

India Trade Promotion Organisation
(A Govt. of India Enterprise)
Gate No. 3, Pragati Bhawan, Pragati Maidan
New Delhi - 110001

No. ITPO/TIRP/Tex-Styles 02-2017

Dated:11/02/2017

Inviting spot quotations by courier/speed post/e-mail for Buyers hospitality during Tex-Styles, Delhi 2017 to be organised by India Trade Promotion Organisation in 3/4 Star hotels in Delhi

India Trade Promotion Organisation (ITPO), a premier trade promotion enterprise of the Government of India under Department of Commerce is organising Tex-Styles exhibition in Delhi, as per details given below:

18th edition of Tex Styles India during Feb. 21- 24, 2017 in Hall No. 11, Pragati Maidan, New Delhi-110 001

As part of Buyers mobilization, ITPO shall be providing the hospitality to select buyers from all over the world which would, inter-alia, include two days' hotel stay with breakfast facility in 3/4 star hotels in Delhi during the currency of the events in close vicinity of Pragati Maidan i.e. a distance of maximum 10 kms from Pragati Maidan with the facility of airport pick-up and drop and ferrying the buyers between hotel and fair venue during exhibition days.

In order to empanel 3/4 star hotels for the purpose, ITPO invites spot quotations in a two bid system i.e. (i) Technical Bid and (ii) Financial Bid from **4 star hotels having experience of at least 5 years in the hotel/hospitality sector** for the purpose as mentioned above. The details of buyers to be accorded hospitality will be provided to the selected/empanelled hotels by ITPO.

INDICATIVE CRITICAL DATE SHEET

Publication Date	13/02/2017
Bid Submission Start Date	13/02/2017
Bid Submission End Date	15/02/2017 at 3.00 p.m.
Bid Opening Date	16/02/2017 at 11.00 a.m.

1. Eligibility Criteria:

- I. Hotels having at least 5 years' experience in the hotel/hospitality sector;

- II. Situated within a radial periphery of 10 kms from Pragati Maidan;
- III. Duly registered with appropriate public authorities;
- IV. Having necessary tax registrations with the concerned authorities

2. Scope of Work

- I. Single Rooms with breakfast and also including pick-up from airport, drop and pick-up to and from Pragati Maidan during any 2 exhibition days and finally drop at airport
- II. ITPO shall make payment only for the above services
- III. Payment for any additional services asked for by the guest(s) and provided by the hotel, shall be taken by the hotel directly from the guest(s)

Terms & Conditions

- a) Bids of only those hotels which are found technical eligible as per the eligibility criteria at 1. above, shall be entertained for selection/empanelment
- b) No advance payment shall be released to the selected hotels by ITPO
- c) Payment for the hospitality to the guests shall be released by ITPO after the conclusion of the Fair and upon submission of bill against the hospitality
- d) Bids shall be submitted in person or by courier/speed post/e-mail before the bid end date/time.
- e) Not more than bid can be submitted by one hotel.

Submission of Spot Quotation (SQ)

The SQ shall be submitted online in Two parts", viz., Technical bid and Financial bid.

All the pages of bid being submitted must be sequentially numbered by the bidder irrespective of nature of content of the documents before uploading, as PDF files or submission in hard copy. **The offers may be submitted by email** with the subject as : Short Name of Hotel- Spot Quotation_Hotels_Buyers_Tex-Styles 02-2017 to bkgarg.itpo@gmail.com with copy to jd@itpo.gov.in and ps@itpo.gov.in

Technical Bid:

The following documents are to be furnished by the interested hotels along with **Technical Bid** form:

- i) Scanned copy of Registration of the hotel with concerned authority(s)
- ii) Scanned copies of PAN No, Service Tax number, Entertainment Tax No. etc.
- iii) Bidder should provide documentary proof of having at least 5 years experience in hotel/hospitality sector

Please note that:

- i. Financial Bids of only those bidders who are found technically qualified by ITPO, will be opened.
- ii. No advance amount will be paid to the Hotels.
- iii. ITPO will only pay for Room Tariff and the services mentioned at Sl. No. 2 (II) above as also in the Financial Bid Form.
- iv. Any additional services/facilities extended to the guests will be charged by the hotel directly from the guests.
- v. This bid document, accepted by the bidder without any rider clause, shall form an integral part of the agreement/contract with the successful bidder(s).
- vi. ITPO reserves the right to reject any or all quotations without assigning any reasons thereto.

Arbitration

In case of any dispute, both the parties (i.e. ITPO and the Hotel) shall make all efforts to resolve by way of conciliation process. In the event of any doubt, dispute or difference arising under the contract (except as to matters, the decision to which is specifically provided under this arrangement) remains unresolved, the same shall be referred to CMD, ITPO for appointment of Sole Arbitrator. The provisions of Indian Arbitration & Conciliation Act, 1996 (as amended from time to time) shall apply on both the parties.

It is also a term of the agreement that fees payable to the Arbitrator, shall be paid equally by both the parties.

The venue of the arbitration proceedings shall be the Office of ITPO, i.e. Pragati Bhavan, Pragati Maidan, New Delhi.

Jurisdiction

All matters of dispute arising out of this arrangement shall be subject to the jurisdiction of Court at Delhi/New Delhi.

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Technical Bid Form

Name of the Hotel	_____
Address	_____ _____ _____
Contact Executive	_____
Telephone No(s)	_____
E-mail	_____
Fax No.	_____
Rating of the Hotel	3 star _____ 4 star _____
Number of Years of Existence	_____
Number of Rooms Available	_____
Other Facilities in Hotel	_____ _____
Distance from Pragati Maidan	(in KMs) _____

(A small brief on hotel or its brochure may be annexed to the Technical Bid Form)

Authorised Signature _____

Hotel's Seal

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Financial Bid Form

Name of the Hotel	_____
Address	_____ _____ _____
Contact Executive	_____
Telephone No(s)	_____
E-mail	_____

Items of Hospitality	Quoted Price in Rupees
Per Day Single Room Tariff with Breakfast and also including Pick-up from airport, Drop and Pick-up to and from Pragati Maidan during exhibition days and finally drop at airport	_____
Taxes:	
i)	
ii)	
iii)	
iv)	
Grand Total (incl. all taxes)	
In words (Rupees	

Authorised Signature _____

Hotel's Seal