



OFFICE OF THE CDM & PHO cum DMD, SUBARNAPUR  
DISTRICT PROGRAMME MANAGEMENT UNIT, NHM

E-mail : nhm.subarnapur@gmail.com

Letter No: 2786 /DPMU/NHM/2023

Date: 29/12/2023

NOTICE INVITING EOI FOR EMPANELMENT OF AGENCY

Sealed tenders/bids are hereby invited regarding empanelment of Agency/Supplier for following Items/services to office of the CDM & PHO, Subarnapur on annual rate Contract basis of ZSS, Subarnapur.

- Tender A - Empanelment for supply of lunch, tea and snacks.
- Tender B – Empanelment for providing Lodging and Boarding services.
- Tender C – Empanelment for providing Computer Consumbles & Stationary items.
- Tender D- Empanelment for supply of Printing related items

Details bid documents for all above services may be downloaded from [www.subarnapur.nic.in](http://www.subarnapur.nic.in). Interested bidders have to submit separate bid of each of the above items/services. The sealed tender should reach the office of the undersigned on or before 16.01.2024 till 5 P.M along with the required documents. The tender will be opened on 17.01.2024 at 12.30 PM in the office chamber of the undersigned. The undersigned reserves the right to reject any or all the quotation without assigning any reason thereof.

  
CDM & PHO cum DMD  
Subarnapur

Memo No: 2787 /DPMU/NHM/23

Date: 29/12/2023

Copy to Joint Director (Advertisement), I & PR Department, Govt. of Odisha, Bhubaneswar with a request to publish the above tender in the leading news papers (Two Odia Dailies) for wide circulation and submit a copy to the undersigned for official record.

  
CDM & PHO cum DMD  
Subarnapur

Memo No: 2788 /DPMU/NHM/23

Date: 29/12/2023

Copy to DIO, NIC, and Subarnapur for information and with a request to upload the softcopy of the Bid Documents for wide circulation and information.

  
CDM & PHO cum DMD  
Subarnapur



**TENDER DOCUMENT - B**  
**EMPANELMENT FOR PROVIDING SERVICES FOR LODGING &  
BOARDING FOR DIFFERENT MEETINGS/WORKSHOP ON ANNUAL  
RATE CONTRACT BASIS**

**Bid Reference Nos: 2786 (2)/Lodging & Boarding /DPMU/NHM/2023**  
**Date: 29/12/2023**

**Zilla Swasthya Samiti**  
**District Programme Management Unit**  
**National Health Mission, Subarnapur**

## SECTION 1 - NOTICE INVITING PROPOSAL

Bid Reference No.: 2786(2)/Lodging & Boarding/DPMU/NHM/2023 Dated: 29/12/2023

DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE AGENCIES FOR EMPANELLED FOR PROVIDING SERVICES FOR LODGING & BOARDING FOR DIFFERENT MEETINGS/ WORKSHOP.

1	Period of Availability of RFP Document	From <b>29/12/2023 to 16/01/2024</b> (Downloadable from website: <a href="http://www.subarnapur.nic.in">www.subarnapur.nic.in</a> )
2	Pre-bid Meeting	<b>Date : 02/01/2024, Time : 12.30 P.M</b>  <b>Address:</b> Mini Conference Hall, O/o of the Chief District Medical & Public Health Officer, District Head Quarter Hospital, At/P.O. Sonapur, Dist. Subarnapur, Odisha,767017
3	Last date and address for submission of Proposal	<b>Date: 16/01/2024, Time: 5 P.M</b>  <b>Address:</b> To, The Chief District Medical & Public Health Officer, O/o of the Chief District Medical & Public Health Officer, District Head Quarter Hospital, At/P.O. Sonapur, Dist. Subarnapur, Odisha,767017  <b><i>NB : Proposals should be submitted through Speed post / Registered post / Courier only</i></b>
4	Date, time and place of opening of Proposal and presentation	a) <b>Technical Proposal (Part A) opening : 17/01/2024 at 12.30 P.M</b>  b) <b>Financial Proposal (Part B):</b> <i>Financial Proposal of bidders who will qualify in technical proposal will only be opened on the same day or date will be communicated to the successful bidder.</i>  <i>(Bidders / authorized representative may remain present at the time of opening of proposal)</i>

## SECTION - II - INSTRUCTION TO BIDDERS

### **EMPANELMENT FOR PROVIDING SERVICES FOR LODGING & BOARDING FOR DIFFERENT MEETINGS/WORKSHOP**

- Sealed tenders/bids are hereby invited for registered Hotels/ Agencies regarding empanelment for providing services for Lodging and Boarding for different Trainings/Workshops/Meetings/ Events of ZSS, Subarnapur on annual rate Contract basis to CDM & PHO, Subarnapur for a period of one year.
- Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may down load the tender document from district website [www.Subarnapur.nic.in](http://www.Subarnapur.nic.in).
- The tender documents can be downloaded from the district website from **29.12.2023 to 16.01.2024**.
- The last date of submission of the bidder is **16.01.2024 till 5 P.M** through Speed Post/ Registered Post or courier only.
- Interested eligible bidder may submit the bid to CDM & PHO, AT/PO/Dist- Subarnapur.
- The Proposal shall be in two parts i.e. Cover-A and Cover-B. “Cover-A” shall contain the Technical Proposal and “Cover-B” shall contain the Financial Proposal.
- Technical and Financial Proposal shall be submitted separately in sealed covers with clear inscription as “TECHNICAL/ FINANCIAL PROPOSAL” on top of respective covers and both the sealed envelopes shall be sealed in a third envelop and it should be super scribed as ‘PROVIDING OF SERVICES FOR LODGING & BOARDING ON ANNUAL RATE CONTRACT BASIS’
- Those applicants who shall qualify in the technical evaluation shall be eligible for participation in Financial Proposal Opening.
- The tender will be opened on 17.01.2024 at 12.30 PM in the office chamber of the CDM & PHO. Bidder/ authorised representative may present during opening of bid documents If they wish.
- Any legal dispute arising out of this subject to jurisdiction of Subarnapur Only.
- The CDM & PHO, Subarnapur reserves its right to accept or reject any or all quotations or any part thereof without any liability to communicate any reason.

## SECTION – III- TERMS & CONDITIONS

### **Clause 1: General Terms and Conditions**

- The period of empanelment of Hotel Services would initially be for one year from the date of signing of contract which can be renewed for further one year or lesser period depending on the satisfactory service delivery on same or new terms and conditions. The bidders shall quote the price and other components of price as per the format for financial offer attached. The rates quoted w.r.t. hotel services shall be most competitive in terms of rates and prices prevalent in the market.
- No seasonal revision in rate shall be allowed during the period of empanelment.
- The prospective bidders should have the compliance of all the relevant Laws, Acts and regulations as applicable from time to time.
- After opening the financial offer, a committee will visit the hotels to check/inspect the facilities provided by each one. On the basis of the report of the committee, the offers will be shortlisted and empanelled as per rules.
- The empanelled hotel shall be responsible to make hotel booking on the request of the authorized officer/Programme organizers.
- The Hotels should have the capacity to provide minimum 10-15 nos. of rooms at a time.
- All the rooms should be well ventilated and furnished with single bed/double bed, attached toilet with modern fittings, cupboard, geyser, complementary toiletries, mobile/laptop charging points, TV with cable channels, study table chair etc.
- Lenin and towels in the rooms should be absolutely clean or hygienic.
- The Hotel should have 24 hrs. room service and power back-up system. The hotel shall also provide the local transit facility to the guests from hotel to the training/workshop if located outside Subarnapur.
- The hotel will provide the required service as per the highest quality standards and in case of any lapse found, Hotel Management shall be held responsible. In case of breach.
- If more than one hotel quotes the same rate, the empanelment shall be made based on the report of the committee keeping in view the overall facilities and distance.
- CDM & PHO, Subarnapur shall have exclusive rights to cancel / terminate the empanelled agency at any time and without any notice at its own discretion without assigning any reason thereof.

### **Clause 2: Terms of Payments**

- The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes and levies etc.).
- The bills of the hotel shall be accompanied with a copy of the booking order duly issued by authorized signatory of CDM & PHO at the time of payment.
- No advance payment will be released.
- The Hotel will raise the bill as per the number of rooms actually occupied. The payment will be made as per related laws/rules.
- As far as possible, payment of bills will be made to the hotel/hotelier within one month of submitting of the bills to the CDM & PHO Office.

### Clause 3: Eligibility Criteria for Bidders

In order to become eligible, the Hotels/Hotelier should fulfill following qualifications:

- Registration of ownership
- Registration for GST
- Registration for PAN

### Clause 4: Documents to be attached

The financial offer should be accompanied with the following documents duly self attested:

- A non-refundable fee of Rs. 1000/- in the shape of Demand Draft
- EMD of Rs. 5,000/- through D.D. / Pay order. However, as per the Finance Department, Govt. of Odisha office memorandum no. 21926 dated 12.8.2015, the **local** MSEs registered with respective DICs, Khadi, Village, Cottage & Handicraft Industries, OSIC and NSIC are exempted from submission of EMD while participating in tenders of Govt. Departments and Agencies under its control. It is further clarified that the above exemption is applicable to **local MSEs registered in Odisha only**. This exemption to the local MSEs shall be applicable if the **kind of service** as required under this tender enquiry is clearly specified against the details of the service to be provided in their DIC / NSIC registration certificate (to be furnished in the technical bid).
- Photo Copy of the ownership certificate
- Photo Copy of GST Registration certificate in the name of registered owner
- Photo Copy of PAN certificate in the name of registered owner

**TENDER FORM - A**  
**Technical Bid**

1	Name of the Hotel	
2	Address of the Hotel	
3	Name of Owner of the Hotel <b>(in capital letters)</b>	
4	Specimen signature of the Owner/authorized signatory.	
5	Telephone number of Owner/ authorized signatory / Firm/agency	
6	Registration for Ownership ( Photo Copy to be attached)	
7	GST registration (Photo copy to be attached)	
8	TIN/ PAN (Photo Copy to be Attached)	
9	Draft number and date of the Processing Fee of Rs.1,000/-	
10	Draft number and date of the EMD of Rs.5,000/-	
11	Whether all documents submitted signed by the authorized signatory of the Firm/agency ( Yes/ No)	

**DECLARATION**

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my /our knowledge. I / we understand that in case of any deviation in the above statement at any state, our Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

Place:

Date:

(Signature and seal of the authorized signatory)

**Seal**

**TENDER FORM - B**  
**Financial Bid**

Sl.No	Requirement	Rate(inclusive of Taxes)
1	Single bedded Non AC room	
2	Single bedded AC room	
3	Double Bedded Non AC room	
4	Double Bedded AC room	
5	Triple bedded Non AC room	
6	Triple bedded AC room	
7	Dormitory NON AC - Per Bed/ Day	
8	Dormitory AC - Per Bed/ Day	
9	Meeting Hall Charges – Including all logistics	

Place:

Date:

(Signature and seal of the authorized signatory)

**Seal**