

# ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

F. No. 590/Myanmar-Bhutan/Accommodation/2018/ Trg.II

Dated 6<sup>th</sup> July, 2018

## TENDER INVITING QUOTATION FOR HOTEL ACCOMMODATION

India International Centre of Democracy & Election Management, a training institute of the Election Commission of India, invites interested hotels to submit their quotation for different requirements in connection with International Training Programme stated below:

The Commission requires following different items:

S. No.	Name of the Programme	Tentative Dates	No. of Rooms	Conference Hall	Conference Lunch	Welcome Dinner
1.	Capacity Building Programme for officials of UEC Myanmar	15 <sup>th</sup> to 26 <sup>th</sup> July, 2018	~ 25	1 (Having capacity to accommodate 40 participants)	~ 40 persons	~ 40 persons

Interested hotels may submit their sealed tenders to the undersigned, so as to reach latest by 3:00 PM on 9th July, 2018. The sealed envelope containing the tender should be superscribed "*TENDER FOR ACCOMMODATION FOR INTERNATIONAL TRAINING PARTICIPANTS*". The tenders may be sent by Post or may be delivered in the R & I Section (Ground Floor), Nirvachan Sadan by the stipulated date and time. The tender should be address to:-

Under Secretary (Trg.),  
Election Commission of India,  
Nirvachan Sadan, Ashoka Road,  
New Delhi-110001.



(Binod Kumar)

Under Secretary

E-mail: [iiidem@eci.gov.in](mailto:iiidem@eci.gov.in)

TERMS & CONDITIONS

Technical Bid

1. The hotel must be 4/5 Star Category.
2. The hotel must be accredited by Hotel and Restaurant Approval and Classification Committee (HRACC), Ministry of Tourism. A Certificate issued by the HRAC must be attached with the technical bid.
3. The team from IIIDEM will visit each hotel and view the facilities available for the guests. The hotel will be considered for opening of financial bid, if, the IIIDEM team is satisfied with the location of the hotel, appearance and facilities of the hotel.
4. The Bidder should be registered for GST & Income Tax, where his business is located.
  1. GST Registration
  2. Income Tax/PAN number

FINANCIAL BID

1. The financial bid will be opened only of those hotels which are found eligible under of the technical bid. Any hotel not qualifying on these parameters will not be considered for the opening of financial bid. The financial bid must be submitted in the proforma mentioned at Annexure-I.
2. The successful bidder will be responsible for ensuring standard quality.
3. Any kind of complaint from the participants will invite cancellation of the work-order.
4. Payment will be released through cheque / e-payment only after satisfaction of the services extended by the Hotel to the International Participants. The payment will be released after successful completion of the stay of the participants at the Hotel.
5. The Commission, at its discretion, reserves the right to reject or accept any or all the tenders without assigning any reasons thereof.

OTHER CONDITIONS

1. The number of rooms may decrease/increase at the time of arrival of the delegates. In case of increase/decrease of rooms, the hotel will charge on pro-rata and actual basis.
2. There will be field visit (may be outside Delhi) in between the mentioned dates and the participants may be out of Delhi for one / two nights. In this case, the hotel will reserve the assigned rooms without any charges for the participants where they were staying and will allot the same room when the participants come back to Delhi from the visit. The hotel will arrange safeguard of the luggage if the participants want to leave luggage at the hotel.
3. A nodal officer from engaged hotel must be deputed for coordination purpose. The person must be senior officer who can coordinate with the IIIDEM team and offer his / her assistance when required by the IIIDEM team throughout the programme beginning from Airport pick up and drop after completion of the programme.

4. Both technical bid and financial bid should be sent in separate envelopes.
5. The ECI/IIIDEM reserves right to engage one/more than one hotel for stay of the participants.
6. The decision of ECI/IIIDEM will prevail in case of any dispute arising out of the conditions.
7. The ECI/IIIDEM also reserves rights to cancel tender at any time without any prior notice to the hotel. In case, tender is cancelled in between the period mentioned for stay of accommodation, the payment will be released to the hotel on pro-rata / actual basis towards stay of the participants in the hotel.
8. The check-in / out time should clearly mentioned in the bid.
9. There must be no hidden charges. ECI/IIIDEM will pay only the charges towards items included in the tender notice.
10. The hotel has to quote all inclusive rate.



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**FINANCIAL BID FORMAT**

Sl. No.	Item	Inclusion	Rate per participant / room/ Hall (INR) (inclusive of all taxes, duties and service charges)	No. of participants/ Rooms/conference Hall	Total Cost (INR) (inclusive of all taxes, duties and service charges)
1	Accommodation	Breakfast Dinner Wi-Fi Complimentary Services like tea/ coffee maker, English Newspaper, 2 mineral water bottles in room daily, Airport Pick-up & Drop	Rs. _____ — In Words:	25	
2	Conference Hall		Rs. _____ — In Words:	1	
3	Conference Lunch		Rs. _____ — In Words:	40	
4	Welcome Dinner (Other than the residents)		Rs. _____ — In Words:	10	
5	Snacks and Beverages		Rs. _____ — In Words:	50	

**The bids will be evaluated based on the Grand Total figure. The bidder quoting the lowest will be declared the L-1 bidder.**

**Note:-**

1. Additionally, one complementary room for the purpose of Control Room will also be required for each programme.
2. The number of participants, consequently the number of room required, may vary at the time of actual programme. The billing will be done on actual basis.
3. Charges for Conference Hall will include venue, siting arrangements, chairs and table etc.
4. The conference hall will be required to be available from 6:00 PM on the eve before commencement of the programme.

