



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 & Drinking Water Department, Government of Odisha

**ORMAS**

SIRD & PR Campus  
Unit-VIII, Bhubaneswar  
Odisha-751012, India  
Tel:0674-2565870/71  
Email:ormashq@gmail.com  
Website:www.ormas.org

No. 709  
PT-3-ORMAS-MKT-EMD-0001-2024

Date: 4/3/2025

**TENDER CALL NOTICE**

**HIRING OF HOTEL SERVICE PROVIDER FOR ACCOMODATION OF  
PARTICIPANTS FOR SISIR SARAS 2025 FOR THE PERIOD FROM  
20TH MARCH - 1ST APRIL 2025 UNDER ORMAS**

ORMAS under the Panchayati Raj & Drinking Water Department, Government of Odisha (The Client) invites sealed quotations from the eligible bidders for **"Hiring of Hotel service provider for accommodation of participants for SISIR SARAS 2025 for the period from 20<sup>th</sup> March - 1<sup>st</sup> April 2025 under ORMAS."** Bidders fulfilling the prescribed eligibility criteria of the Tender Call Notice can access and download the complete bid Document and other details from [www.ormas.org](http://www.ormas.org) / [panchayat.odisha.gov.in](http://panchayat.odisha.gov.in). The bid calendar under the end to end process are:

Date of Issue	Last Date for Submission of Bid	Date of Opening of Technical & Financial Bid,	Bid processing fee including GST in Rs.	EMD in Rs.
04.03.2025	13.03.2025 By 11 am	13.03.2025 at 12 Noon	1000/- including GST	10,000/-

Interested bidders may submit their sealed quotations in the prescribed format mentioning above mentioned caption on the cover of the envelope to the office of the Chief Executive Officer, ORMAS, SIRD Campus, Unit- 8, Bhubaneswar-751012 through Speed Post/ Post/ Courier/ Tender Box latest by **13.03.2025 by 11 am**. The quotation shall be opened on the same date at **12 Noon**. Authority reserves the right to accept or reject any tender, and to cancel the tendering process and reject all tenders, at any time prior to the award of tender, without assigning reason thereof.

*Ratna*  
**Chief Executive Officer**

Memo No. 710

Date: 4/3/2025

1. Copy to e-Governance Cell, PR&DW Department, Government of Odisha for publication in the website of the Department for wide publicity.
2. Copy to Project Executive, Admin Cell, ORMAS for publication in the Website and Notice Board of ORMAS without delay for wide publicity.

*Ratna*  
4.3.25  
**Chief Executive Officer**

# **TENDER CALL NOTICE**

**HIRING OF HOTEL SERVICE PROVIDER FOR ACCOMODATION OF  
PARTICIPANTS FOR THE PROGRAMME SISIR SARAS 2025 FOR THE  
PERIOD FROM 20TH MARCH – 1<sup>ST</sup> APRIL 2025  
UNDER 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)

**MARCH 2025**



# ଓଡ଼ିଶା ଗ୍ରାମ୍ୟ ଉନ୍ନୟନ ଓ ବିପଣନ ସମିତି

ପଞ୍ଚାୟତିରାଜ ଓ ପାନୀୟ ଜଳ ବିଭାଗ, ଓଡ଼ିଶା ସରକାର

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**ORMAS**

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Tel:0674-2565870/71  
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Website:www.ormas.org

**No.709**

**PT-1-ORMAS-Mkt-Event-0001-2024**

**Date:04.03.2025**

## **TENDER CALL NOTICE**

### **HIRING OF HOTEL SERVICE PROVIDER FOR ACCOMODATION OF PARTICIPANTS FOR SISIR SARAS 2025 FOR THE PERIOD FROM 20TH MARCH – 1ST APRIL 2025 UNDER ORMAS**

ORMAS under the Panchayati Raj & Drinking Water Department, Government of Odisha (The Client) invites sealed quotations from the eligible bidders for **“Hiring of Hotel service provider for accommodation of participants for SISIR SARAS 2025 for the period from 20<sup>th</sup> March – 1<sup>st</sup> April 2025 under ORMAS.”** Bidders fulfilling the prescribed eligibility criteria of the Tender Call Notice can access and download the complete bid Document and other details from [www.ormas.org](http://www.ormas.org) / [panchayat.odisha.gov.in](http://panchayat.odisha.gov.in) .The bid calendar under the end to end process are:

Date of Issue	Last Date for Submission of Bid	Date of Opening of Technical & Financial Bid,	Bid processing fee including GST in Rs.	EMD in Rs.
<b>04.03.2025</b>	<b>13.03.2025 By 11 am</b>	<b>13.03.2025 at 12 Noon</b>	<b>1000/- including GST</b>	<b>10,000/-</b>

Interested bidders may submit their sealed quotations in the prescribed format mentioning above mentioned caption on the cover of the envelope to the office of the Chief Executive Officer, ORMAS, SIRD Campus, Unit- 8, Bhubaneswar-751012 through Speed Post/ Post/ Courier/ Tender Box latest by **13.03.2025 by 11 am**. The quotation shall be opened on the same date at **12 Noon**. Authority reserves the right to accept or reject any tender, and to cancel the tendering process and reject all tenders, at any time prior to the award of tender, without assigning reason thereof.

Sd/-

**Chief Executive Officer**

**Date:04.03.2025**

**Memo No. 710**

1. Copy to e-Governance Cell, PR&DW Department, Government of Odisha for publication in the website of the Department for wide publicity.
2. Copy to Project Executive, Admin Cell, ORMAS for publication in the Website and Notice Board of ORMAS without delay for wide publicity.

Sd/

**Chief Executive Officer**

## **SECTION 1**

### **SCOPE OF WORK AND TERMS OF REFERENCE**

#### **HIRING OF HOTEL SERVICE PROVIDER FOR ACCOMODATION OF PARTICIPANTS FOR SISIR SARAS 2025 FOR THE PERIOD FROM 20TH MARCH – 1ST APRIL 2025 UNDER ORMAS**

**HIRING OF HOTEL SERVICE PROVIDER FOR ACCOMODATION OF  
PARTICIPANTS FOR SISIR SARAS 2025 FOR THE PERIOD FROM  
20TH MARCH – 1ST APRIL 2025 UNDER ORMAS**

1. ORMAS under the Panchayati Raj & Drinking Water Department, Government of Odisha (The Client) invites sealed TENDERS from the eligible bidders for **“Hiring of Hotel service provider for accommodation of participants for SISIR SARAS 2025 for the period from 20<sup>th</sup> March – 1<sup>st</sup> April 2025 under ORMAS.”** Bidders fulfilling the prescribed eligibility criteria of the Tender Call Notice can access and download the complete bid document and other details from [www.ormas.org](http://www.ormas.org) / [panchayat.odisha.gov.in](http://panchayat.odisha.gov.in) .

## 2. Background

**Odisha Rural Development and Marketing Society (ORMAS)**, an autonomous body under Panchayati Raj & Drinking Water Department Government of Odisha formed under Societies Registration Act, 1860 and 14th January 1991. ORMAS has been actively promoting rural livelihoods and enterprise development for over 30 years. It is the model agency for implementation of skill project in Odisha . it could be successfully narrated that ORMAS has created comparatively the best skilling ecosystem in the state. Odisha has esteemed as number one performing state in India for consecutive three years with the support of renowned organizations working as Project implementing Partners (PIAs).

## 3. Objectives:

Tender for Accommodation for a Group of People in Bhubaneswar for 13 Days (20th March to 1st April 2025) by ORMAS for the accommodation of participants of SISIR SARAS 2025. Participants will be arrived from all the states of country and will be Male & Female category both.

## 4. Key dates :

Sl. No.	List of Key Events	Critical Dates
1	Date of Issue of Tender Call Notice	<b>04.03. 2025</b>
2	Last Date for Submission of Bid	<b>13.03.205 by 11 am</b>
3	Date of Opening of Technical & Financial Bid	<b>13.03.205 at 12 Noon.</b>

Note : In case the closing date for issue of tender notice and last date for receipt of proposal to be a holiday for ORMAS for any reason, the activity will be held on the immediate next working day at the same time & place.

## 5. Scope of Work

**Scope of Work:** The selected bidder shall provide the following services:

- Accommodation for a minimum of 200 individuals with a Duration: 13 days, from 20<sup>th</sup> March to 1<sup>st</sup> April 2025.
- Room and dormitory facility having attached toilet with bathroom.
- The accommodation should be located within 10 Kms in Bhubaneswar city from or nearby Baramunda Biju Pattnaik play Ground area for convenience.
- Clean, well-maintained rooms / dormitory with necessary furnishings.
- Access to basic amenities such as 24-hour electricity, water supply
- Rooms/ Dormitory with air conditioning facilities
- Must have minimum two bedded rooms and above. Must have dormitories having basic facility.
- Daily housekeeping services.
- Adequate security arrangements, including CCTV surveillance and 24/7 security personnel.
- The accommodation should meet the comfort and safety standards expected for a large group of individuals.
- The accommodation should meet fire safety compliance.
- The bidder can understand the requirement of the Client as described below. The bidder shall quote their price against each item. The price shall be determined from the total price all together

**Room Details:**

Sl. No.	Room Type (AC/Non AC)
1	AC Room
2	Non-AC Room

**Dormitories Details:**

Sl. No.	Dormitory Type (AC/Non AC)
1	AC Dormitory
2	Non-AC Dormitory

## **SECTION 2**

### **Instruction to Bidders**

#### **1. Bidders Data Sheet**

No.	Particular	Details
1.	Name of the Client	Chief Executive Officer, ORMAS, Panchayati Raj & Drinking Water Department, Government of Odisha
2.	Method of Selection	Lowest and Responsive bid
3.	Mode of Submission	Through Speed Post / Registered Post/ Courier/by drop in the tender box of ORMAS .ORMAS will not be responsible for postal delay or any other consequences.
4.	Date of Issue of Tender Call Notice	04.03.2025
5.	Last Date and Time for submission of Bid	13.03. 2025 by 11 am
6.	Date & Time for opening of Technical Bid and Financial Bid	13.03.2025 at 12 PM onwards
7.	Bid Processing Fee (Non-Refundable)	1000/-INR including GST in form of Demand Draft from the scheduled bank infavour of ORMAS and payable at Bhubaneswar
8.	Earnest Money Deposit (EMD) (Refundable)	Rs.10,000/-INR (Rupees Ten Thousand) in form of Demand Draft from the scheduled bank infavour of ORMAS and payable at Bhubaneswar.
9.	Performance Security	Selected agency shall furnish 5% of the Contract value in shape of Demand Draft in favour of “ORMAS” drawn in any scheduled commercial bank payable at Bhubaneswar.
10.	Place of Opening of Technical& Financial Bid:	Conference Hall of ORMAS, SIRD & PR Campus, Unit-8, Bhubaneswar.
11.	Address of the Client:	Chief Executive Officer, Odisha Rural Development & Marketing Society (ORMAS), SIRD & PR Campus, Unit-8, Bhubaneswar, Odisha, Pin Code: 751012 E-mail:- ormasmarketing@gmail.com Contact person: Dy CEO , ORMAS (9439638800)
12.	Joint Venture/Consortium/ Franchising, outsourcing, subletting	Not Allowed

## **2. Eligibility Criteria: The tenderer must fulfill the following criteria:**

- Must have a Trade License as a hospitality/ guest House provider offering lodging services of at least two years .
- Must submit Fire safety certificate or document.
- GST registration, PAN documents.
- The accommodation/Hotel must be located within Bhubaneswar city limits from or nearby Baramunda Biju Pattnaik play Ground (Mela Ground) area for convenience.
- 2 photographs of the accommodation and premises.
- Site Visit: An internal committee from ORMAS will physically visit the venue to assess all relevant parameters and ensure compliance with required standards before finalizing the bid.
- Bid processing fee and EMD (Exemption of EMD as applicable as per the Government of Odisha rules)

## **3. General Instructions to the Bidder:**

- i. The price and work order is valid for one year from the date of work Order.
- ii. 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 TENDER has been determined to be substantially responsive and who has offered the lowest evaluated TENDER price.
- iv. The authority is not bound to accept the lowest TENDER and reserve the right to reject any or all TENDERS and tenders without assigning any reasons thereof.
- v. Notwithstanding the above, the authority reserves the right to accept or reject any TENDERS and to cancel the bidding process and reject all TENDERS 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. 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.
- ix. Non-submission of any document required indicated in the tender document will render the Bid to be rejected. The proposal and all the associated correspondence shall be written in English and shall conform to the prescribed formats.
- x. The proposal shall be typed or written in indelible ink (if required) and shall be signed by the Bidder or duly authorized persons to bind the Bidder to the contract.
- xi. In addition to the identification the envelopes containing the proposals shall mention the name and address of the Bidder.
- xii. Proposals received by facsimile shall be treated as defective, invalid and rejected. No bidder is allowed to modify, substitute or withdraw the proposal after its submission.

#### **4. Deliverables, Timelines and Payment Scheduling:**

100% payment shall be made within 30 days after submission of the deliverables and approval by the competent authority.

#### **5. Penalty/ Liquidated Damages:**

A default to deliver the outputs as specified above shall attract a penalty of 0.5 % of the fees payable for the respective deliverable for the lapses. Such penalty shall be imposed from the Performance Security.

#### **6. Performance Security: -**

The successful bidder shall furnish 5% of the Contract value as Performance Security in shape of DD from any scheduled commercial bank in favour of “ORMAS” payable at Bhubaneswar. The performance security of successful bidders shall be refunded after successful completion of the entire event. The EMD shall be refunded on receipt of the Performance Security from the successful bidder.

#### **7. Disqualification:**

- ORMAS may at its sole discretion and at any time during the evaluation of the Proposal disqualify any Bidder if the bidder has:
- Misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
- Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures in any of the previous undertakings by the concerned bidder.
- Withdrawal of Proposal by the Bidder after the Proposal Due Date will lead to black listing and debarring the bidder in all the future assignments along with forfeiture of the EMD.
- Declared as ineligible by GoI/State/UT for corrupt, fraudulent practices or has been blacklisted.
- A Bidder's proposal may be rejected if it is determined that the Bidder has engaged in corrupt, fraudulent or unfair trade practices.
- Firm proposes any alteration in the work specified or any conditions or corrections made in this Bid.
- Firm shall submit the Bid which does not satisfy each and every condition laid down in the notice, failing which the Bid will be liable for rejection.
- Firm's Bid containing conditions shall be liable for rejection out rightly without assigning any reason for the same.
- Stipulates the bid validity period less than what is stated in the form or tender.
- Stipulates its own conditions.
- Does not fill in and sign the Bid form as well as annexure, specifications etc. Does not submit the bid before the stipulated time line to the inviting authority
- Does not attach the required documents along with the Bid.
- Canvassing in any manner to influence the Authority will be summarily rejected.

## **8. Conflict of Interest:**

The agency at all times shall hold the ORMAS's interest paramount and shall avoid conflicts with its other assignments.

## **9. Right to Accept or Reject Proposals:**

ORMAS reserves the right to annul the TENDER CALL NOTICE process, or to accept or reject any proposal, in whole or part without assigning reasons and without any obligation to inform and without incurring any liability to any of the bidders.

## **10. Validity of Bid:**

The Bid submitted by the bidders shall remain valid for a period of **90 days** from the technical bid opening date.

## **11. Submission of Proposal:**

- The firm shall submit the Technical & Financial Proposal in one single sealed envelope superscribing on the cover of the envelop "Hiring of Hotel service provider for accommodation of participants for SISIR SARAS 2025 for the period from 20<sup>th</sup> March – 1<sup>st</sup> April 2025 under ORMAS."
- The bidders are requested to submit their financial proposal as per the prescribed format. Any deviation to the prescribed format for submission, liable to rejection of the bids.
- The proposal shall be submitted by **Registered Post / Speed Post / Courier / drop in the tender box of ORMAS within** the stipulated time and date and place specified in the Bidder data sheet.
- The same will be opened on date and time specified in the presence of representative of the bidder(s), who may choose to attend. One representative from each bidder with necessary authorization will be allowed to attend the opening of the proposal.
- Bids received after stipulated time line specified in the bidder data sheet shall not be considered and out rightly rejected. The successful Firm shall be awarded with work order.

## **12. Method of selection**

- The bidder shall quote their price against each item. The price shall be determined from the total price all together on Lowest and responsive bid.
- The eligibility evaluation shall be done primarily as per the eligibility criteria fixed.
- The Financial Proposals of the eligible bidders shall be opened in the presence of the committee members and bidders' representatives who choose to attend. The name of the firm along with the prices quote shall be read and recorded accordingly.
- Financial bids with over all lowest quoted price for the assignment will be considered for negotiations if required and award of contract.

- However, where there is tie between bidders in prices: -
  - 1st tie-up selection process: - the person having highest number of work order in providing hospitality/ hotel accommodation service as asked in the bid document.
  - 2nd tie-up selection process- The hotel having nearest to the Mela Ground will be considered for the assignment.

### **13. LEGAL JURISDICTION:**

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

### **14. Confidentiality**

Undue use by any of the bidder of any confidential information related to the process may result in rejection of the proposal. Confidential Information shall mean and include any and all confidential or proprietary information furnished in whatever form or medium or disclosed verbally or otherwise by the bidder or the Department to each other including, but not limited to, financial data, personal statistics, and plans whether or not marked as confidential or proprietary by the Bidder(s)/ Department.

### **15. General Terms and Conditions**

- ORMAS reserves the right to extend the period of accommodation at the same prices, terms and conditions.
- ORMAS or Authority Designated in this behalf reserves exclusive rights to modify/ increase scope of the selected firm and will be informed accordingly to the selected firm.
- The Bidder shall not assign the project to any other agency, in whole or in part, to perform its obligation under the work, without the ORMAS's authorized representative's prior written consent. Sub-contracting of the services allotted **is not allowed in any manner.**
- In case of any dispute/ ambiguity arising in the process relating to documents, the decision of the Tender calling authority shall be final , binding and cannot be challenged.
- **Dispute Resolution:** Dispute if any shall be discussed and mutually settled and in case of disagreement the same shall be referred to CEO, ORMAS, PR & DW department whose decision is final and binding.

### **16. Termination of Agreement**

- The contract can be terminated at any time prior to its completion by either Party with 30 days of notice period.

### **SECTION: 3**

#### **TECHNICAL PROPOSAL**

**“Hiring of Hotel service provider for accommodation of participants for SISIR SARAS 2025 for the period from 20<sup>th</sup> March – 1<sup>st</sup> April 2025 under ORMAS.”**

**FORM -1**

**Format for Covering Letter**  
**(On the letterhead of the Firm)**

To,

The CEO, ORMAS,  
SIRD & PR capmus  
Bhubaneswar

**Sub: TENDER CALL NOTICE No.**

**Dated:**

Dear Sir,

We refer to your notice no. \_\_\_\_\_ for “Hiring of Hotel service provider for accommodation of participants for SISIR SARAS 2025 for the period from 20<sup>th</sup> March – 1<sup>st</sup> April 2025 under ORMAS.”

Having fully studied and understood the tender document and its accompaniments and the details therein, I / We here by submit the application for qualification for the above project. We hereby confirm that:

All information provided in the bidding and in the attachments is true and correct. We understand that the final bids by Firm(s) will be subject to verification of any information submitted in the tender. We also understand that ORMAS reserve the right to amend, alter or vary the scope and terms of the bid.

We understand that ORMAS shall not in any manner be liable for its actions described above and shall be under no obligation to inform the Firm of the grounds and / or reasons for the same.

We hereby irrevocably waive any right at any stage at law or howsoever otherwise arising to challenge, question or delay in any decision taken by ORMAS in selection process.

**Authorized Signatory [*Signature with Date and Seal*]:**

Name and Title of the Signatory:

Name of the organization with complete address:

### FORMAT FOR CERTIFYING THAT BIDDER IS NOT BLACKLISTED

I, hereby undertake that, our organization has not been blacklisted / debarred by any of the Central / State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

**Authorized Signatory [In full and initials]:**\_\_\_\_\_

**Name and Designation with Date and Seal:**

**Signature :**\_\_\_\_\_

### DISTANCE UNDERTAKING:

We\_\_\_\_\_ do hereby certify that the Hotel/ \_\_\_\_\_ is situated the \_\_\_\_\_ place which is within the Bhubaneswar City or nearby Mela Ground .i.e situated \_\_\_\_\_ KM from the Mela Ground.

### 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

## **SECTION: 4**

### **FINANCIAL PROPOSAL**

**“Hiring of Hotel service provider for accommodation of participants for SISIR SARAS 2025 for the period from 20<sup>th</sup> March – 1<sup>st</sup> April 2025 under ORMAS.”**

**Form-II**  
**FINANCIAL PROPOSAL**  
**(COVER LETTER)**

**TO:**

The CEO,ORMAS,  
SIRD & PR Campus  
Bhubaneswar

**Subject: TENDER CALL NOTICE** for selection “Hiring of Hotel service provider for accommodation of participants for SISIR SARAS 2025 for the period from 20<sup>th</sup> March – 1<sup>st</sup> April 2025 under ORMAS.”[ **FINANCIAL PROPOSAL**]

Dear Sir

I, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Tender No.\_\_\_\_\_, Dated:\_\_\_\_\_. Our attached Financial Bid is for the sum of [**Insert amount(s) in words and figures\***]. This amount is excluding of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document. Item wise rate as per format given in the Tender documents are given below:

**Room Details:**

Sl. No.	Room Type (AC/Non AC)	At least 200 Nos. of Persons	Rent per person/ per day	Total Room Rent Per person/ per day (Including All Taxes) in Rs.
1	AC Room	200 Persons		
2	Non-AC Room	200 Persons		

**Dormitories Details:**

Sl. No.	Dormitory Type (AC/Non AC)	At least 200 Nos. of Persons	Rent per person/ per day in Rs.	Total Room Rent Per person/ per day (Including All Taxes) in Rs.
1	AC Dormitory	200 Persons		
2	Non-AC Dormitory	200 Persons		
<b>Total Room Rent Per person/ per day in Rs. (Including All Taxes) Rooms + Dormitories</b>				

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:

**Authorized Signature [In full and initials]:**

**Name and Title of Signatory:**

## ANNEXURE-I

### BID SUBMISSION CHECK LIST

Sl. No	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL BID (Form-I)(ORIGINAL)</b>			
1.	Filled in Bid Submission Check List <b>(ANNEXURE-I)</b>		
2.	Covering Letter <b>(FORM -1 )</b>		
3.	Bid Processing Fee of Rs.1000/- (Non-refundable) in form to DD including GST and EMD Rs. 10,000/- (Refundable)		
4.	Copy of PAN		
5.	Copy of Goods and Services Tax Identification Number (GSTIN)		
6.	Registration Certificate		
7.	Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career		
8.	Photographs of the Hotel rooms and premises.		
9.	Distance Undertaking		
<b>Financial Bid (Form-II)(ORIGINAL)</b>			
1	Financial proposal		

**Undertaking:**

*All the information has been submitted as per the prescribed format and procedure.*

**Authorized Signature [In full and initials]:**

**Name and Title of Signatory:**

**Name of Firm with Communication Address: -**

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