



**Directorate of Municipal Administration  
Urban Development and Housing Department**  
1<sup>st</sup> Floor, JUPMI Building, Dhurwa, Ranchi – 834004  
E-mail ID :[director.ma.goj@gmail.com](mailto:director.ma.goj@gmail.com)

Tender Notice No. ....1869....

Date: 29/07/2021

### **Very Short Notice Inviting Tender**

Directorate of Municipal Administration invites sealed tender from different Hotels of Ranchi District, Situated in Urban area for providing training venue at Ranchi for Capacity Building Training, Meeting and workshop under DAY-NULM Scheme. The detailed term and conditions in respect of Training Venue are available in the website of [www.udhd.jharkhand.gov.in](http://www.udhd.jharkhand.gov.in), which can be downloaded for use. Interested parties may submit their tender super-scribing as “**Tender for Training Venue at State Level**” to the undersigned on or before’ 02<sup>th</sup> August 2021 at 01.00 P.M. The undersigned shall have the right of rejecting all or any of the tenders without assigning any reasons thereof.

  
Assistant Director  
Directorate of Municipal Administration

**Copy to the Notice Board/website of DMA for display**



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Scope of the work: Directorate of Municipal Administration, Urban Development and Housing Department, Govt. of Jharkhand. The Directorate is implementing National Urban Livelihood Mission (DAY-NULM) as well as other program of UDHD,GoJ, with the objective of Poverty eradication, Spreading Livelihood to Unreachable Class. **DMA has role to impart different residential, Non-residential training & seminars for various type of Staff/ Community Cadres to enhance their capacity Building so that they could be useful For Staff/community to met the objectives of DAY-NULM & other schemes.**

**Key requirement for the Bidder:**

1. The Training Venue having minimum one big Hall (approx 40-50 participant seating) along with Audio Video Visual System having capacity to accommodate 30-60 Participants and Double Bed Rooms having separate toilets for Ladies and Gents.
2. The Training Venue should be located in well hygienic area having sufficient light and water facility and adequate electrical fixtures such as switches, Power Point, Fans & proper connectivity and maintain Environmental Rules.
3. The Training Venue should have their own Mess facility for the Participants and ensuring the Foods are hygienic and providing Vegetarian and Non- Vegetarian food.
4. The training Venue should have adequate parking space.

5. For Seminar purpose a bidder can bid their rates separately (Detail Refer Annexure-II )

**TERMS AND CONDITIONS**

1. The Tender shall be required for the Training Venue of State Level Training, Meeting and Workshop. The format of price bid is specified in Annexure –II, which should be used at the time of submission of tender.
2. In Residential Training Three times meal and two times Tea & Snacks would be provided by the Bidder.
3. The agreement shall be made for 01 (one) Year with responsive lowest bidder.
4. The proposal should be submitted in package wise two parts and each part will be put in separate sealed envelope, The First Part would be the “Technical Bid” as Per **Annexure-I** and Second Part would be the “Financial Bid” as per **Annexure -II**. Both the Bids should be kept in separate sealed envelope and in the top of the envelope should clearly indicate “Technical Bid” and “Financial Bid” and both the envelopes should be kept in sealed cover Super-scribing as “ **Tender for Training Venue at State Level**”
5. The Training Venue is free from any litigation or liability with Govt. authority (The Self declaration must be provided)



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6. The quoted rates shall include GST.
7. GST should be clearly mentioned separately in terms of percentage in the commercial Bid.
8. Each bidder shall submit only one bid and Conditional offer shall not be accepted.
9. The Prices shall be quoted in Indian Rupees only.
10. The bid will liable to be rejected if any of the above conditions is not complied with.

**11. Eligibility Criteria**

- a) Xerox Copy of GST Registration Certificate.
- b) The Hotels must have Locate in Ranchi (in Urban Area)
- c) Rate should be quoted as per the form.
- d) Tender should be properly signed and stamped.
- e) Alternative offer shall not be accepted.
- f) Hotels must have 25 (Twenty five) Lakh Annual Turnover In Last three Financial Year(ie.FY-2018-19,2019-20.2020-21)
- g) Hotels having experience of conducting at least one residential training Program under Government of Jharkhand.
- h) Tender Fee of Rs.5000/- (Five Thousands only) should be deposited by way of account payee bank draft in favor of **Director, Directorate of Municipal Administration, Urban Development & Housing Department, Ranchi** on any Bank payable at Ranchi

**Issue of Purchase Order**

The purchase order will be placed to the selected bidder whose bids will be determined to be substantially responsive and who has offered the lowest evaluated package price. Or one or more party will be impaneled for giving services. The terms of the accepted offer shall be incorporated in the Purchase Order. Order will be placed on training wise requirement basis for a period of one year from the date of Agreement made between selected bidder and DMA. The price will be remaining unchanged during the Contract period.

12. Payment shall be made on production of bills training/Meeting wise with supporting attendance
13. Any effort by bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
14. The tender will be opened in the office of Director, Directorate of Municipal Administration, and GOJ at 3.00 PM on the last date specified for submission of tender in presence of the bidders or their representatives.
15. Notwithstanding the above, the purchaser reserves the right to accept or reject any bid(s) and to cancel the bidding process at any time prior to the issue of Purchase Order.
16. Tender shall remain valid for period not less than **45 days** from the date of opening of the bid or from the last date specified in the tender.
17. Any legal dispute arising out of this is subject to Ranchi jurisdiction only.



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**Menu for Meal to be provided by bidder during training:**

S.No.	Particulars	Veg.	Non -Veg.
1	Breakfast	1. Puri-Sabji/Upma/Idli/Aaloo Partha 2. Jalebi 3. Banana	1.Puri-Sabji/Upma/Idli/Aaloo Partha/Boiled egg/omlet 2.Jalebi 3.Banana
2	Lunch	1. Green Vegetables 2. Butter Paneer Masala or Equivalentdish 3. Roti & Plain Rice 4. Dal Fry 5. Papad 6. Salad 7. Sweet/Ice Cream	1.Chicken/Fish 2.Bhujiya 3.Roti & Plain Rice 4.Dal Fry 5.Papad 6.Salad 7.Sweet/Ice Cream
3	Dinner	1. Green Vegetables 2. Plain Rice & Roti 3. Plain Dal	1. Chicken/Fish 2.Plain Rice & Roti 3.Plain Dal
4	Snacks & Teas	02 times as Tea & Biscuits	02 times as Tea & Biscuits

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(on the letter head of Agency)

**Draft letter for submission of tender**

Ref No. ....

Dated :.....

To

The Director,  
Directorate of Municipal Administration  
Urban Development and Housing Department  
Government of Jharkhand

**Sub: - Submission of Tender for Training Venue at State Level.**

Ref: Your tender No..... Dated .....

Dear Sir/Madam,

With reference to the subject cited above, I am to submit herewith the most competitive tender for providing Training venue on requirement basis of Residential Training and Non-Residential purpose, as per the terms and conditions mentioned in the tender documents.

The documents enclosed are;

- A. Technical Bid as per the prescribed format in Annexure-I.
- B. Financial Bid as per the prescribed format in Annexure-II

Date:

Signature of the Bidder

Place:

Name & Business Address:  
(Seal of the firm)



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(On the letter head of the firm)

**Annexure-I**

**Format for Technical Bid**

<b>Sl. No.</b>	<b>Particular</b>	<b>To be filled by Bidder</b>
1	<p>Full detail of the Legal Owner (s) of the offered Training Venue</p> <p>1. Name :</p> <p>2. Address:</p> <p>3. Telephone Number:</p> <p>4. Tele-fax:</p> <p>5. E-mail ID: Attach copy of ownership documents/ Approvals/ Clearance</p>	
2	Location and Address of the Training Venue (Photograph of Training Venue i.e. Hall ,Double Rooms	
3	Exact Area of Hall and Rooms ( Sq ft) and number of Rooms	
4	Availability of Free Parking Spaces	
5	Audio Video Sound System Provided	
6	State clearly whether accommodation offered on training venue is free from litigation including disputes in regard to ownership, Pending taxes/dues etc.	
7	Mess Facility Provided	
8	Annual Turn Over( FY-2018-19,2019-20,2020-21) (Please attach one page of CA Verified letter )	
9	Experience (Please Document attach)	

**Declaration:**

1. I/We have read and understood the detailed terms and conditions applicable to the subject offer as supplied with bid documents and agreed to abide by the same in totality.
2. It is hereby declared that the particulars of the offered accommodation is/are true and correct as per my knowledge and belief and in the event of any of the same being found to be not true, I/We shall be liable to such consequences/lawful action as the DMA may wish to take.

Date:

Signature of the Bidder

Place:

Name & Business Address:  
(Seal of the hotel)

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**Annexure-II**

**Format for Price Bid**

**Table -A**

S.N	Particular	Residential Training		Total
		Rate	GST	
A	B	C	D	E
01	Total Rate per Participant with <b>Veg meal, Accommodation, Hall Charges &amp; other facilities.</b>	In Figures-  In Words-	In Figures-  In Words-	In Figures-  In Words-
02	Total Rate per Participant with <b>Non- Veg meal ,Accommodation, Hall Charges &amp; other facilities</b>	In Figures-  In Words-	In Figures-  In Words-	In Figures-  In Words-
03	<b>Total Average rate per Participant with Veg meal and Non veg meal with accommodation ,hall charges and other facilities</b>	In Figures-  In Words-	<b>Average = (E01+E02)/2</b>	

**Table -B**

S.N	Particular	Non- Residential Training		Total
		Rate	GST	
A	B	C	D	E
01	Total Rate per Participant with <b>Veg meal, Hall Charges &amp;other facilities.</b>	In Figures-  In Words-	In Figures-  In Words-	In Figures-  In Words-
02	Total Rate per Participant with <b>Non- Veg meal Hall Charges &amp; other facilities</b>	In Figures-  In Words-	In Figures-  In Words-	In Figures-  In Words-
03	<b>Total Average rate per Participant with Veg meal and Non Veg meal, Hall Charges &amp; other facilities</b>	<b>Average = (E01 + E02)/2</b>		

**Terms & conditions :-**

1. All rates are quoted in INR.
2. 1<sup>st</sup> bidder shall be decided on the basis of average rate quoted by the bidder. Further negotiation shall be made on the basis of lowest quoted rate received from other bidders for Veg and Non Veg meals.
3. Quoted Rate should be written in Figures & words.
4. In case of discrepancy between Unit Price & Total Price, Unit Price shall prevail.
5. We agree to supply the above services in accordance with the technical specifications within the period specified in the work order and the price will be remaining unchanged during the contract period.
6. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Date:

Signature of the Bidder

Place:

Name & Business Address:  
(Seal of the hotel)