

	<p>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”) वेलचेरी ताम्बरम प्रमुखमार्ग, पल्लिकरणई, चेन्नै 100 600 - , तमिलनाडु, भारत Velachery – Tambaram Main Road, Pallikaranai, Chennai - 600 100, Tamil Nadu, INDIA Tel No. 044-22463982/83/84, 29001162 / 67 / 95 , Fax No. +91-44-2246 3980, E-mail : purchase.niwe@nic.in website: www.niwe.res.in</p>
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NIT: NIWE/PUR/8/89/24

DATE: 25.06.2024

To

THE HOTEL CONCERNED

Sub: QUOTATIONS FOR “Hotel Accommodation” for Vayumitra Skill Development Programme – reg.

Last Date/Due Date for receipt of Tender: 15.07.2024 till 5.30 P.M

Date of Tender Opening: 16.07.2024 @ 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 15.07.2024 and the tenders received will be opened on the next working day.

S.NO	DESCRIPTION OF ITEM
1	<p>Hotel Accommodation for orientation to Assessors (OtA) 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"> • One day transport services between hotel and practical training venue at Wind Turbine Test Station, TNEB Windfarm, Aynaryuthu-Sub Station, P.H. Pai Compound, Tirunelveli Main Road, Kayathar, Tuticorin-628952. • Training course would be conducted in 2 batches between August 2024 and December, 2024. • Number of batches: Two, Number of days per batch: 7 • Number of persons per batch: 25 Nos. {17 participants + 5 Faculties + 3 Organisers}. <p>(Tentative Schedule: Dt.05.08.24 to dt.09.08.2024 & dt.02.09.2024 to dt.06.09.2024</p>
2.	<p>Conference Hall for conducting Orientation to Assessors (OtA) 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-I duly signed and sealed).
2. Earnest Money Deposit (EMD) of **Rs.15,200/-** (Rupees fifteen thousand two hundred only) shall be submitted with bid. The EMD/Bid Security can be submitted by way of 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. The successful bidder should extend the BG/FD/Insurance Security Bond/FDR up to completion of the total contract period towards performance security.
 - 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-III 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 – II attached.
4. Your quoted rates should be inclusive of GST. However, the Percentage of GST rate applicable, to be specified in the quotation separately.
5. Payment will be made on bill basis in 30 days. No advance payment will be made.
6. Special discount, if any, for Govt. of India R&D institution for their research purpose / educational purpose, may be given.



7. The successful bidder should offer their services till the training programme is completed upto 31.12.2024.
8. Validity of quotation: Validity should be a minimum period of 45 days from the date of opening of Tender/quotation.
9. Enclose photocopy of PAN CARD and GST Certificate along with the Bid Document.
10. Quotation partially quoted will not be accepted.
11. Conditional/unsigned tenders will not be considered for further evaluation.
12. Any printer terms and conditions of the tenderers sent along with the tender shall not be binding on NIWE

13. **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.

14. **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.

15. **TAX DEDUCTION AT SOURCE(TDS) :**

TDS will be deducted as per statutory norms.

16. **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.

17. Your Bank details/R.T.G.S Particulars for making payment should be specified.
18. Participation in this tender is by invitation only. Unsolicited offers are liable to be ignored.
19. 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 - OtA Training Programme for VSDP”** ENQUIRY NO: NIWE/PUR/8/89/24 dated 25.06.2024 Due on 15.07.2024 (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 15.07.2024 at the latest. Tenders will be opened at 11.00 A.M on the next day (16.07.2024) in the presence of tenderers, if any.

Yours faithfully,

Administrative and Accounts Officer

**COMPLIANCE SHEET****Quotation for extending the Accommodation, food and transport Services & facilities**

For Assessors of the

VAYUMITRA SKILL DEVELOPMENT PROGRAMME

Scheduled from August 2024

2 number of training course each training is 7 days during the FY 2024-25

17 + 8 number of persons per training

Conducted by NIWE

Quote From: Hotel Name: _____

Hotel Address: _____

Bank details with GSTNo.: _____

The quote should be for, per day per person for single and double occupancy including the applicable Taxes.

A. Lodging & Boarding (Ceiling limit Rs. 2000 per person per day)

Sl. No.	Description	Amount in Rs.			Remarks
		Compliance	Single	Double	
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			
Total amount including Tax					

B. Training Venue (Ceiling limit Rs. 15,000 per hall for 7 days)

Sl.No.	Description	Compliance	Amount per day in Rs.	Remarks
1.	2 Nos. of A/C Conference Hall with 20 to 25 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 I* - Day wise Menu
2. *Annexure II* -Complementary Facilities
3. *Annexure III* -Paid Facilities

Annexure - II



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.

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.
4. 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 the 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)