



**Office of the Store Purchase officer  
UP Pt. Deen Dayal Upadhaya Pashu Chikitsa Vigyan  
Vishwavidyalaya Evam Go–Anusandhan Sansthan, (DUVASU),  
Mathura -281001**

Tender No. 100 / SPO / 22-23

Date: 01-12-2022

**Short term Offline Tender Notice**

University invites tenders in two bid system (Part-I: Technical Bid and Part II: Financial Bid) for booking of 25 (Approx) bedrooms for 46<sup>th</sup> Annual Convention of Vice Chancellors of Agricultural Universities, IAUA, due to be held during 26-27 December 2022. The last date of receipt of bids is 06-12-2022 up to 12.00 noon. The technical bid will be opened on dated 06-12-2022 at 03.00 pm. Duly filled tender form along with requisite documents and Tender fees Rs. 1000.00 (Non Refundable) in form of DD and earnest money Rs. 15000.00 (Refundable) in form of FDR favoring of Finance Officer, DUVASU, Mathura must be submitted before due date of the tender. The tender document along with detailed terms and conditions can be download from the University website ([www.upvetuniv.edu.in](http://www.upvetuniv.edu.in))

**Store Purchase Officer**

## ANNEXURE-I

### Scope of Work and General Instructions for Bidders

1. UP Pandit Deen Dayal Upadhyaya Pashu Chikitsa Vigyan Vishwavidyalaya Evam Go Anusandhan Sansthan (DUVASU), Mathura invites bids from Hotels for booking of 25 bedrooms for accommodation of Vice Chancellors of Agricultural Universities, in connection with 46<sup>th</sup> Annual Convention of Vice Chancellors of Agricultural Universities, Indian Agricultural Universities Association due to be held from 26.12.2022 to 27.12.2022. The 25 rooms (Approx) will be blocked from 25<sup>th</sup> (afternoon) to 28<sup>th</sup> December 2022 (fore noon).
2. The tenders are invited under two-bid system to be decided by least cost method. The interested qualified firms are advised to submit their bids.
3. The interested firms are required to deposit an Earnest Money Deposit (EMD) of Rs 15000/- (Rupees Fifteen thousand rupees only) in the form of Demand Draft/Pay Order from any of the Commercial Bank in favor of Finance Officer, UP Pandit Deen Dayal Upadhyaya Pashu Chikitsa Vigyan Vishwavidyalaya Evam Go Anusandhan Sansthan (DUVASU), Mathura valid for a period of 13 months. Offer not accompanied by earnest money of the requisite amount or without proper validity will summarily be rejected.
4. The tenders received without the prescribed EMD will not be entertained and cancelled. The earnest money will be refunded to the unsuccessful bidders on finalization of the contract.
5. The EMD of successful firm(s) shall be returned only after successful completion of contract. Otherwise, the same will be forfeited.
6. The Firms are required to provide copies of the following documents along with the Technical Bid, failing which their Bids shall be summarily/out rightly rejected and will not be further considered :
  - a. DD of tender form cost Rs. 1000/- (Rupees One thousand only) with the tender form.
  - b. FDR/ DD of Earnest Money of Rs. 15000/- (Rs. Fifteen thousand only) with the tender Documents.
  - c. Scanned copy of PAN Card in the name of firm/proprietor
  - d. Scanned Copy of GST No. of the firm/proprietor
  - e. Work experience of similar work provided to PSUs/Banks/Govt. Depts etc.
  - f. Proof of 25 rooms capacity in hotel premises
  - g. Banquet Hall/Space to accommodate minimum 50 persons for dining.
  - h. Ample parking space for 20 vehicles (cars/ buses).
7. Form Tech1, Tech2 and Tech3 should be placed in one envelope, sealed and superscripted with 'Technical bid for accommodation of Vice Chancellors during 46<sup>th</sup> convention of IAUA'
8. Rates shall be quoted per room as provided in Form Fin1.
9. Form Fin 1 should be placed in separate envelope, sealed and superscribed with 'Financial bid for accommodation of Vice Chancellors during 46<sup>th</sup> convention of IAUA'.
10. Both the envelopes be placed in another envelope, sealed and superscribed with 'Bid for accommodation of Vice Chancellors during 46<sup>th</sup> convention of IAUA'.
11. The payment will be on the basis of actual rooms occupied which can increase or decrease depending upon the arrival or departure of Vice Chancellors.
12. The competent authority of UP Pandit Deen Dayal Upadhyaya Pashu Chikitsa Vigyan Vishwavidyalaya Evam Go Anusandhan Sansthan (DUVASU), Mathura reserves the right to annul any or all bids without assigning any reason.

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## ELIGIBILITY CRITERIA/TECHNICAL REQUIREMENTS FOR THE TENDERING FIRMS/HOTELS

### TECHNICAL

1. The tendering Firms/Hotels should fulfill the following technical specifications:
  - (a.) The hotel should be located in Mathura (Mathura-Vrindavan).
  - (b) It should be registered with the appropriate registration authority with minimum 25 rooms
  - (c) It should have experience in making arrangement for accommodation of guests for Public Sector Companies/Banks or government department etc.
  - (d) Banquet Hall/Space to accommodate minimum 50 persons for dining.
  - (e) There should be ample parking space for 20 vehicles (cars/ buses).
  - (f) It should be registered with the Income Tax and GST/VAT/Sales Tax authorities of the Government.
  - (g) The Hotels are required to provide copies of the following documents along with the Technical Bid, failing which their Bids shall be summarily rejected.
    1. DD of tender form cost Rs. 1000/- (Rupees One thousand only) with the tender form.
    2. FDR/ DD of Earnest Money of Rs. 15000/- (Rs. Fifteen thousand only) with the tender Documents.
    3. Scanned copy of PAN Card in the name of firm/proprietor
    4. Scanned Copy of GST No. of the firm/proprietor
    5. Work experience of similar work provided to PSUs/Banks/Govt. Depts. etc.
    6. Proof of 25 rooms capacity in hotel premises
    7. Banquet Hall/Space to accommodate minimum 50 persons for dining.
    8. Ample parking space for 20 vehicles (cars/ buses).
2. All terms & conditions stipulated in the tender document shall be considered for selection of firm(s). However, L-1 firm will be decided on the least cost method for the booking of 25 bedrooms for accommodation of Vice Chancellors of Agricultural Universities in connection with 46<sup>th</sup> Annual Convention of Vice Chancellors of Agricultural Universities, Indian Agricultural Universities Association due to be held from 26.12.2022 to 27.12.2022. The taxes shall be included as admissible

### B. TERMS AND CONDITIONS

#### 1. General

- i) Adequate space is to be arranged for serving meals.
- ii) The University reserves the right to visit the hotel and check for the claims of the bidders regarding facilities.
- iii) The hotel should also intimate the name of official along with his mobile number, who will be the nodal officer for interaction with the officials of University.
- iv) The hotel should provide at least the following items:  
Breakfast Menu (Complementary)  
Assortment of Juices, A assortment of Cereals (With Hot & Cold Milk), Egg Preparation, One Veg Preparation (Chole Bhature/Poori Bhaji etc), One South Indian Veg Preparation (Wada/Idly/, Dosa) Sambar (Coconut Chutney/ Tomato Chutney/ Green Chutney), Bread Basket (Breads – White, Multigrain, Brown), Croissants, Muffins, Rolls, Jam/Preserves/Honey/Butter etc. Fresh Fruit Salad, Tea/Coffee and seasonal fruits.
- v) The University reserves the right to impose penalty of up to 10% of total bills if the services are not satisfactory.
- vi) The payment will be on the basis of actual rooms occupied which can increase or decrease depending upon the arrival or departure of Vice Chancellors.

**Store Purchase Officer**  
**DUVASU**

## **BID EVALUATION CRITERIA**

1. All the participating firms should quote their rates (inclusive of all taxes) for making arrangement for accommodation for Vice Chancellors.  
All terms & conditions stipulated in the tender document shall be considered for selection of firm(s). However, L-1 firm will be decided on the *least cost method* for the booking of 25 rooms for accommodation of Vice Chancellors from 25.12.2022 (A/N) to 28.12.2022 (FN) in connection with 46<sup>th</sup> Annual Convention of Vice Chancellors of Agricultural Universities, Indian Agricultural Universities Association due to be held from 26.12.2022 to 27.12.2022. The rates quoted shall be inclusive of all applicable taxes.
2. Hotel should be located in Mathura-Vrindavan area.
3. The tender will be decided purely on *least cost method*. There will be no weightage given to Technical bid and it is purely qualifying in nature.

**Store Purchase Officer  
DUVASU**

Place: Mathura

Date:

**LETTER OF BID SUBMISSION**

Dated:

To  
Store Purchase Officer  
DUVASU

Dear Sirs,

We, the undersigned, offer to provide the services of 25 rooms for accommodation of Vice Chancellors from 25.12.2022 (AN) to 28.12.2022 (FN) in connection with 46<sup>th</sup> Annual Convention of Vice Chancellors of Agricultural Universities, Indian Agricultural Universities Association due to be held from 26.12.2022 to 27.12.2022 in response to your Tender Notice No.....dated..... We are hereby submitting our proposal which includes Technical Bid, Financial Bid and requisite EMDs.

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents including all documents like annexure(s), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained thereon.
3. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
4. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.
5. We understand that the payment will be on the basis of actual rooms occupied which can increase or decrease depending upon the arrival or departure of Vice Chancellors.
6. We hereby declare that all the information and statements made in this Proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

Yours sincerely,

Signature  
Name (In full)  
Authorized title of Signatory  
Name of Firm  
Address

**BIDDER'S ORGANIZATION**

- A: Bidder's Organization:  
Name of Agency/Organization
1. Name of Director of Company/  
Active Partner of Firm/Authorized Agent/Proprietor
  2. Full Address with Telephone, Fax & E-mail etc.
    - (a) Registered Office
  
    - (b) Head Office
  3. We submit following documents along with Technical Bid :-
    - i) DD of tender form cost Rs. 1000/- (Rupees One thousand only) with the tender form.
    - ii) FDR/ DD of Earnest Money of Rs. 15000/- (Rs. Fifteen thousand only) with the tender Documents.
    - iii) Scanned copy of PAN Card in the name of firm/proprietor
    - iv) Scanned Copy of GST No. of the firm/proprietor.
    - v) Work experience of similar work provided to PSUs/Banks/Govt. Depts etc
    - vi) Proof of 25 rooms capacity in hotel premises
    - vii) Proof of Banquet Hall/Space to accommodate minimum 50 persons for dining.
    - viii) Proof of ample parking space for 20 vehicles (cars/ buses).
    - ix) Additional Information, if any (Attach separate sheet, if required).
  4. Rates quoted shall be inclusive of all taxes for booking of 25 rooms for accommodation of Vice Chancellors in connection with 46<sup>th</sup> Annual Convention of Vice Chancellors of Agricultural Universities, Indian Agricultural Universities Association due to be held from 26.12.2022 to 27.12.2022. The bidders are required to offer the rates for each room inclusive of the given menu for breakfast before posting the bid.

Signature of authorized  
person Full Name &  
Designation.:  
Seal:

Date:  
Place :

<b>Bidder Name:</b>			
<b>SUMMARY OF TECHNICAL PROPOSAL</b>			
S. No.	Document Required	Reference in the technical bid (Page No.)	Yes/No
1	DD of tender form cost Rs. 1000/- (Rupees One thousand only) with the tender form.		
2	FDR of Earnest Money of Rs. 15000/- (Rs. Fifteen thousand only) with the tender Documents.		
3	Scanned copy of PAN Card in the name of firm/proprietor		
4	Scanned Copy of GST No. of the firm/proprietor		
5	Work experience of similar work provided to PSUs/ Banks/ Govt. Depts etc.		
6	Proof of 25 rooms capacity in hotel premises		
7	Proof of Banquet Hall/Space to accommodate minimum 50 persons for dining.		
8	Proof of ample parking space for 20 vehicles (cars/ buses).		

\*All parameters of the technical bid are required to be fulfilled

Signature of authorized  
person Full Name &  
Designation.:  
Seal:

Date:  
Place:

## FINANCIAL BID SUBMISSION FORM

Dated: 2022

To

Store Purchase Officer  
DUVASU

Dear Sir,

We, the undersigned, offer to provide the services of 25 rooms for accommodation of Vice Chancellors from 25.12.2022(A/N) to 28.12.2022 (FN) in connection with 46<sup>th</sup> Annual Convention of Vice Chancellors of Agricultural Universities, Indian Agricultural Universities Association due to be held from 26.12.2022 to 27.12.2022. Our financial bid, as per terms of reference is as below:-

S. No.	Particulars/ Items	Rate inclusive of breakfast and all applicable taxes per day per Room (in Rs.)
1.	Bed room (Double bed, AC with temperature control, attached washroom, bathing accessories, TV etc.)	

1. Approx. 25 Rooms will be provided from 25.12.2022 (A/N) to 28.12.2022 (F/N). We hereby confirm the financial bid.
2. We understand that payment will be on the basis of actual rooms occupied which can increase or decrease depending upon the arrival or departure of Vice Chancellors.
3. We understand you are not bound to accept any bid you receive.

We remain,

Yours

sincerely, Signature  
Name (In full)  
Authorized title of Signatory  
Name of Firm  
Address