

Request for Quotation (RFQ)

RFQ for Selection of 5-star Hotel in South Delhi



Centre for WTO Studies, Centre for Research on
International Trade, Indian Institute of Foreign
Trade, New Delhi

(Under Ministry of Commerce and Industry, Govt of India)

5-8th floor, NAFED House, Ashram Chowk, New Delhi -110014

Bids under two bid systems (Technical and Financial) are invited online at CPP Portal
(<https://eprocure.gov.in/eprocure/app>)

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1. Background

Centre for WTO Studies (CWS), Indian Institute of Foreign Trade Invites Quotation from reputed 5-star categories of Hotels in South Delhi for selection for providing accommodation groups of participants training programmes being organised at NAFED House, Ashram Chowk, New Delhi scheduled from the September 2023 to March 2024.

Duration: The training programmes are scheduled as follows:

1. **18-27 September, 2023 in New Delhi**(Check-in on 17th September and Check-out on 28th September).
2. **9-18 October, 2023 in New Delhi**(Check-in on 8th October and Check-out on 19th October).
3. **13-22 November, 2023 in New Delhi**(Check-in on 12th November and Check-out on 23th November).
4. **15-24 January, 2023 in New Delhi**(Check-in on 14th January and Check-out on 25th January).
5. **5-9 February, 2023 in New Delhi**(Check-in on 4th February and Check-out on 10th February).
6. **4-13 March, 2023 in New Delhi**(Check-in on 3th March and Check-out on 14th March).

Attendees: The total approximate participants will be 25 (plus +/- 2 rooms) per programme. The attendees will be international participants and would be representing their respective governments/ institutions.

CWS Standard Package Requirements

The hotel shall be required to adhere to the following **CWS standard package requirements** for airport transfers and room:

- a) **Accommodation on single occupancy 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, 2 soaps, two (02) mineral water bottles, daily in each room, each day to each occupant.
- b) **Airport Pick up and Drop for all participants, flight details will be shared with the hotel for arranging the airport transfers.**
- c) Check-in time - on or after 12:00 noon and Check-out time from the hotel- before 12:00 noon.
- d) Buffet breakfast to be included with the room rate with a good spread of itemised menu (veg. and non-veg.)
- e) Quote should be inclusive of all taxes.
- f) One single rate for all the above-mentioned group slots will be preferred.

CWS Payment Terms and Conditions:

Centre for WTO Studies will give an undertaking towards hotel expenses in connection with the programmes for the below mentioned terms and conditions:

- a) Billing will be on actual check-in/check-out basis**
- b) No advance payment would be made by CWS.**
- c) No Retention Charges/ Surcharges shall be payable by CWS**
- d) Billing for the program to be done on “Bill to Company” basis and 100% payment will be released only after completion of the program and 30 days after submission of GST Bill.**
- e) Any other expenses will be borne directly by the guests.
- f) The GST bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes etc) Check-in, and Check-out details of guest(s).
- g) Billing to be done to : CENTRE FOR WTO STUDIES, IIFT, NEW DELHI

2. General Terms and Conditions:

CWS will pay only for the boarding and lodging for the participants on CPAI basis (i.e., inclusive of breakfast and all taxes). Any personal expense of participants would be borne by the individuals only and to be collected directly by the Hotel.

No minimum guarantee for the number of rooms shall be provided by CWS. However, regular updates of increase / decrease in room requirements will be provided to the contact person of the Hotel by the CWS in advance.

Complimentary use of facilities in Hotel like Gym, Swimming Pool etc. should be provided.

The Hotel accommodation will have facility to provide first aid and doctor on call facility for medical emergencies.

3. Instructions to Hotels

Bids under two bid systems (Technical and Financial) are invited online at CPP Portal (<https://eprocure.gov.in/eprocure/app>)

The Hotel shall provide necessary information/details as per the format provided in the Hotel Profile & Bank details (Form I), Technical Proposal (Form II) & Financial Proposal should be password protected(Form III) separately.

The hotel shall submit its technical and financial bids through email to sahilsharma@iift.edu cc to ao_cws@iift.edu , headadmin_crit@iift.edu and headwto@iift.edu

The eligibility of hotels for considering the financial quotations will be decided after evaluation of the technical proposal. Only those hotels that are found eligible as per technical evaluation will be considered for financial evaluation.

The Financial Proposal must be sent in a password encrypted format through email on sahilsharma@iift.edu cc to ao_cws@iift.edu , headadmin_crit@iift.edu and headwto@iift.edu

Only technically qualified bidders shall be asked to share the password to open the encrypted financial bids received through email.

The Hotel shall provide signed and scanned copy of valid registration certificate for PAN,TAN & GST. The applicable GST rates must be mentioned against each service provided clearly.

CWS has the right to cancel the quotations at any time, extend or postpone the last date for submission of the quotation, information for which will be sent to all concerned in advance. CWS has right to reject any offers that are found to be incomplete and not having enough details for the technical evaluation.

CWS reserves the right to further negotiate the financial terms / other facilities with the Hotels as per the specific requirement of the group.

CRITICAL DATE SHEET

Published Date	01.09.2023
Submission Start Date & Time	01.09.2023 from 3.00 pm
Submission End Date & Time	06.09.2023 till 5.30 pm
Technical Bid Opening Date & Time	07.09.2023 at 10.30 am
Financial Bid Opening Date & Time	08.09.2023 at 10.30 am

Contact Details:

A) Addressee & Address:

A.1. Head Admin,
Centre for WTO Studies, IIFT
8th floor NAFED House, Ashram Chowk
Email: headadmin_crit@iift.edu
New Delhi, 110014

A.2. Administrative Officer CWS,
Centre for WTO Studies, IIFT
8th floor NAFED House, Ashram Chowk
Email: ao_cws@iift.edu
New Delhi, 110014

A.2. Head CWS,
Centre for WTO Studies, IIFT
8th floor NAFED House, Ashram Chowk
Email: headwto@iift.edu
New Delhi, 110014

B) Name of the Contact Person for any clarification:

Sahil Sharma
Centre for WTO Studies, IIFT
7th floor NAFED House, Ashram Chowk
New Delhi, 110014
Email: sahilsharma@iift.edu
Ph:- 011-38325625

4. Evaluation and Selection Criteria

The quotes shall be evaluated on the following parameters of the Hotel/bidder:

Sl. No.	Description	Score calculation	Max. Marks
1.	Distance from NAFED House, Ashram Chowk	<ul style="list-style-type: none"> ➤ 3-5 Kms– 25 marks ➤ 5-7 Kms – 15 Marks ➤ 7-10 Kms – 5 Marks 	25
2.	Number of Rooms	<ul style="list-style-type: none"> ➤ Number of rooms 200 or more: 25 Marks ➤ Number of rooms 100- 200: 15 Marks ➤ Number of rooms less than 100: 10 Marks 	25
3.	Availability of in-house travel desk for management of local transportation towards local sightseeing arrangements & for pick- up & drop from the nearest major Airport/Railway station/Bus stand	<ul style="list-style-type: none"> ➤ If owned, in-house local transportation facility: 25 Marks ➤ If hired, local transportation facility: 15 marks ➤ If No transportation facility: 10 marks 	25
6.	Experience in providing accommodation with airport transfers for guests of Govt. /Central Govt. / PSU's/ Public Sector Bank/ National Institute of repute during preceding 7 years	<ul style="list-style-type: none"> ➤ 7 years or above: 25 marks ➤ Less than 7 years and more than or equal to 5years: 20marks ➤ Less than 5 years and more than or equal to 3years: 10marks ➤ Less than 3 years and more than or equal to 1 year: 5marks ➤ Below 1 year: No marks 	25
			100

Notes (Technical evaluation):

- ❖ *Standard accommodation amenities - shall be 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, 2 soaps, 2 mineral water bottles of 1 litre every day to each occupant. Accommodation will have the facility to provide first aid.*
- ❖ *Hotel score should be at least 50 marks to technically qualify.*
- ❖ *The Hotel quoting the least rates out of the technically qualified Hotels will be selected. To arrive at the least Cost (L1) CWS shall ascertain total lumpsum cost for an estimated 20-25 nos. of participants by utilizing the rates quoted by the Hotels against each parameter as detailed in Financial Bid format*
- ❖ *In case more than one bidder emerges as the lowest bidder due to equal rates after financial evaluation, then the lowest bidder (L1) will be decided based on the following criteria (a) Higher Technical Score, (b) Experience of Hosting similar programs in the past. CWS's decision in this regard shall be final and binding to all the bidders.*

5. FORM – I: Profile

HOTEL PROFILE

Hotel Name	
Hotel Address	
Hotel Contact Person (Single Point of Contact for all purpose)	
Hotel Phone No.	
Hotel Fax No.	

BANK DETAILS

Name of the Beneficiary	
GSTIN	
PAN Card Number	
Name of the Bank & Branch Address	
NEFT/RTGS IFS Code	
Account Type	
Account Number	

We agree to abide by all the terms and conditions of the RFQ document. We understand you are not bound to accept any proposal you receive.

Authorized Signature [*In full and initials*]

Name and Title of Signatory:

Name of Firm:

Address:

Location:

Date :

6. FORM – II: Format for Technical Proposal

Kindly **select only one appropriate option** against each Technical Qualifying Criteria below:-

1. Distance from NAFED House, Ashram Chowk

3-5 Kms	<input type="checkbox"/>
5-7 Kms	<input type="checkbox"/>
7-10 Kms	<input type="checkbox"/>

2. Number of Rooms

200 or more	<input type="checkbox"/>
100-200	<input type="checkbox"/>
Less than 100	<input type="checkbox"/>

3. Availability of in-house travel desk for management of local transportation towards local sightseeing arrangements & for pick- up & drop from the nearest major Airport/Railway station/Bus stand

If owned, in-house local transportation facility	<input type="checkbox"/>
If hired, local transportation facility	<input type="checkbox"/>
If No transportation facility	<input type="checkbox"/>

4. Experience in providing accommodation with airport transfers for guests of Govt. /Central Govt. / PSU's/ Public Sector Bank/ National Institute of repute during preceding 7 years.
(Provide details in support of your claim i.e. Date of organizing the program, Respective Office for which program conducted against each program)

7 years or above: 25 marks	<input type="checkbox"/>
Less than 7 years and more than or equal to 5years	<input type="checkbox"/>
Less than 5 years and more than or equal to 3years	<input type="checkbox"/>
Less than 3 years and more than or equal to 1 year	<input type="checkbox"/>
Below 1 year	<input type="checkbox"/>

Date: _____

(Signature of Authorized Signatory)

5. Form – III: Format for Financial Proposal

FORMAT FOR FINANCIAL PROPOSAL		
NO.	PARTICULARS ON CPAI* BASIS	RATE (IN RS) *Inclusive of taxes – indicate rate of taxation
1.	Rates per person per night for Single Room including all the requirements as mentioned in CWS Standard Package Requirements for Providing accommodation and airport transfers (ref.)	
2.	Acceptance to CWS Standard Package requirements, general and payment terms and Conditions mentioned in the RFQ document	Yes/No

Note **the quoted rates should be in Rupees value both in numeric figures and in words.*

CPAI – (Rates to be quoted inclusive of Breakfast, airport transfers and inclusive of all Taxes)

We hereby accept and abide by the scope of services & payment terms and conditions of RFQ document unconditionally and the rates quoted in the financial proposal are inclusive of GST and are valid for One Year, duties and levies.

Date: _____

(Signature of Authorized Signatory)