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Tender Details

Date : 30-Aug-2025 11:15 AM

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Basic Details

Organisation Chain	Council of Scientific and Industrial Research CSIO Chandigarh Admin -CSIO-CSIR		
Tender Reference Number	CSIR-CSIO/HotelEmp./2025/Gen		
Tender ID	2025_CSIR_810684_1		
Tender Type	Open Tender	Form of contract	Empanelment
Tender Category	Services	No. of Covers	2
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Technical Bid for Empanelment of Hotels for Providing Hospitality Services
2	Finance	.pdf	Financial Bid for Empanelment of Hotels for Providing Hospitality Services

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	NA	Fee Payable At	NA
Tender Fee Exemption Allowed	NA		

EMD Fee Details

EMD Amount in ₹	0.00	EMD Exemption Allowed	NA
EMD Fee Type	NA	EMD Percentage	NA
EMD Payable To	NA	EMD Payable At	NA

Work /Item(s)

Title	CSIR-CSIO/Hotel.Emp./2025/Gen				
Work Description	Empanelment of Hotels for Providing Hospitality Services				
Pre Qualification Details	Please refer Tender documents.				
Tender Value in ₹		Product Category	Hotel/ Catering	Sub category	NA
Contract Type	Empanelment	Bid Validity(Days)	120	Period Of Work(Days)	365
Location	Chandigarh	Pincode	160030	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	Administration Block

Critical Dates

Publish Date	29-Aug-2025 04:30 PM	Bid Opening Date	24-Sep-2025 03:30 PM
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Document Download / Sale Start Date	29-Aug-2025 04:30 PM	Document Download / Sale End Date	22-Sep-2025 03:00 PM
Clarification Start Date	29-Aug-2025 04:30 PM	Clarification End Date	15-Sep-2025 05:00 PM
Bid Submission Start Date	29-Aug-2025 04:30 PM	Bid Submission End Date	22-Sep-2025 03:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	Empanelment of Hotels for Providing Hospitality Services	1142.7	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	Tender Document for Hotel Empanelment.pdf	Empanelment of Hotels for Providing Hospitality Services	1142.7

Tender Inviting Authority

Name	Director
Address	CSIR-CSIO, Sector-30, Chandigarh

Tender Creator Details

Created By	Vinod Kumar
Designation	ASO
Created Date	29-Aug-2025 04:05 PM



CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION
(Council of Scientific & Industrial Research)
Sector-30 C, Chandigarh- 160030

Tender

for

“Empanelment of Hotels for Providing Hospitality Services”

Important Dates

E-Publishing Date of Tender	29.08.2025 at 02.00 PM
Closing Date of Tender	22.09.2025 at 03.00 PM
Technical Bid Opening Date	24.09.2025 at 03.30 PM
Bid Offer Validity after D.o.O	90 Days

CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION
(Council of Scientific and Industrial Research)
Sector 30, Chandigarh-160030

Ref No.CSIR-CSIO/HotelEmp./2025/Gen
Dated:28/08/2025

Sealed tenders are invited by CSIR-Central Scientific Instruments Organisation from Hotels three star and above HRACC rating located at Chandigarh area or around 10 kms of CSIO, Sector-30-C, Chandigarh 160030, for “Empanelment of Hotels for Providing Hospitality Services” for ITEC trainees during their duration of stay in Chandigarh/India for ITEC trainings etc., under two Bid system i.e. (i) Technical Bid, and (ii) Price Bid.

- 1) Tender documents and details of terms & conditions for tenderer may be downloaded from CSIR-CSIO website www.csio.res.in or CPP Portal www.eprocure.gov.in/epublish/app.
- 2) The sealed tender super-scribed at the top of envelope as “Tender for Empanelment of Hotels for Providing Hospitality Services”, containing Technical Bid & Price Bid in separate envelopes, duly signed & stamped the tender document & its enclosures should be submitted/should reach at the address given below on or before 22/09/2025 at 3:00 pm to The Director, CSIR-CSIO, Sector-30-C, Chandigarh 160030.
- 3) Tenders received after the due date and time shall not be accepted.
- 4) Price Bid shall be opened for those tenderers only who technically qualify. The Date and time for opening the Price Bid will be communicated to the technically qualified tenderers.
- 5) The Director, CSIR-CSIO reserves the right to accept or reject any or all the tenders received wholly or partially without assigning any reason thereof. In case of holiday on any particular day, the said action date will be the next working day at same time.

Sr. Controller of Administration/Administrative Officer

Scope of Work

CSIR-CSIO is conducting Management Development Programs for the foreigners under Indian Technical and Economic Cooperation (ITEC) sponsored by Ministry of External Affairs, Govt. of India. The participants are Technical officers/Engineers/Executives/Medical officers from various countries. So, the quotation for the rooms at the hotels at Chandigarh are invited for accommodating the participants. The details are mentioned below:

1. Hotel should be 3 star and above HRACC rating and should be located at Chandigarh area or around 10 kms of CSIO, Sector-30-C, Chandigarh 160 030.
 2. Hotel must have fire safety and tax registration etc.
 3. Generally, there are about 15-25 participants in each program for typical duration of 1-2 weeks. Exact dates and the no. of participants vary as per the approval by MEA for a particular financial year.
 4. There is requirement of accommodation on single/double occupancy basis only.
 5. Accommodation: Single/double Occupancy, minimum room size of 144 sq. ft. excluding the bathroom area with air conditioning/heating facility. Every room should be well furnished with proper storage facility and equipped with proper furniture for reading/writing & relaxation of a participant. Hotel should have a spacious lobby, elevator with 24 hrs generator backup system. All rooms should be airy with proper ventilation. Hotel should have facility of safe deposit, cloak room and dining hall.
 6. Food: Hotel should have its own kitchen with multi-cuisine facility (Indian & International). The hotel should provide mineral water to the participants or should have RO drinking water system. Complimentary breakfast is to be provided.
 7. Other required facilities:
 - Attached bath-room with hot & cold water, shower facility & WC toilet
 - Individual refrigerator
 - PABX/ Direct telephone facility from room
 - Internet (Wi-fi) facilities free of cost in every room
 - Electronic Safe in each room
 - Hot & Cold drinking water
 - Tea/Coffee Maker in every room (with refilling facility)
 - Restaurant facility
 - Room Service
 - LCD TV with dish connection in each room, Common hall with indoor games facility
 8. Conference hall, lunch/dinner etc. may be asked with the best discounted rates as applicable
 9. Pick-up and drop of the trainees/guest from Chandigarh Airport to the hotel.
 10. Please also mention any additional services provided by the hotel, apart from complying to above mentioned T&Cs.
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Terms and conditions for the Contract

INSTRUCTIONS FOR BIDDERS:-

The hotels located at Chandigarh area or around 10 kms of CSIO, Sector-30-C, Chandigarh 160030 only shall be eligible for submission of tender. All prospective tenderers shall submit their Bid in two envelopes super-scribed as Envelope "A" & Envelope "B" which will be contained inside one big main envelope addressed to Director, CSIR-Central Scientific Instruments Organization, Sector-30, Chandigarh 160030, with kind attention Administrative Officer. The sealed envelope must be submitted/reach on or before 22/09/2025 at 3:00 pm. **Each envelope shall be super-scribed as detailed below:**

Main Envelope	Sub-Envelopes inside main envelope	Contents inside sub-envelopes
Empanelment of Hotels for Providing Hospitality Services	Envelope "A"	Technical Bid, BSD and supporting documents for eligibility/qualifying criteria
	Envelope "B"	Financial Bid in prescribed format

The organisation shall empanel the hotels located at Chandigarh area or around 10 kms of CSIO, Sector-30-C, Chandigarh 160030, under the category of 3 Star and above subject to the acceptance by shortlisted Bidders to the prices offered by L-1 in each category for providing **"Hospitality Services"**.

The Hotel should have proper in-house arrangements to provide meals (Vegetarian & non-vegetarian) to the guests.

Tenders received without relevant documents for meeting eligibility requirements shall not be considered for opening of Price Bid.

Terms and Conditions:

- The tenders shall remain valid for a period of 90 days from the date of opening the Technical Bid.
 - Interested tenderers are requested to quote their **most competitive rates** (as per the format specified in **Schedule 'B'**). The Rates should be quoted for Single & Double sharing basis including breakfast.
 - Technical & Price Bids shall have to be submitted in the Form as per **Schedule 'A'** and **Schedule 'B'** respectively.
 - Conditional Bids or the Bids not accepting the terms and conditions will be rejected.
 - The selected Bidders shall not assign or sublet this contract or any part of it to any other agency in any form. In the event of doing so, it shall result in termination of empanelment.
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- f. Either party shall be entitled to terminate the contract by giving 30 days notice in writing to the other party without prejudice to other rights and remedies available to it.
- g. The CSIO reserves the right to modify and/or amend any of the above stipulated conditions/criteria depending upon its requirement. The CSIO also reserves the right to cancel the tender without assigning any reason thereof.
- h. The empaneled hotel shall be responsible to make hotel booking for the officers of the CSIO on the request of the authorized officer of the CSIO.
- i. The prospective tenderers should have the compliance of all the relevant Laws, Acts and regulations as applicable from time to time.
- j. After opening the technical Bid, a committee of officers of CSIR-CSIO may visit the hotels, to check the facilities. Only shortlisted Bidders shall be opened to identify the lowest rates offered. All the shortlisted Bidders who agree to provide services at the lowest quoted rates (L-1, separately for both categories i.e. single and double occupancy) with terms and conditions of the tender, may be empaneled with CSIR-CSIO. Charges for pickup and drop from Chandigarh Airport will not be considered for deciding L-1. The successful Bidders shall enter into an agreement on non-judicial stamp paper as per format attached herewith.
- k. The CSIR-CSIO may terminate the contract by giving a notice of 30 days in case of breach of any of the terms in the contract or any one or more clauses or if the proprietor of the hotel becomes insolvent or fails / neglects to carry out instructions of the CSIR-CSIO.
- l. In case, if, it is noticed and found at any stage that a complaint has been raised by the guest(s) the quantum of penalty which will be imposed is as under:
 - On receiving complaint for 1st time – 10% of the bill amount.
 - On receiving complaint for 2nd time – 20% of the bill amount
 - On receiving complaint for 3rd time – 30% of bill amount and blacklisting of the Hotel.

DURATION OF CONTRACT:-

The duration of this empanelment shall be for 24 (twenty-four) months from the date of empanelment start date as is to be mentioned in the Agreement to be signed by successful tenderer(s). However, the duration can be extended further for a period of upto 12 (Twelve) months based upon satisfactory performance on the same terms and conditions as defined in this Tender/Empanelment/Agreement.

TERMS OF PAYMENT:-

- The bills to be raised by the Hotel shall clearly mention the billing components (basic tariff, taxes etc.)
 - The bill should be accompanied with Check in & check-out slips duly signed by the guests.
 - The bills of the hotel shall be accompanied with a copy of the booking order duly issued by authorized signatory of CSIR-CSIO.
 - There shall not be any advance payment towards booking of rooms. All payments will be processed after submission of bills.
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ELIGIBILITY CRITERIA FOR BIDDERS:

In order to become eligible, the Hotels should have the following documents:-

- 3 star and above rating by HRACC (Hotel & Restaurant Approval & Classification Committee)
- The hotels should be located at Chandigarh area or around 10 kms of CSIO, Sector-30-C, Chandigarh 160 030
- GST Registration Certificate in the name of the registered firm/owner
- PAN in the name of the registered firm/owner.
- Fire Safety License issued by the concerned authority.
- License obtained from FSSAI.
- Building Permit/Location and Property Registration issued by UT/Chandigarh Authority.

DOCUMENTS TO BE ACCOMPANIED (IN THE TECHNICAL BID):

The Technical Bid shall comprise of the following documents duly signed and stamped:-

- Bid Security Declaration annexure.
- Certification from HRACC (Hotel & Restaurant Approval & Classification Committee), Ministry of Tourism, Govt. of India regarding star rating.
- Document showing distance of hotel from CSIR-CSIO.
- Authorization Letter to sign this Tender/Contract/Agreement.
- Photo Copy of the ownership certificate.
- Photo Copy of GST Registration certificate in the name of registered owner.
- Photo Copy of PAN in the name of registered owner.
- Photocopy of Fire safety License.
- Photocopy of the license obtained from FSSAI
- All pages of tender document signed and stamped by the Authorized signatory.

CODE OF ETHICS:

The purchaser as well as the Bidder shall observe the highest standard of ethics including laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988", during the procurement or execution of such contracts. If the Bidders are found in Bid pooling, cartelization or against law on fraud and corruption then their firms may be debarred from participation in all CSIR tenders for three years.

DISPUTE RESOLUTION BETWEEN CSIR-CSIO AND TENDERER

1. AMICABLE SETTLEMENT

- I. The parties (i.e. CSIR-CSIO and Tenderer) undertake that any conflict or dispute that may arise between them shall first be dealt with in the manner stated below, irrespective of any other recourse, which any party may have in law or in equity.
 - II. In the event of any conflict or dispute arising out of or in connection with the tender, the parties shall endeavor to settle such disputes amicably. If a dispute is not resolved within 30 (thirty) days after a written notice of any dispute by one party to the other, the same shall then be resolved through the mechanism of a Dispute Resolution Committee. This Dispute Resolution
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Committee shall comprise of representatives of both the CSIR-CSIO and tenderer and shall be chaired by the authorized representatives of CSIR-CSIO. If the Dispute Resolution Committee is not able to resolve the matter within 30 (thirty) days of its formation, the dispute shall then be referred to Arbitration.

2. ARBITRATION

- I. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to **India International Arbitration Centre (IIAC), at Plot No 6, Vasant Kunj, Institutional Area, New Delhi** for appointment of Arbitrator to adjudicate the dispute.
- II. The award of the arbitrator shall be final and binding on the parties. The Arbitrator may give interim award(s) and/or directions, as may be required.
- III. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the Arbitration proceedings under this clause.

Sr. Controller of Administration/Administrative Officer

SCHEDULE-‘A’

TECHNICAL BID

1. The hotels should be located at Chandigarh area or around 10 kms of CSIO, Sector-30-C, Chandigarh 160 030
2. Certification from HRACC regarding star rating
3. Authorization Letter to sign this Tender/Contract/Agreement
4. Copy of the ownership certificate.
5. Copy of GST Registration certificate in the name of registered owner.
6. Copy of PAN in the name of registered owner.
7. Copy of Fire Safety License issued by concerned authority.
8. Copy of the License obtained from FSSAI
9. Signed & stamped tender document.
10. Bid validity 90 days from bid opening date
11. Any other additional service provided by the Hotel.

I have gone through T&C of NIT carefully and accept the same and provide all the information/documents as mentioned above. Copy of NIT duly signed and stamped at each page is enclosed.

Date:

Place:

Signature
Authorized Signatory of the Bidder
(With name and Stamp)

Name of Authorized Signatory

Name of Hotel:

Address:

Email ID:

Contact Phone Number:

PriceBid

<u>Particulars</u>	<u>Category of Star Rating by HRACC</u>	<u>Rates per day (for Single occupancy) (Rs.)</u>	<u>Rates per day (for Double occupancy) (Rs.)</u>
RoomTariff	<u>3 Star</u>		
	<u>4 Star</u>		
	<u>5 Star</u>		
Charges for Pick-up and drop from Chandigarh Airport			
GST Charges			

- The room tariff should include the Breakfast.
- The tariffs in the above table should be excluding of GST as applicable.
- GST as applicable shall be paid extra.
- No other charge will be payable.

Date:

Place:

Signature
Authorized Signatory of the Bidder
(With name and Stamp)

Bid-Securing Declaration Form

Date: _____

Bid No. _____

To
Director, CSIR-CSIO, Sector-30-C, Chandigarh.

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:

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/Stamp (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

Agreement for Hotel Empanelment

This agreement is executed on this day of _____

Between

The COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH, a Society registered under the Societies Registration Act, 1860 and having its office at " Anusandhan Bhawan", RafiMarg, New Delhi (hereinafter referred to as CSIR) which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns of the ONE PART.

AND

M/s....., a proprietorship/partnership/ Pvt. Ltd./ Ltd., having its registered office at, acting through Shri herein after referred to as the hotel, which expression shall include his successors, representatives and assignees, of the other part.

Whereas M/s. shall provide hospitality services to ITEC Trainees etc. of CSIR-CSIO on the advice of authorized officials of CSIR-CSIO on the agreed terms and conditions.

NOW IT IS agreed by and between the parties as under:-

1. The Agreement for providing Hospitality services to ITEC trainees etc of CSIR CSIO and shall be effective from to have come into force on
 2. The Agreement shall be valid from to
 3. The hotel shall allow the stay of CSIR-CSIO guests, on the basis of getting the booking order duly issued by authorized signatory.
 4. The hotel will provide and maintain the quality of stay (room should be neat & clean) and meal arrangements.
 5. Accommodation: Single Occupancy, minimum room size of 144 sq. ft. excluding the bathroom area with air conditioning/heating facility. Every room should be well furnished with proper storage facility and equipped with proper furniture for reading/writing & relaxation of a participant. Hotel should have a spacious lobby, elevator with 24 hrs generator backup system. All rooms should be airy with proper ventilation. Hotel should have facility of safe deposit, clock room and dining hall.
 6. Food: Hotel should have its own kitchen with multi-cuisine facility (Indian & International). The hotel should provide mineral water to the participants or should have RO drinking water system. Complimentary breakfast is to be provided.
 7. Other required facilities:
 - a. Attached bath-room with hot & cold water, shower facility & WC toilet
 - b. Individual refrigerator
 - c. PABX/ Direct telephone facility from room
-

- d. Internet (Wi-fi) facilities free of cost in every room
 - e. Electronic Safe in each room
 - f. Hot & Cold drinking water
 - g. Tea/Coffee Maker in every room (with refilling facility)
 - h. Restaurant facility
 - i. Room Service
 - j. LCD TV with dish connection in each room, Common hall with indoor games facility.
8. The Hotel should have proper in-house arrangements to provide meals to the guests.
 9. The hotel will provide the hospitality services till validity of empanelment/agreement as mentioned at serial no.1 above on the following rates:-
 - a. Single occupancy : Rs -----/-per day
 - b. Double occupancy : Rs ----- /-per day
 10. The above charges will include breakfast (Veg and Non-veg) and other facilities such as, in room tea maker, wi-fi, electronic safe, hot and cold water etc. There shall not be any advance payment towards booking of rooms. Taxes as admissible shall be extra.
 11. The Bills shall be submitted by the Hotel on monthly basis. The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes & levies) and shall be accompanied with a copy of the booking order duly issued by authorized signatory of CSIR-CSIO at time of payment. There shall not be any advance payment towards booking of rooms.
 12. The authorized signatory for placing the order will be Project Leader/Scientist In-charge of event/program as the case may be.
 13. No sub-contracting by the hotel shall be allowed for providing the Services vide this agreement. In the event of doing so it shall result in termination of empanelment.
 14. The Hotel shall comply with all Acts, bye laws and statutory regulations applicable from time to time in the Chandigarh with regard to performance of work and the CSIR-CSIO shall have no liability in this regard. During the period of the validity of the contract the hotel should have validity of the legal documents as mentioned in the tender document i.e.
 - a. Registration for Goods & Service Tax
 - b. Income Tax Registration i.e. PAN
 - c. Registration with concerned authority for Health Licence
 - d. Registration with Fire Department for Fire Licence.
 - e. FSSAI Licence from the concerned authorities.
 15. Either party to the agreement shall be entitled to terminate the agreement by giving 30 days' notice in writing to the other party without prejudice to other rights & remedies available to it or if the proprietor/Partner/Director of the hotel becomes insolvent or fails/ neglect to carry out the instructions of the CSIR-CSIO.
 16. The Hotel agrees to the deduction on account of statutory obligations as per Government notifications & rules. (TDS of Income Tax, TDS of GST etc.)
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17. In case, it is noticed and found at any stage that the statutory regulations as mentioned in the tender document are not being complied with, then CSIR-CSIO shall have the right to terminate the contract without giving any notice.

The parties hereto acknowledge that this agreement constitutes the entire agreement between and the tender document and its annexures are also part and parcel of this agreement.

18. In case, it is noticed and found at any stage that a complaint has been raised by the guest (s) the quantum of penalty which will be imposed is as under:

- (i) On receiving complaint for 1st time – 10% of the bill amount.
- (ii) On receiving complaint for 2nd time – 20% of the bill amount
- (iii) On receiving complaint for 3rd time – 30% of bill amount and blacklisting of the Hotel.

19. ARBITRATION

- i. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement the same shall be referred to **India International Arbitration Centre (IIAC), at Plot No 6, Vasant Kunj, Institutional Area, New Delhi** for appointment of Arbitrator to adjudicate the dispute.
- ii. The award of the arbitrator shall be final and binding on the parties. The Arbitrator may give interim award(s) and/or directions, as may be required.
- iii. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made here under and any modification thereof from time to time being in force shall be deemed to apply to the Arbitration proceedings under this clause.

IN WITNESS WHEREOF the parties hereto have signed these presents on the date, month and year first above written.

For and on behalf of the Hotel

For and on behalf of Council of Scientific &
Industrial Research, Anusandhan Bhavan,
Rafi Marg, New Delhi-110001

Witness

Witness

1.....

1.....

2.....

2.....

COUNTERSIGNED
