



ଓଡ଼ିଶା ଗ୍ରାମ୍ୟ ଉନ୍ନୟନ ଓ ବିପଣନ ସମିତି  
ପଞ୍ଚାୟତିରାଜ ଓ ପାନୀୟ ଜଳ ବିଭାଗ, ଓଡ଼ିଶା ସରକାର  
**Odisha Rural Development & Marketing Society**  
*creating competence and values in rural Odisha*  
Panchayati Raj and DW Department, Government of Odisha

**ORMAS**  
BHUBANESWAR

No. 13

Date: 4/1/2025

ORMAS-SD-DDU-GKY-0030-2024

## QUOTATION CALL NOTICE

### FOR HIRING OF HOTEL SERVICE FOR 2 DAYS REGIONAL WORKSHOP UNDER ORMAS

Sealed Quotations are invited in the prescribed format from the registered Hoteliers/ Firms having valid PAN and GSTIN Certificate for **Hiring of Hotel Service for Category-A: Convention Hall with Lunch and Accommodation / Category -B: Accommodation for 100 Pax for two days Regional workshop under ORMAS.**

The intended Hoteliers/ Firms can apply for both the categories. The details of the terms and conditions of the above requirement can be downloaded from [www.ormas.org](http://www.ormas.org) for use. Interested bidders may submit their sealed quotations in the prescribed format mentioning "**Hiring of Hotel Service for Category-A: Convention Hall with Lunch and Accommodation / Category -B: Accommodation for 100 Pax for two days Regional workshop under ORMAS.**" on the cover of the envelope to the office of the Chief Executive Officer, Odisha Rural Development & Marketing Society (ORMAS), SIRD & PR Campus, Unit – 8, Bhubaneswar, Pin – 751012 through Speed Post/ Post/ Courier/ Tender Box latest by **10.01.2025 up to 12 Noon. The quotation shall be opened on the same date at 1 pm.**

The Authority reserves the right to accept or reject any quotation, and to cancel the tendering process and reject all tenders, at any time prior to the award of contract, without assigning reason thereof.

*Ramon*

**Additional Chief Executive Officer,  
ORMAS, Bhubaneswar**

Date: 4/1/2025

Memo No. 14

1. Copy to PR & DW Department, Government of Odisha for publication in the website of the Department for wide publicity.
2. Copy to Shri S.S. Sahoo, Project Executive, ORMAS for publication in the website and Notice Board of ORMAS for wide publicity

*Ramon*

**Additional Chief Executive Officer,  
ORMAS, Bhubaneswar**

# QUOTATION CALL NOTICE

FOR

**HIRING OF HOTEL SERVICE FOR TWO DAYS REGIONAL WORKSHOP UNDER  
ORMAS**

**ORMAS**

SIRD & PR Campus, Unit – 8, Bhubaneswar, Odisha – 751012  
Email: [ormashq@gmail.com](mailto:ormashq@gmail.com), Tel# 0674- 2565870/71, URL:[www.ormas.org](http://www.ormas.org)

January 2025

Sealed tenders are invited in the prescribed format from the reputed Bhubaneswar based established Hotel for providing well-furnished Meeting Hall and Room service for the National Level Officers, delegates & trainees in **two days Regional workshop under ORMAS**

**A. Description of Assignment:**

Sl. No.	Category	Name of the item	Financial Bid Format	Date of the Workshop
1.	Category-A	Convention Hall with Lunch and Accommodation for 120 Pax	Annexed in this document	Two days program 16 <sup>th</sup> & 17 <sup>th</sup> January 2025.
2	Category-B	Accommodation for 100 Pax		

**B. Bid Price**

1. The Quotation shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
2. All duties, taxes and other levies payable by the Agency under the quotation shall be excluded in the total price.
3. The rates quoted by the Agency shall be fixed for the duration of the workshop and shall be subjected to adjustment in case of increase or decrease of the items.
4. The Prices should be quoted in Indian Rupees only.

**C. Bid Validity:**

Bid validity period is 30 days from the bid due date i.e. last date of submission of tender.

**D. Evaluation of Tender**

- A. The ORMAS will evaluate and compare the quotations determined to be substantially responsive i.e. which
  1. are properly signed; and
  2. Confirm to the terms and conditions, and specifications.
  3. Filled in Indian Currency
  4. Quoted in Unit
- B. The price evaluation shall be made for each category separately. The lowest price will be determined for selection of the agency for each category separately.

**E. Eligibility Criteria of the Bidder:**

The bidder shall furnish the following documents to establish the bidder's eligibility: -

- a) Having 100 capacity car parking place,
  - b) Easy Communication facility (availability of town Bus, Cab & Auto) & within the 15 km from the ORMAS HQ Office
  - c) Standard Size Swimming Pool & SPA
  - d) At least 2 Nos Convention Hall with a minimum capacity of 120 delegates for each Convention Hall in a cluster seating arrangement and can be set up Sofas, tea tables, complete sound system, lighting, podium, LCD projector with screen, and inaugural lamp
- The bidder shall furnish the following Self attested Document

- Copy of GST/ Hotel Registration Certificate
- Copy of valid Food License
- Copy of PAN Card

(Tender received late and incomplete will not be considered)

**F. Other Terms & Conditions**

- i. The price and work order is valid for one year from the date of work Order.
- ii. Addl CEO, ORMAS will act as Nodal Officer for monitoring & supervision of the entire activity and performance.
- iii. The contract will be awarded to the Agency whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- iv. The authority is not bound to accept the lowest quotation and reserve the right to reject any or all quotations and tenders without assigning any reasons thereof.
- v. Notwithstanding the above, the authority reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- vi. 100% Payment shall be made after successful completion of the entire event.
- vii. Rate quoted shall be indicated both in words as well as in figures. Where there is difference between the amounts quoted in words and figures, amount quoted in words shall prevail.
- viii. **The rate offered by the agency shall be excluding of GST for Cat-A and for Cat-B separately.**
- ix. The Agency has to quote the rate category wise as per the given format.
- x. No part of the work will be sub-let. The Agency or the representative of the Agency shall attend the tender opening meeting as per the schedule fixed.
- xi. Non-submission of any document required indicated in the tender document will render the Bid to be rejected.

**G. Anti-corruption Measure:**

- a. Any effort by Agency(s) to influence the ORMAS in the selection, and recommendation for award of contract, will result in the rejection of the proposal.
- b. A recommendation for work order shall be rejected if it is determined that the recommended Agency has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the ORMAS shall blacklist the Agency either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

**H. Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of court of Bhubaneswar only.

**I. Penalty:**

Any unjustified and unacceptable delay in delivery shall render the Agency liable for liquidated damages and thereafter the ORMAS shall fix suitable penalty in full or part from invoice.

**J. Arbitration:**

In the event of any question, dispute or difference arising under these conditions contained in the Work Order in connection with this contract, the same shall be referred to the Commissioner-cum-Secretary to Government, PR&DW Dept, Bhubaneswar whose decision will be treated as final and binding on both the parties.

**K. Submission of Quotation:**

Interested bidders may submit their sealed quotation in the prescribed format mentioning "**Hiring of Hotel Service for Category-A: Convention Hall with Lunch and Accommodation / Category -B: Accommodation for 100 Pax for two days Regional workshop under ORMAS.**" on cover of the envelop to the Chief Executive Officer, ORMAS, SIRD & PR Campus,

Unit-VIII, Bhubaneswar-751012 latest by **10.01.2025 at 12 Noon. Bidders may be present in person or through their representative(s) during the opening of Quotation at 1 PM on the same day.**

**DECLARATION**

1. I \_\_\_\_\_ ( Designation) an Authorized Signatory and competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the quotation and hereby convey my acceptance of the same.
3. The information /documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my quotation at any stage.
4. I have apprised myself fully about the job to be done during the period of event and also acknowledge to bear consequences of non-performance or deficiencies in the services on my part.

Date:

Place:

Full Name:

Company's Seal:

**Signature of authorized person**

# FINANCIAL BID FORMAT

## Category A:

**Convention Hall with Lunch and Accommodation for two days Regional workshop under ORMAS**

### 1. Convention Hall with Lunch

Sl	Item	Unit	Unit Price Per Pax / per day excluding Tax	Total Price for 150 pax/ per day Excluding Tax
1	<b>Convention Hall with Lunch:</b> <b>120 Pax</b> Cluster seating approach with Convention Hall and uninterrupted electricity.  A. 02 sessions of tea /coffee snacks with cookies. B. 01 veg & 1 non veg. soup, 04 Nos salads, 04 Nos vegetarian main-course, 02 Nos. Non Veg Main Course (Chicken & Fish) , 01 Lentil preparation, 01 flavoured rice, 01 steamed rice, Assorted Indian Breads, Pickle, Condiments, crispies, 01 yogurt and 04 Nos. Desserts.	Pax		
<b>Add: GST</b>				
<b>Total Including GST</b>				

### 2. Accommodation for 15 Pax with MAP Meal Plan

Sl	Item	Unit	Unit Price Per Pax / per day excluding Tax	Total Price per pax / per day Excluding Tax
1	Superior Room With B/F & Dinner (Single)	Pax		
2	Deluxe Room With B/F & Dinner (Single)	Pax		
3	Premium/Club/Executive Room With B/F & Dinner (Single)	Pax		
4	Suit Room with B/F & Dinner (Single)	Pax		
<b>Add: GST</b>				
<b>Total Including GST</b>				
<b>Total Price ( 1+2) excluding GST</b>				
<b>Total Price ( 1+2) Including GST</b>				

During the workshop the agency can provide complementary as per the requirement of the participants without any additional charges.

I / We agree to supply the above services in accordance with the required items for a total order price of Rs..... (amount in figures) [Rs. .... (amount in words)] excluding GST.

Place:

Date:

**Signature of bidder with seal**

## FINANCIAL BID FORMAT

### Category B:

Accommodation for the participants for two days Regional workshop under ORMAS

Sl	Accommodation for 100 Pax with MAP Meal Plan	Unit	Unit Price Per Pax / per day excluding Tax	Total Price per pax / per day Excluding Tax
1	Deluxe Room (Single Occupancy)	Pax		
2	Deluxe room (Double Occupancy)	Pax		
<b>Add: GST</b>				
<b>Total Including GST</b>				

During the workshop the agency can provide complementary as per the requirement of the participants without any additional charges.

I / We agree to supply the above services in accordance with the required items for a total order price of Rs..... (amount in figures) [Rs. .... (amount in words)] excluding GST.

Place:

Date:

**Signature of bidder with seal**

\*\*\*End of the document\*\*\*