



इन्दिरा गाँधी पंचायती राज एवं ग्रामीण विकास संस्थान

(राज्य ग्रामीण विकास संस्थान)

जवाहर लाल नेहरू मार्ग, जयपुर 302 004

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Website : igprgvs.rajasthan.gov.in

क्रमांक: एफ 4 (39) भण्डार/आईजीपीआरएस/2015/ २२७६

दिनांक: २५/८/१५

निविदा सूचना

इन्दिरा गाँधी पंचायती राज एवं ग्रामीण विकास संस्थान, जयपुर को निम्नलिखित कार्यों हेतु प्रतिष्ठित प्रदायकों, एजेंसियों से निम्नानुसार मोहरबन्द निविदाएँ आमंत्रित की जाती है। पूर्ण रूप से भरी मोहर निविदाएँ निम्नानुसार तिथियों को 10.00 बजे संस्थान द्वारा गठित कय समिति एवं उपस्थित निविदादाताओं के समक्ष खोली जायगी। निविदा की विस्तृत जानकारी संस्थान की वेबसाईट : igprgvs.rajasthan.gov.in & www.spp.rajasthan.gov.in पर देखी जा सकती है। निविदा खोलने की तिथि के संशोधन में कय समिति को पूर्ण विवेकाधिकार तथा तिथि संशोधन की सूचना नोटिस बोर्ड पर अंकित कर दी जाएगी।

क. सं.	कार्य का विवरण	अवधि	अनु. वार्षिक राशि (रूपये में)	अमानत राशि	निविदा शुल्क	निविदा फार्म विक्रय तिथि एवं समय	निविदा प्रस्तुत करने की अन्तिम तिथि
1.	फाईव स्टार हॉटल में सेमीनार हेतु किराये पर सुविधा लेने हेतु	तीन दिवस	30.00 लाख	60,000/-	400/-	निविदा प्रकाशित होने की तिथि से कार्यालय समय	14.07.2015

अतिरिक्त निदेशक



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**TENDER FOR HIRING THE SERVICES OF A FIVE STAR HOTEL FOR 3
DAY NATIONAL LEVEL CONFERENCE**

TENDER FORM

The tender documents may be collected from the office during office hours (9.30 a.m. to 6.00 p.m.) from the Care Taker, IGPR & GVS from 25.06.2015.

COST OF THE TENDER FORM-	Rs. 400/-
ESTIMATED COST-	Rs 30 Lakhs
EARNEST MONEY-	60,000/-
LAST DATE OF SUBMISSION OF THE TENDER-	14.07.2015 (2.00 PM)
OPENING OF TECHNICAL BID-	14.07.2015 (4.00 PM)
OPENING OF FINANCIAL BID- (in presence of the bidders)	17.07.2015 (12.00 Noon)

The tender document fees (Rs.400.00) in the form of Demand Draft shall be attached with the tender document downloaded from the internet. (www.igprgvs.rajasthan.gov.in & www.sppp.raj.nic.in). The Demand Draft shall be addressed to the Director General, Indira Gandhi Panchayati Raj & Gramin Vikas Sansthan, Jaipur.

SIGNATURE OF THE TENDERER
WITH SEAL

13. Rate quoted in financial bid will be inclusive of all taxes.
14. The provisions of Rajasthan Transparency in Public Procurement Act and Rules shall apply to the tender process.

2

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WITH SEAL

TECHNICAL BID:

Technical Conditions:

1. The bidder should be a five star hotel and shall provide documents/certificate issued by competent authority to substantiate the same.
2. The approved bidder shall have to arrange for a 3 day conference for 300 individuals in cluster seating arrangement in the hotel banquet.
3. The Institute anticipates an attendance of around 300 participants but in case the actual attendance is less than 300 then the payment shall be made as below:
 - a) Non-residential (AM tea + lunch + PM tea+ conference venue) = payment for minimum 200 participants or as per actual attendance whichever is more.
 - b) Residential (Bed-tea + breakfast + accommodation + dinner) = payment for minimum 100 rooms (actual occupied rooms i.e. single/double + remaining rooms on a single occupancy basis) or as per actual attendance whichever is more.
 - c) Only Lunch = on an actual basis.
 - d) Only Dinner = on an actual basis.

1.	Name of the Hotel/Company/Service Provider	
2.	Name of Owner/ Director or Authorized signatory of the Hotel.	
3.	Address of the tenderer	
4.	Mobile/Telephone No.	
5.	Details of deposit of Tender document fee	
6.	Details of deposit of Earnest Money(Rs.60,000.)	
7.	Certificate that the bidder is a five star hotel (issued by competent authority)	
8.	An undertaking that: (a) the bidder has a conference hall available to accommodate 300 participants in cluster seating arrangement for 3 day conference from 24 th August, 2015 to 26 th August, 2015. (b) the bidder has 100 rooms available from 24 th August, 2015 to 26 th August, 2015.	
9.	Proof of experience of organizing conference.	
10.	PAN Number of the bidder.	
11.	Service Tax Number	
12.	TIN Number	



SIGNATURE OF THE TENDERER WITH SEAL

FINANCIAL BID:

G-schedule:

S.No	Particulars	Cost per person per day (inclusive of all taxes)				
1	Non-residential (AM tea + lunch +PM tea+ conference venue)					
2	Residential (bed tea + breakfast + accommodation + dinner) a) Single occupancy b) Double occupancy					
3	Only Lunch					
4	Only Dinner					
5	Ushers (4)					
5	Stage arrangements:					
S. No	Details	Size	Total Sq.ft.	Qty.	Cost per Unit	Total Cost
a)	Stage		144	1		
b)	Plants			100		
Audio Visuals:						
c)	LCD Projector 3000Lu.			2		
d)	Back Projection Screen			2		
e)	Plasma 51"on left side of the stage			1		
f)	Plasma 42" infront of stage			1		
g)	Laptop			1		
h)	Digital Switcher			1		
i)	Presenter			1		
j)	PA System with 4 Speakers			1		
k)	Table Mike			6		
l)	Podium Mike			2		
m)	Hand Cordless Mike			4		
n)	Collar Cordless Mike			2		
Fabrication:						
o)	Backdrop	18'x8'	144	1		
p)	Hoarding	10'x8'	80	1		
q)	Panel	4'x6'	24	2		
r)	Podium Flex	2'x4'	8	1		
s)	Side Panel	4'x10'	40	2		
t)	Screen Masking (Projection Area' 8' x6')	10'x11.5	115	2		
u)	Console Masking	10'x4'	40	1		

NOTE: The bid of the lowest bidder would be declared successful on the following basis:

1. The cost for non-residential (AM tea + lunch +PM tea+ conference venue) per person per day shall be calculated for 300 people.
2. The cost for Residential (Bed tea + Breakfast + accommodation + dinner) per person per day shall be calculated for 25 rooms (single occupancy) and 75 rooms (double occupancy).
3. The cost for 'Only Lunch' per person per day shall be calculated for 40 people.
4. The cost for 'Only Dinner' per person per day shall be calculated for 40 people.
5. The cost of Sr. No. 5 & 6 in the table given above shall be calculated as per the quantity indicated in the G-schedule
6. Summation of point 1 to 5 shall be done so as to reach at the lowest bidder.

SIGNATURE OF THE TENDER WITH SEAL