



नीवे NIWE  
(ISO 9001 Certified)

## राष्ट्रीय पवन ऊर्जा संस्थान

(नवीन और नवीकरणीय ऊर्जा मंत्रालय के अधीनस्वायत्त अनुसंधान एवं विकास संस्थान, भारत सरकार)

### NATIONAL INSTITUTE OF WIND ENERGY

(An Autonomous R&D Institution under the Ministry of New and Renewable Energy, Government of India)

(पूर्वमें "पवन ऊर्जा प्रौद्योगिकी केंद्र" Formerly "Centre for Wind Energy Technology")

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NIT: NIWE/PUR/8/88/24

DATE: 27.06.2024

To

The Hotels concerned

**Sub:** QUOTATIONS FOR "Hotel Accommodation" for Vayumitra Skill Development Programme – reg.

**Last Date/Due Date for receipt of Tender:** 18.07.2024 till 5.30 P.M

**Date of Tender Opening:** 19.07.2024 @ 11.00 A.M

Dear Sirs,

Kindly arrange to send your offer in a sealed cover, for the following items subject to the terms and conditions enclosed. Your offer should reach this office on or before 18.07.2024 and the tenders received will be opened on the next working day.

S.NO	DESCRIPTION OF ITEM
1	<p>Hotel Accommodation for Training of Trainers (ToT) of VSDP in and around Kayathar, Nagercoil and Courtallam for Accommodation with Wifi connection, breakfast, lunch, dinner and refreshments including one time pick up and drop facilities between nearby bus or railway station to Hotel on arrival and departure.</p> <ul style="list-style-type: none"><li>• One day transport services between hotel and practical training venue at Wind Turbine Test Station, TNEB Windfarm, Aynaryuthu-Sub Station, Kayathar Devarkulam Road, Tuticorin Dist., Koilpatti Taluk, Kayathar - 628952.Tamil Nadu.</li><li>• One day transport services to Wind farm visit in an around 50 to 100 Kms from hotel.</li><li>• Training course would be conducted during August, 2024 to March, 2025.</li><li>• Number of batches: 16, Number of days per batch: 12</li><li>• Number of persons per batch:38 Nos. {30 participants + 5 Faculties + 3 Organisers}.</li></ul> <p>(Tentative Schedule attached – Annexure-I)</p>
2.	<p>Conference Hall for conducting Training of Trainers (ToT) for theory sessions shall be inside the Hotel premises.</p>





**Terms and Conditions:**

1. Price of each item should be quoted (as per attached Annexure-II duly signed and sealed).
2. Earnest Money Deposit (EMD) of **Rs.2,80,000/-** (Rupees two lakh eighty thousand only) shall be submitted with bid. The EMD/Bid Security can be submitted by way of Insurance Security Bond, Account payee demand draft, Banker's Cheque, Bank guarantee including E-bank Guarantee, fixed deposit receipt or fund Transfer. Demand Draft/Banker's Cheque, Bank guarantee including Ebank Guarantee should be drawn in favour of the Buyer, through any Commercial (Nationalized / Scheduled) Bank as detailed below:
  - a) Bank guarantees/FDRs should be valid for 45 Days beyond the offer validity period.
  - b) Fixed Deposit Receipt drawn through any Commercial (Nationalised/ Scheduled) Bank in India and should be in the name of buyer.
  - c) Fund Transfer can be made to the Buyer directly to NIWE, Chennai
  - d) NIWE Banker's details: Canara Bank - NIOT Branch (Branch code 2874), Account Number 2874101015439, IFSC Code CNRB0002874, MICR Code 600015094
  - e) Tenders without EMD will be summarily rejected.
  - f) If the bidders are under MSME, they can submit Bid Securing Declaration as per Annexure-IV in lieu of EMD alongwith valid MSME certificate. For other bidders, the EMD is essential.
3. With respect to facility of hotels and terms, please refer Annexure – III attached.
4. NIWE reserves the **right to empanel** (for this program) more than one hotel, subject to acceptance of L1 rate, based on requirement and facilities available in the respective hotels.





5. Your quoted rates should be inclusive of GST. However, the Percentage of GST rate applicable, to be specified in the quotation separately.
6. Payment will be made on bill basis in 30 days. No advance payment will be made.
7. Special discount, if any, for Govt. of India R&D institution for their research purpose / educational purpose, may be given.
8. The successful bidder should offer their services till the training programme is completed upto 31.03.2025.
9. The successful bidder should submit necessary performance/security Bank Guarantee for 5% of the total order value with a validity up to two months beyond the completion of training period.
10. Validity of quotation: Validity should be a minimum period of 45 days from the date of opening of Tender/quotation.
11. Enclose photocopy of PAN CARD and GST Certificate along with the Bid Document.
12. Quotation partially quoted will not be accepted.
13. Conditional/unsigned tenders will not be considered for further evaluation.
14. Any printer terms and conditions of the tenderers sent along with the tender shall not be binding on NIWE
15. **CONDITIONS FOR FORFEITURE OF EMD:**

The Earnest Money Deposit shall be forfeited on any of the following circumstances by the Employer/Owner without any notice or proof of damage to the Owner, etc. If the Bidder withdraws or varies its Bid during the period of Bid validity specified by the Bidder in the Bid Proposal. In the case of a successful bidder, if the bidder fails within the specified time limit to furnish the acceptance of Letter of Award/Purchase Order. In the case of successful Bidder, if the Bidder fails, within the time limit, to furnish the required Contract Performance Guarantee/Security Deposit.
16. **CONTRACT**
  1. The Owner shall send to the successful Bidder the Purchase Order/Letter of Award (LOA).
  2. The contract shall come into effect from the date of issue of Letter of Award/Purchase Order.
  3. Successful bidder on whom Contract/LOA/Purchase Order is placed shall hereafter be called Supplier.





17. TAX DEDUCTION AT SOURCE(TDS) :

TDS will be deducted as per statutory norms.

18. OPTION CLAUSE:

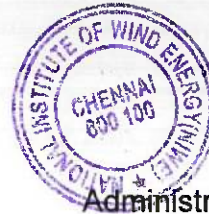
NIWE reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

19. Your Bank details/R.T.G.S Particulars for making payment should be specified.

20. Participation in this tender is by invitation only. Unsolicited offers are liable to be ignored.

21. The acceptance of the quotation will rest with the competent authority of NIWE, who can accept or to reject, or partially accept any or all the quotations received without assigning any reason.

Your quotation, may be sent in sealed cover super-scribing "QUOTATION FOR "Hotel Accommodation for Training of Trainers (ToT) of VSDP" ENQUIRY NO: NIWE/PUR/8/88/24 dated 27.06.2024 Due on 18.07.2024 (5:30 PM)" addressed to "NATIONAL INSTITUTE OF WIND ENERGY" (formerly known as C-WET) VELACHERY-TAMBARAM MAIN ROAD, PALLIKARANAI, CHENNAI – 600 100", to reach this office before 5.30 P.M on 18.07.2024 at the latest. Tenders will be opened at 11.00 A.M on the next day (19.07.2024) in the presence of tenderers, if any.



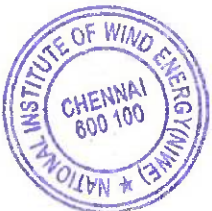
Yours faithfully,

*K. J. J.* 27/06/24

Administrative and Accounts Officer



<b>Training of Trainers (TOT) Programme</b>			
<b>Tentative Schedule</b>			
<b>Batch No.</b>	<b>Starting Date</b>	<b>Ending Date</b>	<b>Remarks</b>
1	19.08.2024	30.08.2024	
2	02.09.2024	13.09.2024	
3	02.09.2024	13.09.2024	
4	16.09.2024	27.09.2024	
5	14.10.2024	25.10.2024	
6	14.10.2024	25.10.2024	
7	04.11.2024	15.11.2024	
8	04.11.2024	15.11.2024	
9	18.11.2024	29.11.2024	
10	18.11.2024	29.11.2024	
11	02.12.2024	13.12.2024	
12	02.12.2024	13.12.2024	
13	09.12.2024	20.12.2024	
14	30.12.2024	10.01.2025	
15	03.02.2025	14.02.2025	
16	03.03.2025	14.03.2025	





**COMPLIANCE SHEET****Quotation for extending the Accommodation, food and transport Services & facilities****For Trainers of the  
VAYUMITRA SKILL DEVELOPMENT PROGRAMME****Scheduled from August 2024****16 number of training course each training is 12 days during the FY 2024-25****30 + 8 number of persons per training Conducted by NIWE**

Quote From: Hotel Name: \_\_\_\_\_

Hotel Address: \_\_\_\_\_

Bank details with GST No.: \_\_\_\_\_

*The quote should be for, per day per person for single and double occupancy including the applicable Taxes.***A. Lodging & Boarding (Ceiling limit Rs. 1500 per person per day)**

Sl. No.	Description	Compliance	Amount in Rs.			Remarks
			Single	Double	Triple	
1	Accommodation along with Bed Coffee/Tea, Buffet Breakfast.	Yes / No				
2	Buffet Lunch with Two sessions of Coffee / Tea & Snacks.	Yes / No				
3	Buffet Dinner	Yes / No				
4	Transportation services (Pick up and drop from nearby railway station / bus station / Airport on arrival and departure).	Yes / No				
5	Transportation and food (Lunch with two time refreshment) services for study visit to Wind Turbine Test Station (WTTS) Kayathar, one full day.	Yes / No				
6	Transportation and food (Lunch with two time refreshment) services for study visit to nearby wind farm within 50 km radius.	Yes / No				
<b>Total amount including Tax</b>						

**B. Training Venue (Ceiling limit Rs. 3,500 per day per hall)**

Sl.No.	Description	Compliance	Amount per day & per hall in Rs.	Remarks
1.	2 Nos. of A/C Conference Hall with 30 to 35 no's of Seating capacity with Audio and Video facilities (Projector with Screen, Wireless collar and hand mic with speakers, White Board with Markers, Wi-Fi Facility, Uninterrupted power supply, Proper Lighting/Ventilation)	Yes / No		



Room Details		
	Room Area (in Sq. Ft.)	No. of Rooms Available
Single		
Double		
Triple		

Facilities available in the Room	
A/C Rooms	<input type="checkbox"/>
Television	<input type="checkbox"/>
Table	<input type="checkbox"/>
Chair	<input type="checkbox"/>
Wi-Fi	<input type="checkbox"/>
Attached Bathroom with hot water supply	<input type="checkbox"/>
Bath Kit	<input type="checkbox"/>
Dental Kit	<input type="checkbox"/>
Cupboard with lock	<input type="checkbox"/>
Telephone	<input type="checkbox"/>
2 Nos. of 1 Ltr water bottle / day per person	<input type="checkbox"/>

Conference Hall Space details				
S. No	Hall Name	Hall Area (in Sq. Ft.)	Seating Capacity	
			Class Room Style	Cluster Style
1				
2				
3				



Other Facilities available in the Hotel	
Particulars	Yes / No
1. 24 hours Lift Facility.	
2. 24 hours Camera Surveillance.	
3. UPS / Inverter / Generator for back-up power	
4. Laundry facility.	
5. Lobby / Lounge	
6. Locker facility.	
7. First Aid Kit.	
8. Doctor on call for Emergency medical assistance.	
9. Fire and Emergency alarms.	
10. Parking facility.	
11. Health Club	
12. Swimming Pool	
13. Newspaper service.	
14. Hot water service for drinking and bathing	

Distance (in Km) from Hotel	Railway Station	
	Airport	
	Bus Stop/City Centre/Downtown/Shopping Area	

**Attachments of Additional facilities available in the Hotel**

1. *Annexure I* - Day wise Menu
2. *Annexure II* -Complementary Facilities
3. *Annexure III* -Paid Facilities



**Signature of Competent Authority**





**Terms & Conditions for the Hotels to be approved as Host of Training Program.**

**The Hotels having the following facility will be considered for selection**

**1. Accommodation**

Should have the following facilities,

1. Minimum 40 double occupancy room.
2. Table, chair, Cupboard, Telephone, and Television, charging ports, Wi-Fi and an attached bathroom.
3. 24 hours room service.
4. Daily room cleaning service
5. Basic Bathroom kit (Towel, Soap, Shampoo, Dental Kit, etc.)
6. Uninterrupted Power Supply.
7. First Aid Kit.
8. Safety measures (locking arrangement & security personnel).
9. Hot water availability for drinking and bathing.

**2. Banquet/Conference Hall**

A/C hall with following facilities.

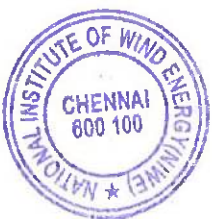
**Requirements:**

1. Minimum 2 A/C Hall with 35 seating capacity each.
2. Projector & Screen, Speaker, collar and hand Mic.
3. White Board with Markers.
4. Uninterrupted Power Supply.
5. Wi-Fi Facility
6. Separate washrooms for Men & Women
7. Hot Water kettle and Drinking water facility.

**3. Food and Refreshment Timing**

Bed Coffee / Tea	Breakfast	Tea Break	Lunch	Tea Break	Dinner
6.00 to 6.30 AM	8.00 to 9.30 AM	11.00 to 11.30 AM	1.00 to 2.00 PM	4.00 to 4.30 PM	7.30 to 9.00 PM

1. 35 Numbers of seating capacity should be arranged at the dining Hall.





#### **4. Transportation Facility**

1. Pick up and drop facility for participants and Co-ordinators from nearby airport / railway station / bus station by vehicle.
2. Transport facility should be available for emergency purpose.
3. Bus should be arranged for study visit and local visits.

#### **5. Miscellaneous**

Should have the following facilities and services,

1. 24 hours Lift Facility.
2. 24 hours Camera Surveillance.
3. UPS / Invertor / Generator for back-up power
4. Laundry facility.
5. Lobby / Lounge
6. Locker facility.
7. First Aid Kit.
8. Doctor on call for Emergency medical assistance.
9. Fire and Emergency alarms.
10. Parking facility.
11. Health Club
12. Newspaper service.
13. Hot water service for drinking and bathing.



Bid Securing Declaration Form

Date: \_\_\_\_\_ Tender No. \_\_\_\_\_

To (insert complete name and address of the purchaser) I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)  
in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name:(insert complete name of person signing he Bid Securing Declaration) Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of (insert date of signing)  
Corporate Seal (where appropriate)



