

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 Min.of New and Renewable Energy, GOI)  
(पूर्वमें “पवन ऊर्जा प्रौद्योगिकी केंद्र” Formerly “Centre for Wind Energy Technology”)  
वेलचेरी ताम्बरम प्रमुखमार्ग, पल्लिकरणई, चेन्नै 100 600 -, तमिलनाडु, भारत  
**Velachery – Tambaram Main Road, Pallikaranai, Chennai - 600 100, TN, INDIA**  
Tel No. 044-22463982/83/84, 29001162 / 67 / 95 , Fax No. +91-44-2246 3980,  
E-mail : [purchase.niwe@nic.in](mailto:purchase.niwe@nic.in) website: [www.niwe.res.in](http://www.niwe.res.in)

NIT: NIWE/PUR/8/88/24

DATE: 14.08.2024

To

The Hotels concerned

Sub: QUOTATIONS FOR “Hotel Accommodation” for Vayumitra Skill Development Programme (VSDP) sponsored by GOI – reg.

Last Date/Due Date for receipt of Tender: 03.09.2024 till 5.30 P.M  
Date of Tender Opening: 04.09.2024 @ 11.00 A.M

Dear Sirs,

National Institute of Wind Energy (NIWE), an autonomous R&D Institution of MNRE, Govt. of India intends to engage suitable hotel for accommodation and hospitality arrangements in connection with VSDP to be conducted by NIWE during the 2024-2025.

Kindly arrange to send your offer in a sealed cover, for the following services subject to the terms and conditions enclosed. Your offer should reach this office on or before 03.09.2024 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, Tirunelveli, Tuticorin and Courtallam for Accommodation with Wifi connection, break-fast, 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 September, 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.	Conference Hall for conducting Training of Trainers (ToT) for theory sessions shall be inside the Hotel premises.
3.	With respect to requirement of facilities in the hotel and related terms, please refer Annexure – III attached.

### Terms and Conditions:

1. Price of each item should be quoted (as per attached Annexure-II duly signed and sealed). Your quoted rates should be inclusive of GST. However, the Percentage of GST rate applicable, to be specified in the quotation separately.
2. NIWE is an R & D institution under MNRE, Government of India, running with the motive of not making profit. The special prices/concessions may be quoted as applicable to Government R&D Institutions.
3. The rate quoted by the bidder shall be inclusive of all provisions for incidental expenses necessary for proper execution and completion of the work in accordance with the terms & condition of the bidding document.
4. Bid Securing Declaration as per Annexure-IV should be submitted with your offer duly signed and sealed.
5. Proposals shall be complete in all respect and shall be submitted with requisite information and Annexure. It shall be free from any ambiguity, cutting or overwriting. Any such correction must be initialed by the persons who sign the proposals. For the preparation of Proposals, Bidders are expected to examine the bidding documents in detail. All pages of your offer should be sealed and signed. Material deficiencies in providing the information requested may result in rejection of the proposal.
6. Only one bid needs to be submitted by one hotel. The same hotel should not submit a bid on behalf of another hotel against this tender.
7. A prospective Bidder requiring any clarification of the Bidding Document shall seek clarifications through online. Should the NIWE deem it necessary to amend the Bidding Document as a result of a clarification, it shall do so by amendment in the tender. No clarification regarding Tender shall be entertained after the bid submission due date.
8. During evaluation, the NIWE may, at their discretion, ask any Bidder for a clarification of its Bid. The NIWE's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered or permitted.



9. At any time prior to the deadline for submission of the Bids, the NIWE may amend the Bidding Document by issuing Corrigendum. Any Corrigendum/addendum issued shall be part of the Bidding Document and shall be published in NIWE Website and by mail to the respective bidders. To give prospective Bidders reasonable time in which to consider a Corrigendum/addendum in preparing their Bids, the NIWE may, at its discretion, extend the deadline for the submission of the Bids
10. Any effort by a Bidder to influence the NIWE in the NIWE's bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidder's bid.
11. 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.
12. To evaluate a Bid, NIWE shall consider the following:
  - a) The NIWE will determine whether the Proposals are substantially responsive to the Bidding Document and whether their proposal is complete. Material deficiencies in the proposal may render the proposal non-responsive and may lead to the rejection of the proposal.
  - b) To evaluate a Bid, NIWE shall use all the criteria and methodologies defined in this document.
  - c) After evaluating the bid as per a&b (above stated), the L1 out of the qualified bidders will be awarded the contract subject to fulfilling all other terms and conditions of the tender.
13. Letter of Award/Purchase order will be issued to the successful bidder/hotel. The contract shall come into effect from the date of issue of Letter of Award/Purchase Order.
14. **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 i.e. upto 31.05.2025.**
15. The successful bidder should offer their services upto 31.03.2025 or till the training programme is completed whichever is earlier.
16. The NIWE, at its discretion, may consider extension of contract beyond 31.03.2025, based on the requirement and mutual consent, on the same rates, terms & conditions.
17. 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.



18. The Bidder shall perform the Services and carry out their obligations with all due diligence, efficiency, and economy in accordance with generally accepted professional techniques and practices and shall observe sound management practices and employ appropriate advance technology and safe methods. The Bidder shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the NIWE and shall at all times support and safeguard the NIWE's legitimate interests in any dealings with Sub-bidder or third parties.
19. If a hotel after having been issued the Letter of Award/Purchase Order, either does not accept the order/Letter of award or does not submit an acceptable Performance Security and which results in tender being annulled then such bidder shall be treated ineligible for participation in future tenders.
20. Modification of the terms and conditions of the Contract, including any modification of the Scope of the Services or Contract price may only be made by written consent between the Parties.
21. Payment will be made on bill basis in 30 days. No advance payment will be made. TDS will be deducted as per statutory norms.
22. Validity of quotation: Validity should be a minimum period of 60 days from the date of opening of Tender/quotation.
23. Enclose photocopy of PAN CARD, GST Certificate and Hotel License certificate along with the Bid Document.
24. Partially quoted/ Conditional/unsigned offers and offers received beyond the due date and time shall be summarily rejected.
25. Your Bank details/R.T.G.S Particulars for making payment should be specified.
26. Participation in this tender is by invitation only. Unsolicited offers will be summarily rejected. However, hotels (in and around Kayathar, Tirunelveli, Tuticorin and Courtallam) who are desirous to participate in NIWE tenders may contact NIWE.
27. Any Relaxation/Exemption on Eligibility criteria given for NSIC/MSME shall be as per the Public Procurement Policy as entitled for MSME/NSIC by the Government of India.
28. Any printed terms and conditions of the tenderers sent along with the tender shall not be binding on NIWE.





29. **FOR ANY QUERIES CONTACT: 044 22463982/83/84 E-mail: [purchase@niwe.res.in](mailto:purchase@niwe.res.in)**

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 14.08.2024 Due on 03.09.2024 (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 03.09.2024. Tenders will be opened at 11.00 A.M on the next day (04.09.2024) in the presence of tenderers, if any.

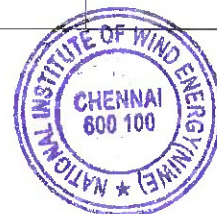
Encl: As above



Yours faithfully,

Additional Director & DH (Finance & Administration)

Training of Trainers (TOT) Programme			
Tentative Schedule			
Batch No.	Starting Date	Ending Date	Remarks
8	16.09.2024	27.09.2024	
9	16.09.2024	27.09.2024	
10	14.10.2024	25.10.2024	
11	14.10.2024	25.10.2024	
12	04.11.2024	15.11.2024	
13	04.11.2024	15.11.2024	
14	18.11.2024	29.11.2024	
15	18.11.2024	29.11.2024	
16	02.12.2024	13.12.2024	
17	02.12.2024	13.12.2024	
18	30.12.2024	10.01.2025	
19	30.12.2024	10.01.2025	
20	03.02.2025	14.02.2025	
21	03.02.2025	14.02.2025	
22	24.02.2025	07.03.2025	
23	03.03.2025	14.03.2025	







Annexure-II

**COMPLIANCE SHEET/PRICE BID**  
**Quotation for extending the Accommodation, food and transport Services & facilities**  
**For Trainers of the**  
**VAYUMITRA SKILL DEVELOPMENT PROGRAMME**  
**Scheduled from September 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: \_\_\_\_\_

Hotel License No \_\_\_\_\_

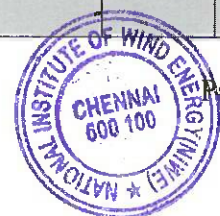
Bank details : \_\_\_\_\_

GST No.: \_\_\_\_\_

*The quote should be for, per day per room for single, double and triple 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				
Total amount including Tax						

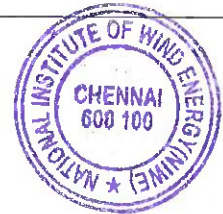




**B. Training Venue (Ceiling limit Rs. 3,500 per day per hall)**

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 / 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. 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 A** - Day wise Menu
2. **Annexure B** -Complementary Facilities
3. **Annexure C** -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 31 double occupancy room, 8 single occupancy and 1 triple occupancy per day.
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 for each dine should be arranged at the dining Hall.





नीचे NIWE  
(ISO 9001 Certified)

#### 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.NIWE/PUR/8/88/24 DT.13.08.2024.

To  
 The National Institute of Wind Energy,  
 Velachery-Tambaram Main Road,  
 Pallikaranai,  
 Chennai 600 100.

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)



