

INDIA TRADE PROMOTION ORGANISATION

SECURITY SERVICES

File No.20(43)/ITPO/SU/2014

Expression of Interest for Providing Hotel Rooms for IISE 2014

Sealed Applications are invited for providing Hotel rooms for the Business Visitors attending India International Security Expo-2014 being organised by ITPO at Pragati Maidan, New Delhi between Sept.25 - 28th, 2014.

The Hotel Operators are welcome to send applications in the format below so as to reach the officer in-charge at ITPO on or before **30/04/2014**. Based on scrutiny of applications/ inspection of commercially acceptable applicant's Hotel property. ITPO shall issue a award letter to the selected Hotels as per the following conditions.

Conditions of the contract.

1. The applicant shall fill the following form and submit to the SM(Security) ITPO, Pragati Maidan on or before **30/04/2014**. The application form shall be accompanied by an Earnest money of **Rs. 10,000/- in form of a Demand Draft made in favour of "India Trade Promotion Organisation"**.

2. There are a total of 600 room nights proposed to be hired by ITPO @ not more than Rs. 2000/- on all inclusive basis. The number of rooms to be hired by ITPO may vary in case the rates proposed are higher/lower than the rates proposed by the hotels found suitable OR if the hotels accepting the rates are not found suitable/ up to the mark by ITPO during inspection before awarding the contract/s.

3. The rates accepted by the hotels shall be inclusive of
- a. Room Rent on single or double occupancy basis
 - b. One Bottle of Bottled water per room per day
 - c. Breakfast on Buffet basis (as per the menu given below)
 - d. All taxes / levies as applicable

4. The Hotels accepting the proposed rate by ITPO i.e. less than Rs.2000/- per room per night or those offering rates below the proposed rates shall be given preference over other applicants. In case the rate proposed by the applicant is higher than the rate proposed by ITPO, the same may be proposed by the applicant and ITPO may consider the application in case the required number of rooms cannot be found by ITPO at the proposed rates.

5. In case the number of applicants are more than the total number of rooms required by ITPO preference shall be given to hotels offering higher number of rooms than others with better features and proximity to Pragati Maidan.

6. After scrutiny of applications a list of hotels applying under the scheme shall be made in order of

a. Minimum rates proposed by the hotel

b. Number of rooms offered by the hotel

c. The shortlisted hotels shall be visited by ITPO officials and or representatives of Co-organizers of the event and the offered rooms shall be evaluated on basis of room size offered, distance from Pragati Maidan, cleanliness, facilities and upkeep etc.

d. ITPO may divide the number of rooms amongst all successful applicants at its own discretion if more hotels are found acceptable as per its evaluation. However no applicant should offer less than 25 rooms.

7. Award letters shall be issued to hotels if found suitable within 15 days of final evaluation.

8. The Earnest money of unsuccessful bidders shall be refunded by ITPO within two months of the application in full but without any interest. The earnest money of successful bidder shall be returned along with the payment that shall be paid against the submission of detailed invoices after providing the rooms as awarded in the award letter.

9. Payment shall be made by ITPO within 30 days of submission of documents / invoices as mentioned in the award letter.

10. The Earnest money of successful bidders (who are given award letters) may be forfeited in case they fail to offer rooms with amenities agreed upon / comply with the conditions of the contract at any stage.

11. ITPO is free to cancel the award letter of any successful bidder and re-award to the next applicant in line at any stage without giving any reason

whatsoever in this regard. The decision of ITPO in this regard shall be final and binding on all applicants applying under this scheme.

12. Menu of breakfast offered shall be inclusive of (not limited to) offering the following items on unlimited basis.

- a. Fruit juice
- b. Corn flakes
- c. Fresh fruits
- d. Eggs (various preparations)
- e. Bread
- f. Butter and Jam
- g. 2 Vegetarian fresh preparation such as stuffed Paranthas, Sambhar Vada / Idli Vada, Poori Sabzi etc.
- h. Tea, coffee and milk

(Mrs. J.L. Kashyap)

Senior Manager(Security)

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Application Form (on letter head of the applying hotel)

1. Name of the Hotel
2. Address
3. Distance from Pragati Maidan (in KM)
4. No. of rooms offered under scheme (on each night of 25th, 26th& 27th Sep 2014)
5. Do you offer to confirm to provide breakfast as per above menu – Yes / No
6. All taxes / levies included in the rates offered – Yes / No
7. Rate offered per room per night – Rs. _____
8. Earnest money enclosed
 - a. Yes / No
 - b. If yes DD No..... dated amount Rs. 10,000/-
9. Do you agree to all conditions as mentioned above – Yes / No

Signatures of the Competent Authority

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Date :

Place: