



दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड

(भारत सरकार का उपक्रम)

THE NEW INDIA ASSURANCE COMPANY LTD.

(Govt. of India Undertaking)

पंजीकृत एवं प्रधान कार्यालय : न्यू इन्डिया एश्योरन्स बिल्डिंग, 87, महात्मा गांधी मार्ग, फोर्ट, मुंबई - 400 001.

Regd. & Head Office : New India Assurance Bldg., 87, M.G. Road, Fort, Mumbai - 400 001.

CIN No. L66000MH1919GOI000526



Phone : 022 2270 8100

022 2270 8400

Website : www.newindia.co.in

E-TENDER NOTICE

Tender No. 04/Corp. HRM/MBS/2023-24.

Tender Notice for Hotels at Darjeeling Location on Night Consumption basis for use as Holiday Home for Mutual Benefit Society of The New India Assurance Co. Ltd.,

THE MUTUAL BENEFIT SOCIETY OF THE NEW INDIA ASSURANCE CO LTD invites tenders from interested Hotel Owners/Power of Attorney Holders at Darjeeling Location on night consumption basis for Holiday Home for New India Assurance Mutual Benefit Society.

The Technical Bid and Financial Bid Formats can be downloaded from Company's website www.newindia.co.in & E-Procurement Portal @ www.tenderwizard.com/NIAEPROC. The formats are also available at our local Divisional/Branch Office and can be collected during office hours.

1. The minimum criteria for prequalification will be as under:-
 - a. To be eligible, the bidder must have
 - i] At least one Hotel/Resort in Darjeeling Location
 - ii] Be able to offer at least 25 rooms at one place
 - b. The Applicant(s) should be the bonafide Hotel Owner / Power of Attorney Holder of the Hotel / Owner of resort. The applicant should attach proof of ownership of Hotel/Power of Attorney with Bid document.
 - c. The Applicant should be an Income Tax Assessee with PAN No. and its Tax returns must be up-to-date for last three years.
 - d. The Hotel / Resort should have been constructed as per the sanctioned/ approved Plan of the competent Local Development Authority. The hotel should be well maintained. Necessary Licenses from Tourism Authorities/Local Authorities is pre-requisite (Copy of Tourism Certificate should be Attached)
 - e. The Hotel / Resort should be situated at location as specified with proper approach road from towns.
 - f. The Hotel should be fire safety compliant and not prone to water logging, flood, etc.
 - g. The Hotel / Resort should charge and allot rooms on Night consumption basis.
 - h. The Advance Payment terms for 300 nights for your location will be 50% of quoted cost and final payment terms to be decided mutually as per night contracted/

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consumed if hotel /resorts shortlisted. The unconsumed amount will be carried forward into the next advance payment.

- i. A copy of GST certificate along with financial bid should be enclosed
 - j. The Hotel/Resort should be compliant of 3 Star Rating, should be comfortable and have luxurious ambience with free Parking Facilities etc.
 - k. Hotel owner may submit bids for consumption of 300 nights for Darjeeling location, and on utilization of 300 nights, with a provision for renewal. The Hotel could either be owned or leased/licensed or tied-up entities. Each bidder should have hotels/Resorts at least at Darjeeling Location.
 - l. Each Room should accommodate maximum 2+2 or family of four with one extra bed and should provide free bottled water and tea / coffee maker etc.
 - m. Hotel/Resort rate should be fixed on night basis & rate quoted per room per night shall be same for Normal Period & Vacation Period (Long Holidays, Weekends and Festival seasons like Diwali & Christmas)
 - n. The New India Mutual Benefit Society of The New India Assurance Company Ltd. will intimate about booking nights prior to **90 days**. Confirmation of booking should be received by Mutual Benefit Society within 7 days.
 - o. Cancellation period will be before 3 weeks [**21 days**] to Holiday date.
 - p. Quotation needs to have Flat Rate per-night for all seasons.
2. Method of submitting Tenders:

1. Manner of Submission of Tender:

Bidders can submit their bids on or before 15/02/2024 03:00 pm
through e-procurement mode i.e.
through **WWW.TenderWizard.com/NIAEPROC** using DSC (Digital Signature Certificate) only. Tender Cost of Rs.590/- (inclusive of GST) should be paid to the account number mentioned below on or before the due date of submission of tender.

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ACCOUNT NAME: The New India Mutual Benefit Society
ACCOUNT NUMBER: S/B A/c.000110100001851 with Bank of India
IFSC CODE: BKID0000001

2. Documents Comprising the Tender:

TENDER DOCUMENT Should include:

- 1] Documents of proof of ownership (Tax Receipt/Electricity Bill)/Power of attorney details.
- 2] Copy of GST certificate
- 3] Copy of PAN Card
- 4] Location Map
- 5] Photograph showing interior and exterior
- 6] Annexure 1
- 7] Annexure 2
- 8] Receipt of the tender fee paid

Note: All documents to be uploaded on our website www.tenderwizard.com/NIAEPROC only. No other mode of submission is available.

3. Bidder should ensure that the tender is submitted on portal on or before the date and time specified and no consideration whatsoever shall be given for any kind of delay.
4. The Society reserves the right to accept or reject or cancel any or all tenders without assigning any reason thereof and also reserves the right to tie up with Hotels technically qualified & suitable bidder/s whose Financial Bid will be the lowest as it deem fit and proper.
- 5 Any conditional tender will be liable for rejection.
- 6 The Society will shortlist the offers based on information provided in Technical Bid in accordance with Society's requirement, and other essential requirements spelt out in Technical Bid.
- 7 The Financial Bid would be opened after short listing of Offers based on Technical Bid evaluation. Mutual Benefit Society's decision on selection of the prospective offers will be final. The Society may visit the Hotels/Resorts before taking final decision.
8. In case of dispute, the decision of The New India Mutual Benefit Society of The New India Assurance Co. Ltd. will be final and binding on all.
- 9 **Execution of the Documents:** Once the nights are booked by The Mutual Benefit Society of The New India Assurance Co. Ltd., the agreement shall be executed in the Mutual Benefit

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