



सीएसआईआर  
CSIR  
भारत का नवाचार इंजन  
*The Innovation Engine of India*



सीएसआईआर का अंतर्विषयी आयाम  
*Interdisciplinary face of CSIR*

**CSIR- NATIONAL INSTITUTE FOR INTERDISCIPLINARY SCIENCE AND TECHNOLOGY**

(COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH),

INDUSTRIAL ESTATE P.O., THIRUVANANTHAPURAM -695 019

## **TENDER DOCUMENT**

**FOR**

**EMPANELMENT OF HOTELS FOR ACCOMODATING GUESTS FOR  
GOLDEN JUBILEE CELEBRATIONS AT CSIR NIIST**

**Tender No.: NIIST/ESTT/GJA/2024**

**Tender date: 12<sup>th</sup> September 2024**

**Last Date for Submission of bids: 23<sup>rd</sup> September 2024, 10:30 AM**

**Date of Opening of Technical Bid: 23<sup>rd</sup> September 2024, 11:00 AM**

*Email: neethu@niist.res.in*

*Tel: 0471 2535512 / 8547778828*

## **Notice Inviting Tender for the empanelment of Hotels for accommodation of NIIST Guests**

CSIR-NIIST, Thiruvananthapuram, a premier research laboratory under the Council of Scientific Industrial Research (CSIR) is interested in empanelling Hotels under 3-star, 4-star and 5-star category for a period of one year for accommodating guests who are invited to attend various events during its Golden Jubilee Year during October 2024 to October 2025. Tenders are invited from interested bidders under two bid system, Part I Technical Bid & Part II Financial Bid.

Tenderers are advised to download the tender documents from CSIR-NIIST website <https://www.niist.res.in>. The bids are to be submitted in **two separate sealed envelopes**, one containing Technical Bid and the other containing Financial Bid. The envelopes are to be superscribed as “Tender for empanelment of Hotels for Golden Jubilee Accommodation- **Technical Bid**” and “Tender for empanelment of Hotels for Golden Jubilee Accommodation - **Financial Bid**”.

**Bidders who do not submit the financial bid separately or quote price along with technical bid document will be disqualified.**

The bids are to be deposited at the office of the Administrative Officer or to be sent to the address given below so as to reach on or before **23<sup>rd</sup> September 2024, 10:30 a.m.** Technical Bid will be opened on the same day at 11:00 a.m.

Price bids of those bidders whose are shortlisted will be opened subsequently.

**Tender should be addressed to:**

**The Director**

**CSIR-National Institute for Interdisciplinary Science and Technology**

**Industrial Estate PO, Thiruvananthapuram, Kerala - 695019**

## Terms and Conditions

### 1. Scope of Work

CSIR-NIIST, a premier research laboratory under the Council of Scientific Industrial Research (CSIR), plans to celebrate its Golden Jubilee for 1 Year from October-2024 to October-2025. During this period, CSIR-NIIST intends to host numerous scientific meetings, seminars, and conferences necessitating the accommodation for all distinguished guests and participants including students.

The goal of this activity is to empanel a group of hotels in Thiruvananthapuram under 3-Star, 4-Star, and 5-Star category in order to provide accommodation for the guests attending various events during the Golden Jubilee year of CSIR-NIIST.

### 2. Eligibility Criteria for empanelment of Hotel:

- i. **Room size:** The size of each room type may be indicated in square feet. The minimum acceptable room size is 200 square feet (approximately 18.5 square meters) for standard rooms.
- ii. **Minimum amenities:** - In-room Wi-Fi - Air conditioning - 24-hour front desk service - Room service - On-site restaurant - Business centre or conference facilities.
- iii. **Guest ratings:** The minimum guest ratings as evidenced from major booking platforms (e.g., Booking.com, TripAdvisor) should be not less than 4 star.
- iv. **Proximity to venue:** The hotel should be located in Thiruvananthapuram city, within 10 km from CSIR-NIIST.

The eligibility criteria should be adequately supported with all relevant documentary evidences.

### 3. Other Important Information

- i. CSIR-NIIST reserves the right to reject any offer without assigning any reason whatsoever.
- ii. CSIR-NIIST reserves the right to cancel the tender at any stage without assigning any reason. Also, CSIR-NIIST reserve the right to change the condition at any later stage.
- iii. The proposals should be complete in all respect. Conditional / incomplete proposals are liable to be rejected
- iv. Empanelment with this Institute does not ensure business of any quantum, whatsoever.
- v. Any deviation from the Terms & Conditions mentioned above will imply disqualification for the firm.

### 4. Empanelment of Hotels: The empanelment will be for a period of one year from the award of contract.

5. **Terms of Payment:** There are two modes of payment- payment by the CSIR-NIIST, Thiruvananthapuram on credit basis or venue payment by the guest. The quoted rates shall apply for both modes of payment. No advance payment will be considered.
6. **Termination:** The contract may be terminated by either party by giving one month's notice period.
7. **Force Majeure:** Neither party will be liable in respect of failure to fulfil its **obligations** if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act
8. **Jurisdiction:** The contract shall be governed by laws of India and all Government rules on this matter issued from time to time and in force for the time being are applicable to this contract tender.

**Sd/-**  
**ADMINISTRATIVE OFFICER**

## TECHNICAL BID PART 'A'

## Technical Bid for Empanelment of Hotels for Golden Jubilee Accommodation

(To be filled-up and signed by the Tenderer in their official letter head)

Sl. No	Specifications Asked	Details	Please write the corresponding page number(s) of your technical bid for reference
1	Name of the Hotel		
2	Approved Star Rating		
3	Address and Details of Contact Person		
4	Room types and number of rooms of each type available (Please List)		
5	Size of each room type in square feet		
	Availability of		
	a) In room Wi-Fi		
	b) Air Conditioning		
	c) 24h Front Desk		
	d) Complimentary Breakfast for guest		
	e) On site restaurant		
	f) On site business Centre /conference facilities		
	g) Additional facilities available (Please List)		
7	Copy of recent guest ratings from major booking platforms (e.g., Booking.com, TripAdvisor).		
8	Distance from CSIR-NIIST, Thiruvananthapuram (km)		

Signature of the Bidder

Name and Seal of the Agency  
Address & Mobile Number



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**TECHNICAL BID PART 'B'**

(This format is to be used in your official letter head. The order in the format must be strictly adhered to. No rates must be quoted in the Technical bid. Bidder who quotes the rate in the Technical bid will be rejected as non-responsive. **Tenderers are required to number all the pages of the Technical Bid** and indicate the TOTAL number of pages below and append signature at the end of this response format)

Sl. No	Technical Requirement	Details of Compliance by the Hotel	Please write the corresponding page number(s) of your technical bid for reference
1	Name of the Hotel		
2	Approved Star Rating		
3	Address and Telephone Numbers		
4	Registered/Head office		
5	Address of the other offices in the country (if any)		
6	Legal status of Agency (Proprietor /Partnership /Pvt/Pub. Ltd)		
7	Name of the Proprietor/ Partners/ Directors		
8	Date of Establishment/Incorporation		
9	Registration details of the Establishment (Quote the registration number and include a copy)		
10	GGST Registration details (Quote the CGST registration number and include a copy)		
11	PAN Card Details ( Quote the number and include a copy)		
12	Major clients in the last 1 year		
13	Has your firm ever been debarred by any Court of law OR penalized by any Government/CSIR/Private organization?		

Signature of the Bidder

Name and Seal of the Agency  
Address & Mobile Number



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**FINANCIAL BID**

**Financial Bid for Empanelment of Hotels for Golden Jubilee Accommodation**

(To be filled-up and signed by the Tenderer in their official letter head)

Sl. No	Type of room	Room area (in square feet)	Tariff for room with complimentary breakfast (Amount in Rupees inclusive of GST)	
			Single occupancy	Double occupancy

Signature of the Bidder

Name and Seal of the Agency

Address & Mobile Number