

**HOMI BHABHA CENTRE FOR SCIENCE EDUCATION**

**HBCSE**

*National Centre of the Government of India for Nuclear Science & Mathematics  
(Deemed to be University)*

*V. N. Purav Marg, Mankhurd, Mumbai – 400 088.*

*Telephone: 022-25072100/25580036*

*E-mail: [purchase@hbcse.tifr.res.in](mailto:purchase@hbcse.tifr.res.in)*

*Website: [www.hbcse.tifr.res.in](http://www.hbcse.tifr.res.in)*



General Instructions for

**INVITATION FOR QUOTATION TOWARDS ACCOMMODATION FOR STUDENTS, EXAM  
VENUE, FOOD, ADDITIONAL SERVICES ETC. FOR THE INTERNATIONAL OLYMPIAD ON  
ASTRONOMY AND ASTROPHYSICS (IOAA) 2025 EVENT  
DURING AUGUST 11 TO 21, 2025.**

**Date: 06/06/2024**

**(TENDER NO: HBC/P-S/PUBLIC TENDER 1/2024)**

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## SECTION 1: NOTICE INVITING TENDER

Ref: HBC/P-S/PUBLIC TENDER 1/2024

Date: 06/06/2024

<b>ACCOMMODATION FOR STUDENTS, EXAM VENUE, FOOD, ADDITIONAL SERVICES ETC. FOR THE INTERNATIONAL OLYMPIAD ON ASTRONOMY AND ASTROPHYSICS (IOAA) 2025 EVENT</b>	<b>Rs. 4.75 crore (exclusive of GST)</b>
<b>Earnest Money Deposit (EMD):</b> Rs. 9,50,000- (Rupees Nine Lakh Fifty only) by way of Demand Draft in favour of "HBCSE" payable at Mumbai. Alternatively, this amount can be remitted by bank transfer. The details are as follows: HBCSE-TIFR Non Plan A/C, Account No.:1038019943 Bank Address: Central Bank of India Jigna Apartment, Sion-Trombay Road, Mankhurd, Mumbai – 400 088 IFSC Code: CBIN 0282523.	

Tender documents can be downloaded from HBCSE website: [www.hbcse.tifr.res.in/tenders](http://www.hbcse.tifr.res.in/tenders) or <https://eprocure.gov.in/epublish/app>

Sealed tenders should reach us before or on **June 26, 2024 by 14.30 hrs. (BID DUE DATE)**

Tender (Technical bid only) will be opened on **June 26, 2024 at 15.30 hrs.**

Tender (Financial bid only) will be opened on – **The date and time of opening of Financial bids will be conveyed to the Technically suitable bidders through Telephone or mail.**

Bids under **TWO Bid (Technical & Financial) System** are invited on behalf of Centre Director, HBCSE Mumbai for award of contract **ACCOMMODATION FOR STUDENTS, EXAM VENUE, FOOD, ADDITIONAL SERVICES ETC. FOR THE IOAA2025 EVENT during August 11-21, 2025.** The details of the tender including the scope of work, technical specification, etc. is given in this tender document. All the prospective bidders are requested to go through the tender document before submitting their bids.

Quotation sent by hand delivery/courier are to be deposited in the Tender Box kept at the Main Gate after obtaining stamp, date and signature of the Security Officer.

Tenders to be addressed to:

**Head, Administrative Operations  
Homi Bhabha Centre for Science Education  
V. N. Purav Marg, Near Anushakti Nagar Bus Depot, Mumbai – 400 088.**

Bids sent by Fax/email shall be rejected straightway. The Centre reserves the right to accept/ reject the proposal either in part or in full without assigning any reasons.

-sd/-

**Head, Administrative Operations  
(For and on behalf of Centre Director, HBCSE)**

## SECTION 2: PRE-QUALIFICATION/ELIGIBILITY CRITERIA

**The corporate entity submitting the bid/ its parent organization/parent group hereinafter will be known as “Bidders”.**

Bidders are required to comply with the following Pre-qualification criteria:

- a. Copy of valid FSSAI registration license or certificate
- b. Profit and loss statement for the last 3 years
- c. Previous experience in hosting large or prestigious events of International standards (attach supporting documents)
- d. **The pre-bid meeting shall be held on June 13, 2024 at 11.00 am at HBCSE, Mumbai. It is mandatory for the bidder or his/her representative to attend the pre-bid meeting.**

**Notes:**

1. The bidder should quote for the property/ inventory based in Mumbai /Mumbai suburb area only.
2. Experience shall mean providing Accommodation, Exam Venue, food, Conference room facilities, AV Setup, etc. for facilitating the smooth conduct of International level workshops/ seminars/ conferences/ examinations, etc.
3. The above Pre-qualification criteria should be supported by relevant documentary evidences.
4. The offers of the Bidders not meeting the pre-qualifying requirements and not producing supportive documents are likely to be **rejected**.
5. HBCSE reserves the right to verify the documents/ information submitted or where necessary to inspect the property/ inventory. The bidder shall provide necessary facilities for this purpose.
6. Even though the Bidders meet the above pre-qualifying criteria, they are subject to be disqualified if they have made misleading or false representations in the forms, statements and attachments submitted in proof of pre-qualification requirements.

### SECTION 3: INSTRUCTIONS TO BIDDERS

The HBCSE (Centre) is hosting the International Olympiad on Astronomy and Astrophysics (IOAA) during **11 August to 21 August, 2025** in Mumbai. About 370 Students and 275 Mentors/Leaders from 70 countries will attend the IOAA event. The Centre hereby invites **sealed bid document/s** for Accommodation for Students, Exam Venue, Food, Additional Services etc. for International Olympiad on Astronomy and Astrophysics (IOAA) 2025 Event: -

**Primary Instructions** (The bid is sub-divided in 3 parts as follows)

- PART A: Quotations for Accommodation, venue, food and other arrangements for Students.
- PART B: Quotations for Arrangement of Examinations
- PART C: Quotations for Arrangement of Common Event Dinner

**(Please refer Section -5 Scope of work for the above)**

**Note:**

- **Each part in the scope of work is viewed as an independent proposal. HBCSE reserves its right of not including some of the listed events in the final work order.**
- Even if the bidder has bid for PART C, the cost of PART C will not be included in cost comparison.
- **For Bid PART A:**
  - Room rates should be for double occupancy including complimentary breakfast.
- **For Bid PART B:**
  - For examination venues, vendors should submit a detailed plan including schematic drawings indicating how setup for examinations will be arranged in their in-house spaces.
- **For Bid PART C:**
  - The cost estimate for common event dinner must be listed in a separate table.
  - It is mandatory to include approximate costs for basic stage setup and AV setup in the appropriate tables (Annexure VI- Financial Bid).
  - **HBCSE reserves its right of not including the common event dinner in the final order.**
- **Tables for bid:** If any of the items in the list are offered as complimentary facility, indicate the rate as Rs. 0/- in the table.

**A) General Instructions:**

1. The Prospective bidder shall carefully examine and understand the specifications/conditions of the tender document and seek clarifications in writing if required, to ensure that they have understood all specifications/conditions of tender. These clarifications should be sought before submission of bids. If no such clarifications are sought in writing, it will be taken that the Bidder has read, understood and accepted all the terms, conditions and specifications in the tender document.
2. The Bidder is required to submit a copy of this tender document, with all pages signed by the authorized person, to confirm that Bidder has read and understood the conditions of this tender document and that the proposal is submitted in full understanding and agreement of the requirements of HBCSE.
3. The Bidder shall bear all costs associated with the preparation and submission of the Bid, and HBCSE will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.
4. HBCSE reserves its rights to amend any of the terms and conditions of the tender document. All such changes can be made up to one week before the last date of submission of bid. The notice of such amendment will be published on HBCSE website only. No separate advertisement will be issued in the newspapers for such changes/Corrigenda. All the prospective bidders are therefore requested to regularly visit HBCSE website for any such updates.

5. The complete bid will be as per the specified formats only. The bids should be without alteration or erasures, except those to accord with instructions issued by the HBCSE or as necessary to correct errors made by the bidder, in which case such corrections shall be initiated by the person or persons signing the bid.
6. The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and HBCSE, shall be in English only.
7. Wherever a specific form is prescribed in the Bid document, the Bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information. For all other cases, the Bidder shall design a form to hold the required information.
8. The Bidder shall explicitly indicate the non-compliance or deviation of the Solution offered in the Proposal to all the terms, clauses, conditions and specifications stipulated in this document. If non-compliance or deviation for any term, clause, condition or specification is not explicitly indicated, it will be construed as compliance and if successful in the bid, the bidder is obligated to comply with all the requirements (excluding those non-compliances explicitly accepted by HBCSE in writing).
9. Successful bidder shall perform all the obligations specified in accordance with the terms and conditions laid down in the tender document. All details provided by the Bidder should be specific to the requirements specified in this tender document. Detailed clarification may be provided by Bidder, if so desired by HBCSE. The Bidder shall specify the responsibilities of HBCSE, if any, separately for the successful implementation of the project.
10. The successful tenderer will have to deposit a Performance Security Deposit/ Bank Guarantee of value equal to 10% of contract value by way of Demand Draft from a nationalized bank. PBG format can be provided on request. The PBG should remain valid for the entire duration of the contract plus two months claim period.
11. **Bidder shall ensure that all documents are submitted with the Technical bid. The bid should contain the following documents:**
  - i. Copy of PAN (Permanent Account Number) card.
  - ii. Experience testimonials along with supporting documents.
  - iii. Certificate of Registration for GST and Income Tax and acknowledgement of up to date filed return if required.
  - iv. Copy of Aadhaar Card of Owner/s of the firm.
  - v. Annexures as per attached format, forms and subsequent necessary supporting documents.
  - vi. Supporting documents to verify satisfaction of Pre-qualification criteria such as Registration certificate, FSSAI license etc.

**B) Acceptance of Tender:** The competent authority, on behalf of Centre Director, HBCSE, Mumbai, does not bind herself/himself to accept the lowest or any other tender, and reserves to herself/himself the authority to reject any or all the tenders received, without assignment of any reason. All tenders, in which any of the prescribed condition is not fulfilled or any condition, including that of conditional rebates is put forth by the bidder, shall be summarily rejected. The Competent Authority, on behalf of HBCSE, Mumbai reserves to herself/himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted. The officer inviting tenders shall have the right of rejecting all or any of the tenders and will not be bound to accept the lowest tender or any other tender.

**C) Validity of Tender:** The tender for the work shall remain open for acceptance for a period of **120 days** from the last date of submission of tenders. If any bidder withdraws his tender before the said period, or before issue of Letter of Intent, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the Department, then HBCSE, TIFR, Mumbai shall, without prejudice to any other right or remedy, the bidder shall not be allowed to participate in the retendering process of the work.

**D) Levy / Taxes payable by bidder:**

GST at prevailing rate on materials and services in respect of this contract shall be payable by the bidder.

**E) Deduction of Income Tax:** Income Tax will be deducted as per Section 194-C of Income Tax Act 1961 and a certificate for the amount so recovered will be issued by the HBCSE.

- F) Signing of Tender and receipts for payments:** In the event of the tender being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on her/his behalf by a person holding a power-of-attorney authorizing her/him to do so, such power of attorney to be produced with the tender, and it must disclose that the firm is duly registered under the Indian Partnership Act-1952. Receipts for payments made on account of work, when executed by a firm, must also be signed by all the partners, except where bidders are described in their tender as a firm, in which case the receipts must be signed in the name of the firm by one of the partners, or by some other person having due authority to give effectual receipts for the firm.
- G) Bidder's responsibilities:** Submission of a tender by a bidder implies that s/he has read this notice & all other contract documents, and has made herself/himself aware of the scope & specifications of the contract and local conditions and factors having a bearing on the execution of the work.
- H) Notification of amendments to the tender document:** If the technical specification requires any modification, suitable amendment to this tender document will be issued and the same will form part of the tender document. Prospective bidders are advised to regularly visit the HBCSE web site or the CPP portal. Corrigendum/amendments etc., if any, will be notified only on the HBCSE web site/ CPP portal and no separate advertisement will be made for this.
- I) Signing of contract:** The Notice Inviting Tender shall form a part of the contract document. The successful bidder, on acceptance of his tender by the Accepting Authority, shall, within 15 days from the stipulated date of start of the work, sign the contract consisting of: The Notice Inviting Tender, all the documents including all conditions, specifications, if any, forms the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
- J) Canvassing:** Either directly or indirectly, in connection with the tenders is strictly prohibited and the tenders submitted by the bidders who resort to canvassing will be liable to rejection and may be barred from the future participation in HBCSE- TIFR works.

## SECTION 4: GENERAL RULES AND DIRECTIONS

The Tender is consisting of two parts: **PART I- TECHNICAL BID & PART II- FINANCIAL BID**

The bigger envelope must be super scribed “**Bid for Accommodation for Students, Exam Venue, Food, Additional Services etc. for the IOAA 2025 Event**” The two envelopes inside the bigger envelope & must be superscribed as:

- i. **Outer Envelope: Title of tender, Bidder’s name & address with signature & seal**
- ii. **Envelope No-1:** The said envelope is for technical bid & shall be super scribed as ‘**Bid for Accommodation for Students, Exam Venue, Food, Additional Services etc. for the IOAA 2025 Event - Technical Bid**’.
- iii. **Envelope No-2:** The said envelope is for Financial bid & shall be super scribed as ‘**Bid for Accommodation for Students, Exam Venue, Food, Additional Services etc. for the IOAA 2025 Event - Financial Bid**’.

The tender must be placed in a properly sealed bigger envelope addressed to the ‘**Head Administrative Operations, Homi Bhabha Centre for Science Education, V. N. Purav Marg, Mankhurd, Mumbai – 400088**’.

1. **Opening of tenders:** The officer inviting tender or his/her duly authorised assistant will open the Technical bids first. In selecting technically suitable parties, the decision of HBCSE Scrutiny Committee will be final and binding to all the Bidders. Financial bids of only those bidders who qualify in the technical bid will be opened. Intimation will be sent to through email/telephone/letter those bidders who qualify in the technical bid. No correspondence in this regard will be entertained. Further the Financial bids may be opened in the presence of any intending bidders who may be present at the time, and will enter the amount of the several tenders in a Comparative Statement in a suitable form.

The firms whose bids meet all the technical & financial conditions will be deemed eligible for being awarded a contract. A Committee will shortlist the eligible bidders and determines the L1 bid from the eligible bids only. Any Financial bid which is considered highly unreasonable/ with unrealistic rates will be discarded and such bids will be considered deficient and rejected as ineligible post seeking justification from the respective bidder if found unsatisfactory.

2. **Declaration by bidder:** The bidders shall sign a declaration under the Official Secret Act-1923 for maintaining secrecy of the tender documents or other records connected with the contract.
3. **Guidelines for quoting the rates:** All rates shall be quoted on the prescribed tender form. The amount for each item should be worked out and requisite totals given. Special care should be taken to write the rates in figures as well as in words, and the amount in figures only, in such a way that interpolation is not possible. The total amount should be written both in figures and in word. In case of figures, the words “Rs.” should be written before the figures of rupees, e.g. “Rs. 2.00 /-”. and in case of words, the word, “Rupees” should precede.
4. **Quoted rates to include all taxes (except GST):** As per the directives of the Sales Tax Authorities, the tax due at the rates notified by the State Government from time to time, shall be deducted from the bills payable to the Contractors, for which TDS certificate shall be issued by the Department.
5. **Filling-up of Financial Bid:** All rates shall be quoted on the tender form by the bidders in figures and words shall be accurately filled in, so that there is no discrepancy in the rates written in figures and in words. The amount for each item should be worked out and requisite totals given. However,
  - i) The rate(s) must be quoted in decimal coinage. Amounts must be quoted in full rupees by ignoring fifty paise and considering more than fifty paise as rupee one.
  - ii) If a discrepancy is found, the rates which correspond with the amount worked out by the bidder shall, unless otherwise proved, be taken as correct.
  - iii) If the amount of an item is not worked out by the tenderer, or it does not correspond with the rate written



either in figures or in words, then the rates quoted by the tenderer in words shall be taken as correct.

- iv) Where the rate quoted by the bidder in figures and in words tally but the amount is not worked out correctly, the rate quoted by the bidder will, unless otherwise proved, be taken as correct and not the amount.
- v) In event no rate has been quoted for any item(s), leaving space both in figure(s), word(s), and amount blank, it will be presumed that the bidder has included the cost of this / these item(s) in other items and rate for such item(s) will be considered as zero and work will be required to be executed accordingly.

6. **Action in case of unrealistic rates:** In the case of any bidder where unit rate of any item (s) appear unrealistic, such tender will be considered as unbalanced and in case the bidder is unable to provide satisfactory explanation, such a tender is liable to be disqualified and rejected.



## SECTION 5: SCOPE OF WORK

### PART A. Quotations for Accommodation, food and other arrangements for Students

Date	Rooms (Double Occupancy)	Lunch	Dinner
11 / 08 / 2025 Check-in	100	50	100
12 / 08 / 2025	205	410	-
13 / 08 / 2025	205	-	410
14 / 08 / 2025	205	-	410
15 / 08 / 2025	205	-	410
16 / 08 / 2025	205	-	410
17 / 08 / 2025	205	-	410
18 / 08 / 2025	205	-	-
19 / 08 / 2025	205	-	410
20 / 08 / 2025	205	-	410
21 / 08 / 2025 Check out	50*	-	50

\* Late check-out by 9 pm.

#### II. Additional Spaces

- Necessary – Daily debriefing space for the organizing team with a capacity of 75 persons (for 1 hour each night after dinner).
- Necessary – One office-cum-storage space (of approximately 1000 sq. ft.) for the entire period with basic office setup.
- Necessary – ‘Registration Desk’ (on first two days) and ‘Help Desk’ (for the entire period) in the hotel lobby or contingent area.
- Desirable – Space for daily meals for the entire group at same time.
- Desirable – Recreational and Networking spaces for the entire group.

#### Note:

- All figures are approximate and may depart 10% on lower or higher side from the actual number at the time of the event.
- Rooms should be of standard category, with as many with twin beds as possible.
  - The quote should state how many twin-bedded rooms are being committed.
- Space for Pick-up, drop and parking for about 3 buses at a time.
- Student participants (but not the organizing team) should be denied access to
  - the room mini-bar.
  - Hotel WIFI (from Noon of 12th August till Noon of 17th August).
  - Outside phone calls.

## **PART B. Quotations for Arrangement of Examinations**

### **I. Dates & Times**

- (a) 14<sup>th</sup> August 2025 – 8 am to 3 pm
- (b) 15<sup>th</sup> August 2025 – 8 am to 5 pm
- (c) 16<sup>th</sup> August 2025 – 8 am to 5 pm

### **II. Setup and F&B requirements**

- One or more rooms / halls with examination setup
  - Total capacity of 325 participants.
  - Only one participant per table for 4x2 tables or two participants per table for a 6x2 table.
  - Adequate aisle space between tables.
- Lunch for 410 pax on each of the dates.
- Light snacks packets for 410 pax on two of the days

#### **Notes:**

- All figures are approximate and may depart 10% on lower or higher side from the actual number at the time of the event.
- Space for Pick-up, drop and parking for about 3 buses at a time.
- Indoor waiting / pre-function area for 410 pax is necessary.

## **PART C. Quotations for Arrangement of Common Event Dinner**

### **I. Dates & Times: 17<sup>th</sup> August 2025 – 6 pm to 11 pm**

### **II. Setup and F&B requirements**

- Hall with a large stage
  - Minimum capacity 700
  - Steps leading from audience to stage
  - AV setup (lights, mics, projection) necessary for short cultural performances
- Dinner for 700 pax with a mixed seating.

#### **Note:**

- All figures are approximate and may depart 10% on lower or higher side from the actual number at the time of the event.
- Space for Pick-up, drop and parking for about 5 buses at a time.
- If the stage is temporary, then it should be sturdy enough for a group dance.

## SECTION 6: BID EVALUATION PROCESS

The bidders meeting the pre-eligibility criteria as defined in the tender will be considered for the opening of financial bid. The bidders not attending the pre-bid meeting as per the given schedule will be disqualified from the evaluation process. The bids will be evaluated further for assignment of technical and financial marks as per the process given below:

1. The bids shall be ranked on the basis of combined weighted score for quality and cost. The tender shall be awarded to the bidder obtaining the highest total combined score in evaluation of Technical bid and Price (financial) bid.
2. The bids shall be ranked keeping in view the marks obtained on a scale of 100 marks during evaluation of bids. The Technical and Financial bids shall enjoy weightage in the proportion of 70:30, i.e., 70 marks for the Technical bid and 30 marks for the Financial bid.
3. The Financial bids of only such bidders who obtain minimum 50 marks in Technical evaluation will be opened for evaluation.
4. Combined scores of respective bidders shall be obtained by sum of their respective Technical bid scores (out of 70) and their respective Financial bid scores (out of 30)
5. The Criteria for evaluation of the Technical bid and assignment of marks will be as under:

Sr. no.	Technical bid Part	Criteria for evaluation	Marks allotted (70 marks for each technical bid)
a)	A, B & C	Mandatory list of the documents a) Valid FSSAI registration license or certificate (2 marks) b) Profit and loss statement for the last 3 years (3 marks)	5 Marks
b)	A, B & C	Previous Experience of hosting large or prestigious event	10 Marks
c)	A	a) Room Size (in sq. mt)  b) Number of twin-bedded rooms	More than 33 -10 marks More than 29-33 – 8 marks 25-29 – 6 marks  More than 50 – 5 marks 31-50 – 4 marks 15-30 - 3 marks
d)	A	a) Space a, b & c  b) Space d (including pre-function areas)  c) Space e	5 marks each  More than 700 sq. mt. – 5 marks 500-700 sq. mt. – 4 marks Less than 500 - 0 mark  Space + activities (e.g., indoor games) for at least 50 persons - 5 marks Empty space – 3 marks
5	B	a) Total size (combining all rooms)  b) Nature of space	1300 sq. mt. or more – 10 marks 1000-1300 sq. mt. - 7 marks  Single contingent area - 10 marks Multiple rooms but in same building & floor - 6 marks

		c) Table Specification	4x2 tables with one student per table – 10 marks 6x2 tables with two students per table - 6 marks
		d) Space for meals / holding area between the examinations	10 marks
e)	C	a) Total seating capacity in hall	750 or more – 10 marks 650-750 - 7 marks
		b) Stage, AV, microphones, lights setup	15 marks
		c) Space for meals / pre-function area including seating arrangements	15 marks
f)	B & C	Layout, drawings for hall /auditorium	5 marks
g)	A, B & C	Campus Ambience, Security, Space for Pick up, drop and Bus parking, Approach Road, and Locality	10 marks
h)	A	Technical score for Part B	more than 50 points in Part B - 5 marks between 35-50 points in Part B - 3 marks
	<b>A, B &amp; C</b>	<b>Total Marks</b>	<b>70 marks</b>

**Financial Evaluation (30 marks)**

1. The Financial Bid will be opened for those Bidders who have been found to be eligible in Technical Bid.
2. The Financial Bids shall be opened in the presence of representatives of technically eligible Bidders, who may like to be present. HBCSE-TIFR shall inform the date, place and time for opening of the Financial Bid.
3. The bidder quoting the lowest rate will be awarded full marks out of 30. Others will be awarded on pro-rata basis as per their marks.

**ANNEXURE- I**  
**APPLICATION FORM**

Date: \_\_\_\_\_

To,  
The Centre Director,  
Homi Bhabha Centre for Science Education,  
TIFR, V. N. Purav Road Mankhurd, Mumbai – 400088.

Sir,

1. Being duly authorized to represent and act on behalf of ..... (hereinafter referred to as “the Applicant”) and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby applies to be pre-qualified by yourselves as a bidder for award of contract for “**Bid for Accommodation for Students, Exam Venue, Food, Additional Services etc. for the IOAA 2025 event**” as per specification attached.

2. Attached to this letter are copies or original documents defining:

- (a) the applicant’s legal status
- (b) the principal place of business
- (c) the place of incorporation (for applicants who are corporations) or the place of registration and the nationality of the owners (for applicants who are partnerships or individually owned firms)
- (d) Annexure no. II to VI

3. Your department and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of application will also serve as authorization to any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. Your department and its authorized representatives may contact the following persons for further information on general, personnel, technical and financial enquiries.

Details	Contact 1	Contact 2
Name		
Designation		
Contact No.		
E-mail		

5. This application is made with the full understanding that:

- (a) Bids submitted by applicants will be subject to verification of all information submitted at the time of bidding
- (b) Your department reserves the right to:
  - i. Amend the scope and value of the contract / bid under this project; in such event, bids will only be called from pre-qualified bidders who meet the revised requirements; and
  - ii. Reject or accept any application, cancel the pre-qualification process, and reject all applications without assigning reasons or incurring any liability thereof; and
- (c) Your department shall not be liable for any such actions and shall be under no obligation to inform the applicant.
- (d) Maintain the secrecy of all of the information and not to reveal it, in part or in its totality, to any physical or legal persons apart from those managers, employees and advisors participating in the bid actively and directly, appointed by the bidder.

6. The undersigned declares that statements made and the information provided in the duly completed application are true and correct in every detail.

Signed and sealed, Name .....

For and on behalf of .....

**ANNEXURE - II**  
**BIDDER DETAILS**

<b>Sr.No</b>	<b>Description</b>	<b>Details</b>
1.	Name of tendering company/ firm	
2.	Name of directors	
3.	Full particulars of office	
A	Address	
B	Telephone no.	
C	E-mail address	
4.	Bank details	
A	Bank name & address:	
B	Account type:	
C	Account no:	
D	IFSC code:	
E	Email address:	
5.	Registration details:	
A	PAN NO. (attach copy of <b>proof</b> )	
B	GST REGISTRATION NO. (attach copy of <b>proof</b> )	
6.	Details of Registered /Branch Office in Mumbai. (attach copy of proof)	
7.	Details if the Bidder having a company registered under the Companies Act, 2013 (attach copy of <b>proof</b> )	
8.	If the Bidder possess valid FSSAI certification. Copy of certificate has to be attached with the Technical Bid. (attach copy of <b>proof</b> )	

\_\_\_\_\_  
Signature and seal of Authorized Signatory of bidder

**ANNEXURE – III**  
**FINANCIAL CAPABILITIES**

<b>Financial Year</b>	<b>Annual Turn Over in Indian Rupees (or equivalent to Indian Rupees) as per Balance Sheet</b>
<b>2021-2022</b>	Rs.
<b>2022-2023</b>	Rs.
<b>2023-2024*</b>	Rs.

**NOTE: The above data is to be supported by audited balance sheets and to be submitted with tender documents.**

(Attach copies of audited balance sheets duly certified by the chartered accountant for all three years. Audited Balance sheet should mention the membership number of chartered accountant issued by ICAI along with full address.)

**\* Attach copy of the Provisional Balance sheet for the Financial Year 2023-2024.**

\_\_\_\_\_  
Signature and seal of the Authorized Signatory of the bidder



**ANNEXURE –IV**

**EXPERIENCE OF HOSTING LARGE OR PRETIGIOUS EVENTS OF INTERNATIONAL STANDARDS**

<b>Sl. No.</b>	<b>Name of the events</b>	<b>Owner or sponsoring organization</b>	<b>Cost of in Lakhs</b>	<b>No. of days of the events</b>	<b>No. of attendees/ participants</b>	<b>Name and address/ telephone number of officer to whom reference may be made</b>	<b>Remarks</b>

**NOTE:** Please attach supporting documents.

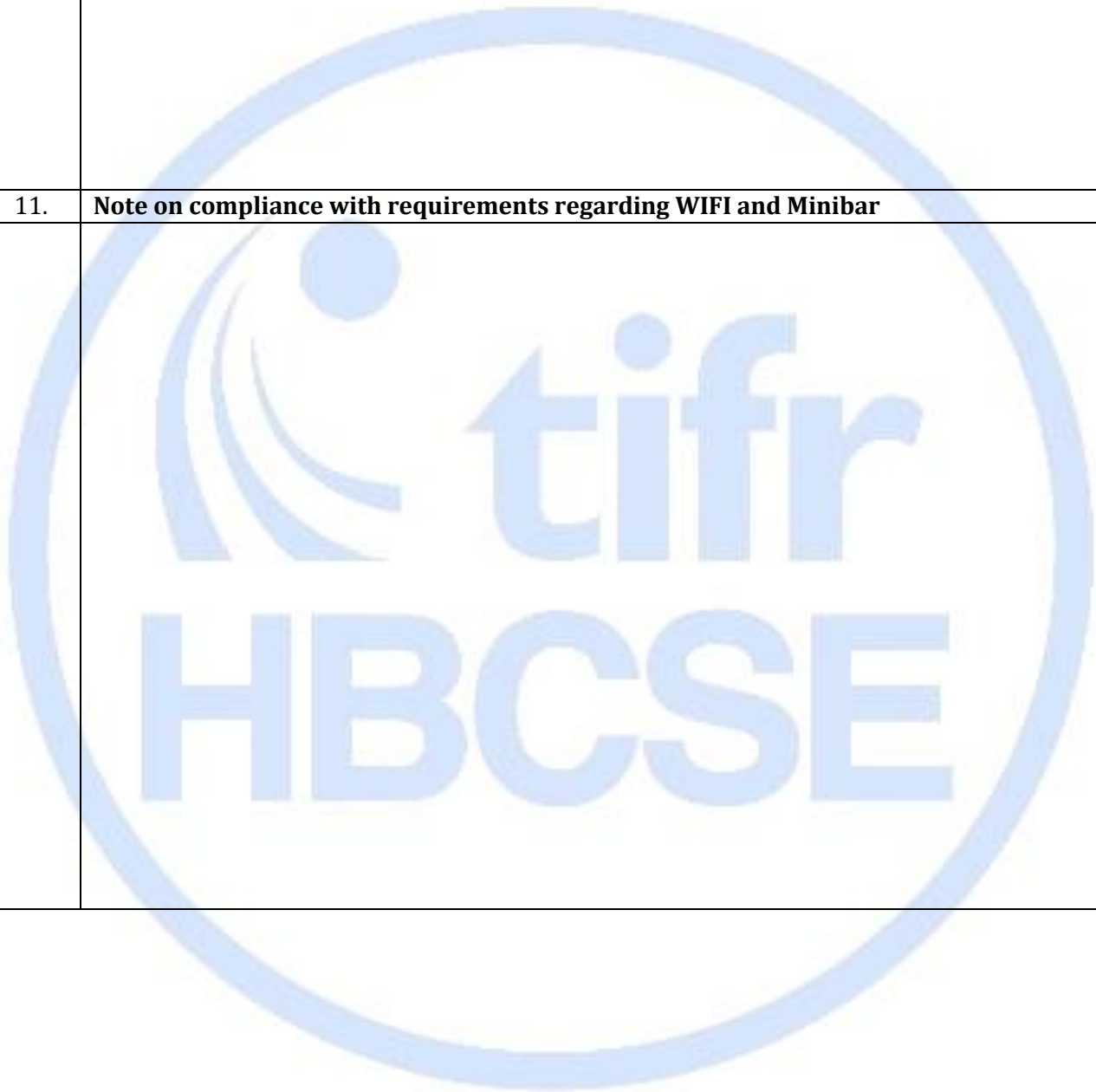
\_\_\_\_\_  
Signature and seal of the Authorized Signatory of the bidder

**Annexure -V**  
**Technical Bid Evaluation**  
**(To be filled and submitted in envelope no.1)**

**TECHNICAL BID for PART A**

Sr. no.	Criteria	Remarks
1.	Room Size	_____ sq.mt.
2.	Number of twin-bedded rooms committed	_____ sq.mt.
3.	Space a (Debriefing space)	_____ sq.mt.
4.	Space b (Office space)	_____ sq.mt.
5.	Space c (Registration Desk)	Available / non-available
6.	Space d (including pre-function areas)	_____ sq.mt.
7.	Space e  Activities (e.g. indoor games) for at least 50 persons	Empty space- _____ sq.mt. _____ _____ _____
8.	<b>Description of spaces being offered with a proposed layout for space (a)</b>	
		
9.	<b>Description of typical lunch/ dinner menus (i.e. number of items under different heads)</b>	

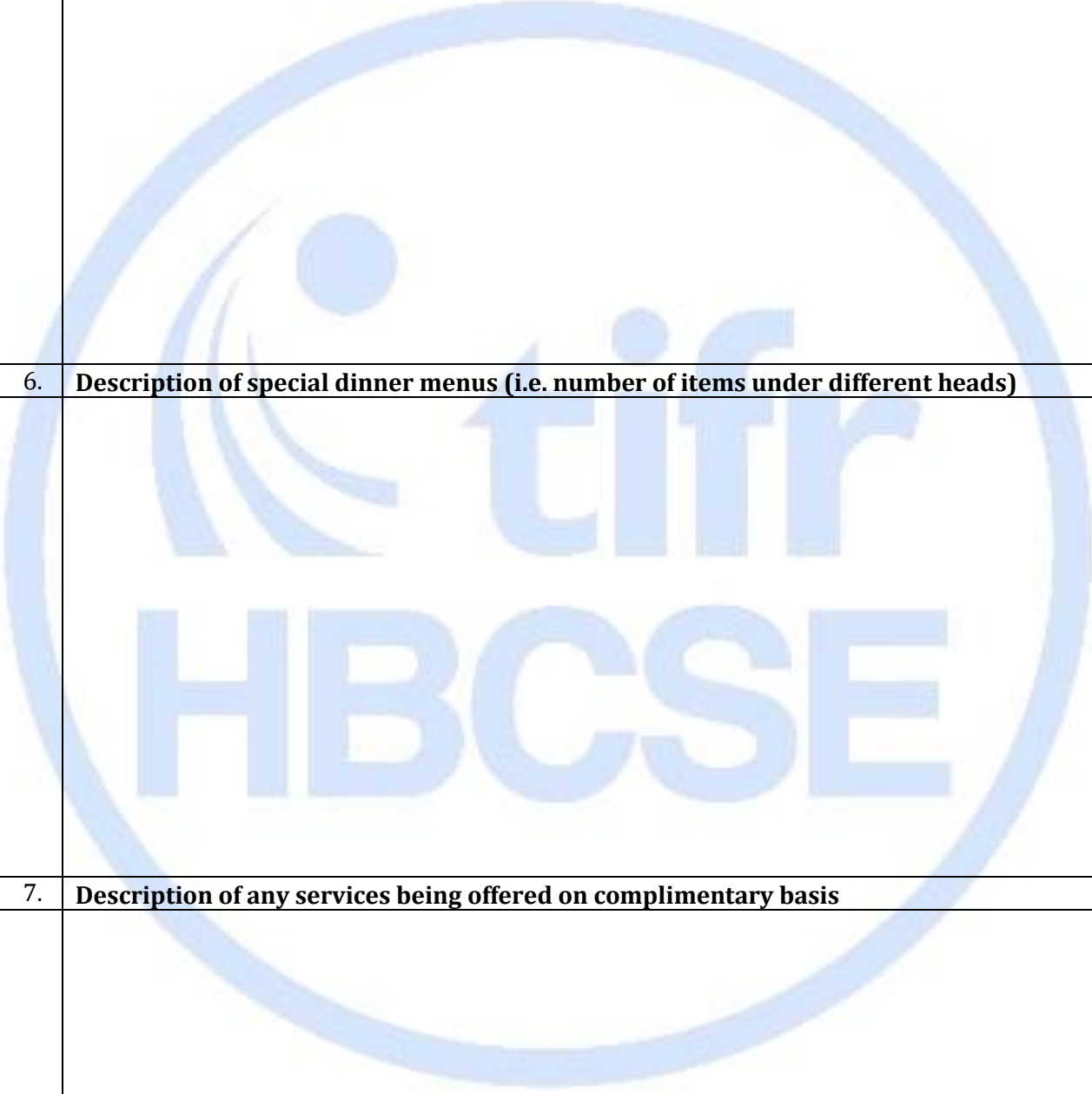
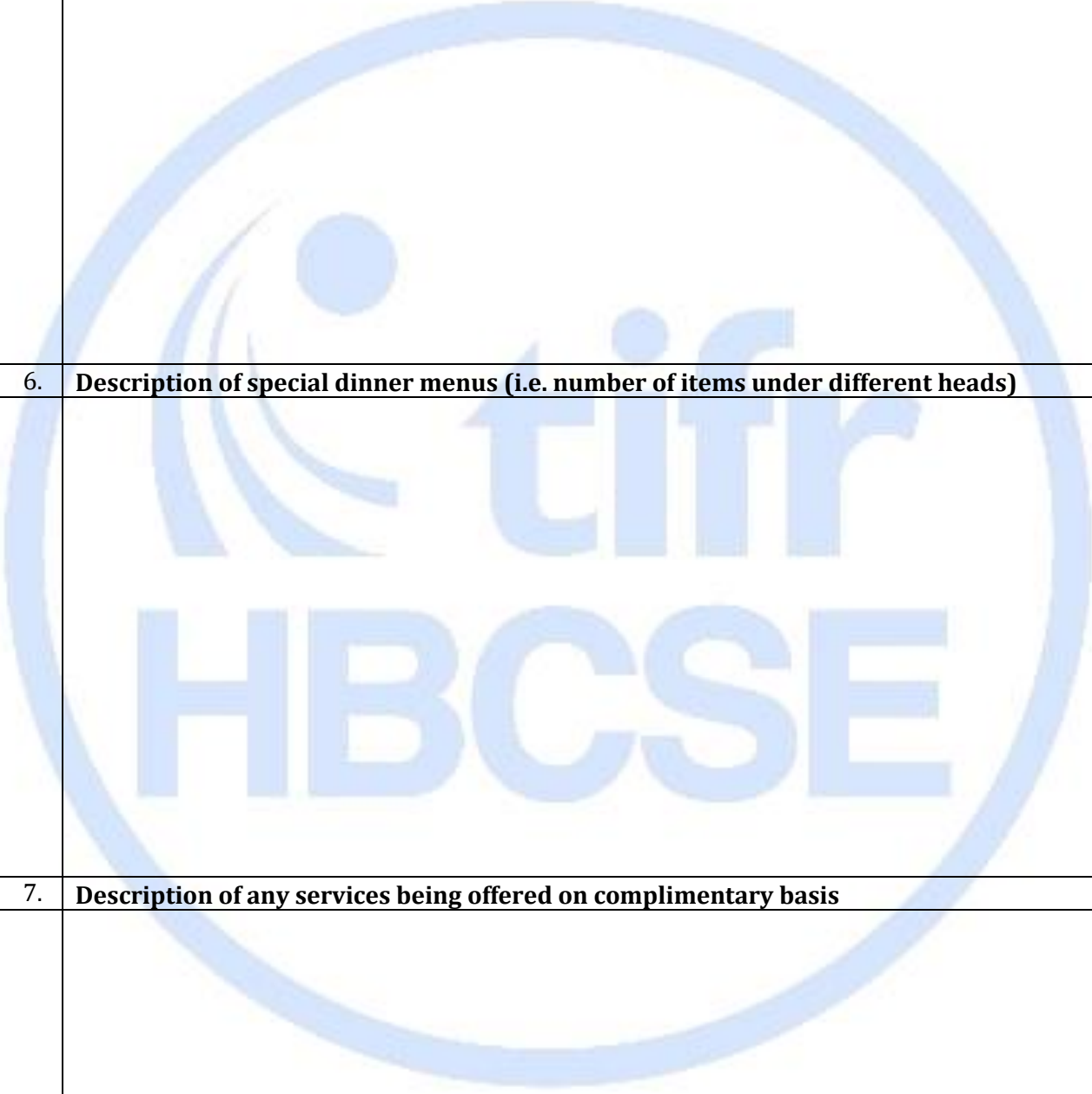
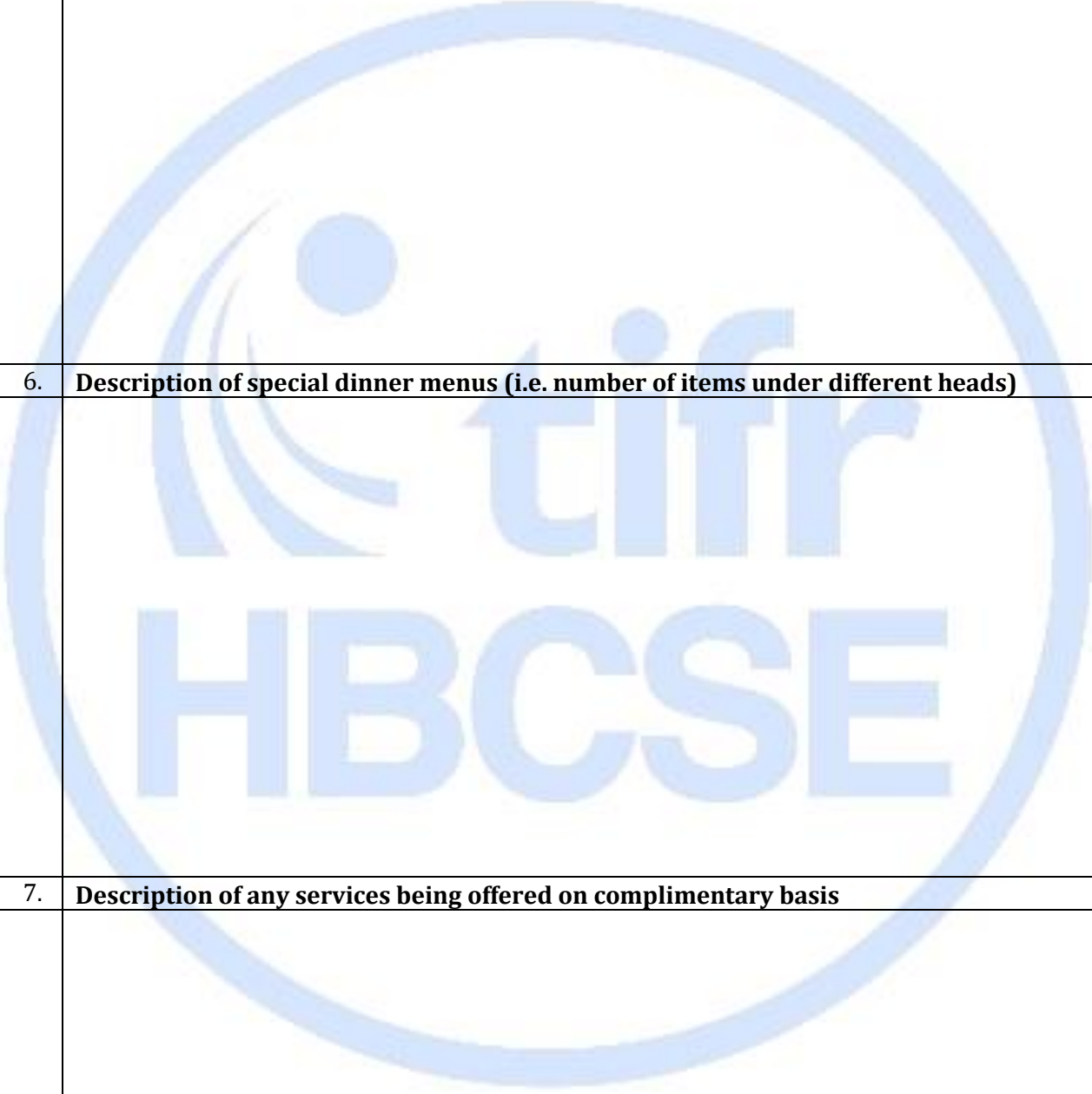
10.	<b>Description of any services being offered on complimentary basis</b>
11.	<b>Note on compliance with requirements regarding WIFI and Minibar</b>



## TECHNICAL BID for PART B

Sr. no.	Criteria	Points
1.	Total size (combining all rooms)	_____sq. mt.
2.	Nature of space	Single contingent area / Multiple rooms but in same building & floor
3.	Table Specification	4x2 tables with one student per table / 6x2 tables with two students per table
4.	Space for meals / holding area between the examinations	Available / non-available- provide description in brief:
5.	Layout drawings	Attached/ non-attached with Technical bid
6.	<b>Description of spaces being offered with a proposed layout</b>	
7.	<b>Description of typical lunch/ dinner menus and snacks boxes (i.e. number of items under different heads)</b>	
8.	<b>Description of any services being offered on complimentary basis</b>	

## TECHNICAL BID for PART C

Sr. no.	Criteria	Points
1.	Total seating capacity in hall	_____ no. of pax
2.	Stage, AV, microphones, lights setup	Available/ non-available
3.	Space for meals / pre-function area including seating arrangements	Available/ non-available
4.	Layout drawings for hall	Attached/ non-attached with Technical bid
5.	<b>Description of spaces being offered with a proposed layout</b>	
		
6.	<b>Description of special dinner menus (i.e. number of items under different heads)</b>	
		
7.	<b>Description of any services being offered on complimentary basis</b>	
		

**Annexure – VI**  
**Financial Bid Evaluation**  
**(To be filled by the bidder and submitted in envelope 2)**

<b>FINANCIAL BID for PART A</b>				
Sr. no.	Description	Rate	No. of Units	Total
1	Room Double Occupancy		1995	
2	Lunch per pax		460	
3	Dinner per pax		3020	
4	Space (a)			
5	Space (b)			
6	Space (c)			
<b>Add: Taxes at applicable rate</b>				
<b>Total</b>				

<b>FINANCIAL BID for PART B</b>				
Sr. no.	Description	Rate	No. of Units	Total
1	Venue rental			
2	Lunch per pax		1230	
3	Snacks box per pax		820	
<b>Add: Taxes at applicable rate</b>				
<b>Total</b>				

<b>FINANCIAL BID for PART C</b>				
Sr. no.	Description	Rate	No. of Units	Total
1	Venue rental			
2	Special dinner per pax		700	
3	Stage Setup			
4	AV Setup			
<b>Add: Taxes at applicable rate</b>				
<b>Total</b>				

**SUMMARY OF FINANCIAL BID**

Part no.	Particulars	Total Amount (inclusive of taxes)
A	Accommodation, food, and other arrangements for Students	
B	Arrangement for Examinations	
C	Arrangement for Common Event Dinner	
<b>Total</b>		

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