



**NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM**  
**RAVANGLA CAMPUS**

**Closing Date for submission extended till 30<sup>th</sup> Nov-2016**

**Notice inviting applications for Empanelment of Hotel/Guest House Accommodations & Rate Contract**

Tender No: 100/NITS/HotelEmpanelment/16-17/602/609	Date: 21.11.2016
<b>EXPRESSION OF INTEREST FOR EMPANELMENT OF HOTEL / GUEST HOUSE ACCOMMODATION &amp; RATE CONTRACT IN RAVANGLA AND NAMCHI, SOUTH SIKKIM AND SILIGURI / NJP, W.B.: RATE CONTRACT TO BE VALID TILL 30<sup>TH</sup> SEPTEMBER 2017.</b>	
<b>Closing Data for submission</b>	30.11.2016 (5pm)
<b>Opening Date &amp; Time</b>	01.12.2016 (3 pm )
<b>Application Fees (Non-refundable)</b>	₹500/- (Rupees Five Hundred only) as DD in favour of The Director, NIT Sikkim
<b>Bid to be submitted to</b>	Faculty In-charge, Store & Purchase Activities, National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, 737139.
<b>Place of opening of bid</b>	Conference Hall, National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, 737139

**Background:**

National Institute of Technology Sikkim is an autonomous body set up by Govt. of India, under Ministry of Human Resource & Development; New Delhi. It is one of the newly setup NIT's and is an institute of National Importance. NIT Sikkim is looking for hotel/guest house accommodation in around Ravangla, Namchi and also in Siliguri for accommodating visiting guest and official of institute.

Applications in prescribed format along with documentary proof are invited from registered hotel/guest houses from Ravangla, Namchi and Siliguri having fully furnished rooms.

**Eligibility Criteria of Intending Hotel/guest house empanelment:** (Proof/supporting documents to be enclosed for the points mentioned below:

- a. The firm must be registered with the concerned authority, Govt. body.
- b. The Vender should have sufficient numbers of fully furnished different category of rooms and also sufficient number of service staff.
- c. The interested Hotel / guest houses must have food / restaurant facility.
- d. The Hotels should provide service tax registration proof, PAN, Trade License and VAT / CST / Cess Registration Certificate.
- e. For proprietary firms, exemption certificates (Sikkim subjects), PAN of the owner may be provided.
- f. Leased property hotels / guest houses are eligible to bid.



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### Terms & Conditions:

1. The rate quoted by the hotels / guest house for different category of rooms shall be considered for rate contract to selected hotel / guest house.
2. Any bidder can bid for one or multiple type of room / dormitory / property.
3. The rate should be for 24 hours from the time of checking.
4. The final rate shall be contracted and valid till 30<sup>th</sup> September 2017 after the issuing of confirmation letter. No rate changes during the contract period shall be entertained.
5. The NIT Sikkim shall book the different category of rooms on the requirement of institute. The vender shall be intimated for advance booking.
6. The food (breakfast, Lunch, Dinner) may be booked as per requirement for accommodating guest on the intimation of NIT Sikkim's authorised official.
7. The Selected vender has to place the bills addressing to "NIT Sikkim" with details on regular basis.
8. The final selection of vender(s), property (i.e. hotel / guest house) and rooms shall be considered only after physical visit of hotel / guest house premises by the committee constituted by NIT Sikkim for this purpose. The said committee may negotiate rates for each hotel's each category of rooms.
9. The committee may reject the application of any hotel / guest house without stating any reason. The decision of the committee will be final.
10. After confirming the room, if denied by the hotel / guest house, NIT Sikkim will have the right to book the similar category room with other hotel / guest house. However, in that case the hotel / guest house will be bound to pay the difference of amount that NIT pays to the other hotel / guest house and the amount as per the rate contract, for a specific category room.
11. If services found unsatisfactory, the NIT Sikkim will have the right to cancel the contract at any time without showing any reason.
12. Multiple hotels may be empanelled.
13. Separate list for cost of each available food must be included with quotation.
14. Only invoices with serial numbers and printed with VAT No. shall be accepted. In cases of bills without service tax / VAT registration numbers, the NIT Sikkim will not pay such tax components.

We look forward to receiving your rate quotations and thank you for your interest.

Faculty In-Charge, Store & Purchase Activities  
National Institute of Technology Sikkim  
Ravangla, South Sikkim- 737139  
(Mob) 9674294774  
Email: [purchaseoffice@nitsikkim.ac.in](mailto:purchaseoffice@nitsikkim.ac.in)



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SIKKIM  
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(ON THE LETTER HEAD OF THE BIDDER)

**Performa for Technical quote**

**Annexure -A**

Expression of Interest submitted in response to enquiry notification no.....

Sl.No.	Particulars	Description in details
1	Name of the Firm (Please enclose self-attested photocopy of the registration certificate)	
2	Name of the Hotel / Guest house	
3	Complete Postal Address with Tel. No., Email	
4	Date of Establishment: Professional Experience (in years)	
5	PAN (Please enclose self-attested photocopy of PAN card)	
6	Service Tax Registration No. (Please enclose self-attested photocopy of the registration certificate)	
7	VAT Registration number: (Please enclose self-attested photocopy of the registration certificate)	
8	Details of Health/food licence	

**\*Copy of above details must be enclosed duly self-attested.**

Date:

Signature of the Applicant



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**Financial Quote**

**Annexure- B**

Expression of Interest submitted in response to enquiry notification no:

Name and Full address of the Firms :

Financial Bid (Price Quote) :

SINo	Category/Occupancy	Room Details (Approx. total carpet area, attached toilet size, furnishing details, kind of TV, heating facility, etc.)	Rate for 24 hours (Inclusive of all taxes) Rs.	Total no of room available
1	Suite Room			
2	Deluxe Room (Single)			
3	Deluxe Room (Double )			
4	Economy Room (Single)			
5	Economy Room (Double)			
6	Dormitory Room Rate / Person			
7	Conference room			

**\*For Siliguri / NJP, the rate of rooms with AC / non-AC may be stated clearly. Car parking facility must also be provided.**

For Sikkim, heater charges, if any must be stated clearly. **Car parking facility must also be provided.**

Note: The evaluation and offer of contract shall be done for individual category of room.

Date:

Signature of the Applicant



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ANNEXURE-C

**Banking information**

Sl. No.	Particulars	Information
1	<b>Firm (Beneficiary) Name</b>	
2	<b>Please enclose a cancelled cheque and copy of PAN card. Cancelled cheque &amp; PAN card is to be submitted only once</b>	
3	<b>Complete Bank Account No. of the Firm [beneficiary].</b> <b>[In case of change in bank account vendor should write to Account Office]</b>	
4	<b>Bank Name</b>	
5	<b>Bank Address</b>	
6	<b>IFS Code no</b>	
7	<b>Mobile no (for SMS)</b>	
8	<b>Email ID (for information)</b>	

We undertake that all information provided above is correct and NIT Sikkim will not be responsible in case of any error on the part of firm.

[Seal and Signature of the firm]