trade License/ Registration with Municipality/ Corporation may be provided.
14. The guest house accommodation that would be made available from 13th June 2023 to 13th September 2023 may vary. The duration may be extended, if needed.
15. Sealed quotations, addressed to the *Sr. Audit Officer/Admn., Regional Training Institute, 3rd MSO Building, 5th Floor, 'A' Wing, CGO Complex, DF Block, Salt Lake, Kolkata – 64. The quotation may be sent by post/hand so as to reach by 7th June 2023 latest by 14.00 hrs. Quotation received after stipulated date and time shall not be entertained.*
16. Bid Security (Earnest Money Deposit) @ 10% (ten percent) of the final bill value will be deducted from the first bill and keep withheld. The amount will be released after successful completion of the contract period with proper performance assessed.
17. The successful bidder will have to enter into an agreement with this office within fifteen days from issue of the work order.
18. **The contract will be valid from 13.06.2023 to 13.09.2023 or such time of extension as agreed upon. However, the competent authority retains the right to extend the tender for such additional period as necessary at rates not higher than those determined by this NIT. This does not bestow any right on the bidder to seek extension of the contract beyond 13.09.2023.**

19. The quotation should be neatly typed. No erasure or overwriting will be permissible/allowed.
20. A copy of terms and conditions duly signed by the tenderer in token of having understood and agreed to the same may be attached along with the tender (format enclosed).
21. The PD, RTI, Kolkata reserves the right to cancel the contract if quality parameters not met. Subsequently, liquidity damages may be levied upto 25% of room rents for the days of non-performance.
22. Proper security arrangement shall be made by service provider. Stay arrangement for security personnel shall be adequate. Proper Register shall be kept for people movement 'in' and 'out'.
23. Payment will be made on monthly basis on submission of Bill. The bill for each month shall invariably be submitted by 10th of the following month. The bill must accompany copy of the work order. Bills will be paid through electronic clearing system and the successful bidder will have to submit a duly filled mandate form.
24. The bidder will have to deposit the last Income Tax Return and VAT/GST return with the tender document. Bidder shall also submit proof of GST registration.


Sr. Audit Officer/Administration.

To
The Sr. Audit Officer/Admn.,
Regional Training Institute,
3rd MSO Building, CGO Complex,
5th Floor, 'A' Wing, DF Block,
Salt Lake, Sector – 1,
Kolkata – 700 064.

Sir,

With reference to your tender notice No. dated
..... I am to submit my tender for 'Invitation of Tender Documents for
providing 06 spacious rooms with common space/open terrace for stay for participants
to attend training'.

I further affirm that I have read and fully understood the tender notice and agree to abide
by all the terms and conditions laid therein, which are being signed in token of my
acceptance. In case, I fail to abide by the terms and conditions or to carry on the contract
satisfactorily, I will be liable to the termination of contract as mentioned in the terms and
conditions.

Encl :

1. Statement of quoted value of tender
2. Copy of Trade License/GST/PAN etc.

Dated :

Yours faithfully

Signature _____
Name of the Tenderer _____
M/s. _____