



Osmania University

University with Potential for Excellence (UPE)



OSMANIA UNIVERSITY
HYDERABAD – 500007, INDIA

Ten. Not. No.922/DIS-PR/2017-18/ISC- Accommodations

Date: 06 -11-2017

SHORT TENDER NOTICE

On behalf of Osmania University sealed tenders are invited from firms/ companies/ organizations for “Providing Accommodations services for the 105th Indian Science Congress to be held from 03rd to 07th January, 2018” at Osmania University Campus, Hyderabad. Tender bids are accepted up to 3.00 P.M. on 13 -11-2017. For further details, please visit the website www.osmania.ac.in.

Sd/-
REGISTRAR



Osmania University
University with Potential for Excellence (UPE)



TENDER DOCUMENT

Ten. Not. No.922/DIS-PR/2017-18/ISC- Accommodations

Date: 06-11-2017

“Tender document for “Providing Accommodations services “ for the 105th Indian Science Congress to be held from 03rd to 07th January, 2018”

OSMANIA UNIVERSITY CAMPUS
HYDERABAD, TELANGANA.

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TENDER NOTICE

The Osmania University in association with the Indian Science Congress Association (ISCA) is organizing 105th Indian Science Congress (ISC) at the prestigious Osmania University in its centenary year from 3rd - 7th January 2018. The 105th session of the Indian Science Congress is bound to draw the attention of the scientists, technocrats and all other stakeholders to think over how the formidable power of science and technology can bridge the gap between the rich and the poor and how to reach the unreached in creating equal opportunity for everyone to do away with poverty, hunger, ignorance and other evils which still block our ways in stepping into a new world of hope. Osmania University takes pride in hosting the prestigious 105 Indian Science Congress during its centenary coinciding with the Valedictory of Centenary Celebrations. The 105 Indian Science Congress is the first for youngest state of the Union – Telangana State. The theme of this session 'Reaching the unreached through Science and Technology' emphasizes the value of taking science to each and every citizen of India. India has made unprecedented advances in myriad branches of sciences. It has carved its niche as an upcoming 'science hotspot' in general with special presence in the fields of space research, traditional and alternative medicines, computer science, and basic sciences. The fruits of scientific advances need to be equally appreciated by each and every citizen. It is imperative that science touches, influences and ushers in a positive change among scores of individuals who were denied the luxuries of scientific advancements due to multitude of reasons.

The Osmania University, Hyderabad invites, sealed tenders from established and reputed professional Firms/Organizations/Institutions, who are engaged and having experience in Accommodation to express their interest for the work of "Providing Accommodation for the 105th Indian Science Congress to be held from 03rd to 07th January, 2018" at Osmania University Campus, Hyderabad"

PERIOD OF CONTRACT

The supplies/services are to be provided for "6 Days, i.e. 2nd, 3rd, 4th, 5th, 6th, 7th & 8th of January 2018" along with procurement of all necessary pre-requisites such as furniture tents and utensils, etc., well in advance.

Details of the works/services to be carried out/items to be supplied in connection with "Providing Accommodations services for the 105th Indian Science Congress to be held from 02nd to 08th January, 2018" at Osmania University Campus, Hyderabad"

BRIEF DESCRIPTION OF THE PROGRAMME:

OSMANIA UNIVERSITY, Hyderabad, Telangana has decided to conduct the 105th Indian Science Congress at Osmania University Campus, Hyderabad from 3rd to 7th of January 2018. The inaugural program is scheduled to be 3rd January, 2018. Hon'ble Prime Minister of India will be the chief guest of the inaugural program. On the occasion of 105th Indian Science Congress different programs will be conducted on 3rd to 7th of January 2018

Name of the Work: Accommodation Services:

It is proposed to engage an Accommodation company, who would be overall responsible for providing Accommodation rooms for delegates for 105th Indian Science Congress.

Service	Name of the works	Venue & Date
Accommodations	Accommodations to participants as follows 1. Five star - Single/Double 2. Four star - Single/Double 3. Three star- Single/Double 4. Two star - Single/Double 5. Budget Hotel - Single/Double 6. Guest House- AC Room 7. Guest House- Non-AC Room 8. Complimentary Accommodation – preferably Non-AC (6000 No's)	Osmania university Campus, Hyderabad. From 2 nd , 3 rd , 4 th , 5 th , 6 th 7 th & 8 th of January, 2018

The details of the works/services to be provided by the Accommodations Firm/ Company and other terms and conditions of the award of contract are given in Annexure-I to IV of the tender document.

Interested established and reputed professional firms/ individuals / organizations / Institutions, who are engaged and having experience in Accommodation may submit their offers in the prescribed form keeping in view the details given in Annexure-I to IV in based on the evaluation process carried by the University Committee.

The tenders included in the total rate quoted for entire package.

All the bidders/their authorized representatives must in variably attend opening of Technical tenders on the date and time specified along with all the original certificates (as enclosed to the tender) for scrutiny by the tender evaluation committee of Osmania University.

Registrar
Osmania University
Hyderabad – 500 007
Telangana, India

TENDER SCHEDULE

PARAMETER	DESCRIPTION
Tender Reference No.	/DIS-PR/2017-18/ISC- Accommodations
Name of the Work	Providing Accommodation services for the 105 th Indian Science Congress to be held from 03 rd to 07 th January, 2018 at Osmania University Campus, Hyderabad, Telangana State.
Date of Tender Available on website	07-11-2017 by 3.00PM
Date of submission of pre bid queries	10-11-2017 by 5.00PM
LAST Date & time for submission of Bids	13-11-2017 by 3.00 PM
Opening of Technical Qualifications	13-11-2017 by 4.00 PM
Start Date of Technical Demo	13-11-2017 by 4.00 PM
Opening of Financial Bid	13-11-2017 by 4.00 PM
Evaluation of Bid	13-11-2017 by 4.00 PM
Final Bidder Selection	13-11-2017 by 5.00 PM
LOI for Selected Bidder	Will be intimated later
Contract signed by selected Bidder	Within 2 working days from the date of Selected Applicants Announcement
Bid submission Address Place of Opening for Pre-Qualification, Technical & Commercial Bids	Registrar Office, Administrative Building, Osmania University Campus, Hyd -7
E-mail ID for communication and Contact Details	registrar@osmania.ac.in ; director_js@osmania.ac.in ; Office of the Registrar, Administrative Building, Osmania University, Hyderabad-500007, Telangana, India.
Queries if any	All the queries should be addressed to the following e-mail on or before 10-11-2017 by 5.00PM and personal queries are not entertained. isc105@osmania.ac.in

COMPANY PROFILE

No	DESCRIPTION	DETAILS
1.	Name of the firm/ company/organization	
2.	Brief description of the company/organization/firm including its structure and the Number of employees.	
3.	Status of the organization: Proprietor/Partnership/Regd. Company	
4.	Name and complete address of the organization including branches if any	
5.	Name, Designation and Address of the contact person to whom all references shall be made regarding the project	
6.	Company Landline Phone No.&Email Address	
7.	Details of National or Global Events Executed/Sub-Contract in last 6 months.	
8.	Reference list of major clients with the contact details performed during the last year.	
9.	The Attested copies of the experience certificates of major clients to whom the firm has provided such services	
10.	GST/Service Tax Registration No.	
11.	Permanent Account Number (PAN)	
12.	Details of Ownership of the Firm (Name and Address of the Board of Directors, Partners , etc.)	
13.	Registration Details & Date of registration	
14.	Average Annual turnover in last 3 years	

FINANCIAL DETAILS – ANNUAL TURNOVER DETAIL

(To be submitted duly signed by Statutory Auditor of the Applicant on its letter head)

#	FINANCIAL YEAR	ANNUAL TURNOVER
1	2014 – 2015	50LAKHS
2	2015 – 2016	50LAKHS
3	2016 – 2017	50LAKHS

Note: Audited Balance Sheets & Profit and Loss Statements for each financial year should be submitted by the Applicant duly certified by the Chartered Accountant.



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TECHNICAL BID

Tender Reference No:922/DIS/PR/2017/ISC- Accommodations Date: 06-11-2017

“Tender document for “Providing Accommodations services for the 105th Indian Science Congress to be held from 03rd to 07th January, 2018” at Osmania University Campus, Hyderabad”

ANNEXURE – I, II & III

ANNEXURE-I

BID COVER LETTER

(TO BE ENCLOSED ALONG WITH ENVELOPE-I)

To
The Osmania University,
Hyderabad, Telangana.

Dear Sir,

Sub: "Tender for Providing Accommodations services for the 105th Indian Science Congress to be held from 03rd to 07th January, 2018 at Osmania University Campus, Hyderabad"

Ref: Your Short Tender Notice No:922/DIS/PR/2017-18/ISC-Accommodation Date: 6.11.2017, published in newspapers.

With reference to your Tender Notice inviting offers for "Providing Accommodations for the 105th Indian Science Congress to be held from 03rd to 07th January, 2018" at Osmania University Campus, Hyderabad, Telangana",
I / we hereby submit my / our offer as follows:

- a) Technical Bid – Annexure I,II and III (in separate sealed cover along with Earnest Money Deposit of Rs.5,00,000/-,Application fee Rs.5,000/-(non-refundable) & other documents) (Envelope-1)
- b) Financial Bid – Annexure -IV (in separate sealed cover) (Envelope-2). The two sealed covers containing technical bids and financial bids referred to above have been put in main cover (Envelope-3).

I hereby undertake to abide by all the terms and conditions contained in your TR No.....dated calling for offers. I also accept to keep my offer valid for your acceptance up to 3 months of the tender opening date (Technical Bid).I also certify that the details furnished in the bids, various enclosures and other documents are true and correct to the best of my knowledge. If successful, I also express my willingness to sign the Agreement as per terms and conditions mentioned in the tender document. I also confirm having enclosed all essential documents and declarations, as required, along with the Technical Bid.

Date:

Signature of the owner / bidder / authorized signatory with complete Name, Address, Contact No.(s) including Mobile No(s). (Also indicate the capacity in which signing, whether on his own behalf or Authorized Signatory of the owner

Osmania University, Hyderabad hereby invites, sealed tenders from established and reputed professional providing Accommodations for the Osmania Firms/Organizations/Institutions, who are engaged and having experience in Accommodation services to express their interest for 105th Indian Science Congress to be held from 3rd to 7th January 2018.

Accommodations

- a) The tenders will be decided based on the total rate quoted for entire package.
- b) Public sector organizations / agencies are also eligible to give offers. Other things remaining the same, preference will be given to public sector agencies.

DETAILS OF WORKS / SERVICES TO BE CARRIED OUT / ITEMS TO BE SUPPLIED:

- I. Intending bidders may note that time is the essence of this work and any bidder failing to fulfill their obligations within the set time frame will face heavy penalties at 1% of agreement contract value per each day for the delay in completion of the work.
- II. All the bidders or their authorized representatives must invariably attend opening of Technical bids on the date and time specified along with all the original certificates (as enclosed to the tender) for scrutiny by the tender evaluation committee.

ANNEXURE-II

*QUALIFICATION/ ELIGIBILITY CRITERIA FOR TENDERING:

1. The Company/ Firm should have minimum 2 years of continuous experience in the field of providing similar services
2. The company/ firm should have a turnover of 50 lakhs in each year from last 3 years (2014-15), (2015-16) & (2016-17).
3. Preference will be given to those who have executed similar Events or having experience in executing similar events.
4. Company on its name should have completed, at least one similar nature of work of value of not less than 50 Lakhs as prime contractor in the last Three years.
5. Complimentary accommodation for 6000 members as per OU Budget.
6. Minimum of 600 Rooms should be booked from 2nd - 8th January, 2018 in five & four star categories hotels.
7. The firm which confirm Complimentary accommodation as per OU Budget will take up all other categories hotel requirement
8. The Accommodation Company /Firm should have the experience of executing complete services. Proof of payment should also be submitted by the bidder

*Bidder should check their Eligibility criteria before participation; otherwise they were rejected without evolution.

Note: University would be free to make enquiries from previous clients of the bidding company about the work, conduct, performance, quality of service and such other related general enquiries about such bidders (except the confidential commercial details like tender rates, etc.,). The bidder would have no objection to University making such enquiries from his existing / past clients.

GENERAL TERMS AND CONDITIONS

1. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any State Government / Government of India /UnionTerritory.
2. Tenders from Joint ventures/ Consortium are not acceptable.
3. Conditional tenders will not be accepted.
4. The cost of the Tender document fee shall not be refundable.
5. The authority reserves the rights to Reject or accept any or all the tenders without assigning any reasons.
6. All Applicable taxes of income tax and Service Tax will be applied as per prevailing Govt. orders.
7. Contract to be signed within 24 hours of the awarding of the bid.
8. The preparatory work has to be initiated as soon as the contract is awarded in consultation with concerned authorities
9. Bank Guarantee will not be acceptable as EMD. EMD should be paid in shape of Demand Draft in favour of Registrar Osmania University from any nationalized Banks.
10. The University does not bind itself to accept the lowest bidder and the University reserves the right to accept or Reject any of the Tender without assigning any reasons.
11. The quoted price should be inclusive of all types of taxes (Service tax, GST), excise duty, transportation, erection (commission), site clearance charges, etc., & all incidental charges.
12. University authority can take decision in case of single tender participation.

13. Bidders should execute the project with least impact to the environment especially during work.
14. All precautions should be taken by the Bidders so that there are no damages to such public/ private properties.
15. Bidders should take all precautionary measures to avoid any damage to the utilities during delegate stay.
16. The firm should give a declaration alongwith Technical Bid that Rates quoted in his Financial Bid are firm / valid for a minimum of 3 months from the date of opening of tenders.

BID SUBMISSION PROCEDURE

- a) Tenders would be received in Two Bids
 1. Technical Bid
 2. Financial Bid
- b) The Offer/Tender should be dropped in the locked sealed Tender Box kept at the O/o Registrar, Adm. Building, Osmania University, Hyderabad – 500 007.
- c) Tender document must be submitted in original duly completed along-with copies of other required documents on or before 13/11/2017 by 3.00 PM.
- d) The tenders must be submitted in an envelope or paper bag of appropriate size properly sealed. The sealed package must be super scribed as “Tender document for providing Accommodation services for the 105th Indian Science Congress to be held from 3rd to 7th January 2018 at Osmania University Campus, Hyderabad”
- e) Tender document shall be submitted in person or through authorized representatives only. Tender documents sent by Post /Courier will not be accepted. Telegraphic tenders shall not be entertained. All the pages of the tender document should be signed by the owner of the firm or his Authorized signatory supported with a copy of the power of attorney.

Tender document shall be submitted in three Envelopes as detailed below and properly sealed:

- a) Envelope-1: The envelope shall be super scribed on the top of cover as "Technical bid". Complete set of Tender documents (Technical Bid only), duly filled in and signed by the tenderers on all page (including Schedules and Annexure) along with Earnest Money Deposit (Rs. 5,00,000/-) and tender document fee (Rs.5,000/-non-refundable) as stated here under by Demand Draft (DD) obtained from any Nationalized Banks drawn in favour of the REGISTRAR, OSMANIA UNIVERSITY.
- b) Envelope-2: The envelope should be super scribed as "Financial Bid", complete set of Financial Bid of the tender document duly signed by the bidder on all pages.
- c) Envelope-3: The envelope shall contain the entire above two sealed envelopes super-scribing the name of work on the cover.

E.M.D.: Rs.5,00,000/-(Valid for 3months)

The complete set of support documents listed under item number of Annexure-II under the caption Qualification of bidder with all supporting documents duly filled in and signed by the tenderers on all pages. The documents such as experience certificates, copies of Agreement, financial turnover, copies of PAN, GST/Service tax registration, etc., shall be submitted along with proper attestations by Gazetted officer or Notary.

ImportantNote:

- a) The original EMD demand draft shall be in variably enclosed in Envelope-1only.
- b) Any deviation from this procedure or putting to gather of Technical and Financial bids in same cover or non- submission of complete documents in Envelope-1 and /or submission of Financial Bid in sealed manner would lead to rejection of Offer/Tender/Bid.
- c) Care shall be taken to place the technical bid in the cover superscribed as "Technical bid" onlyandfinancial bid in the cover super- scribed as "Financial bid" only. If financial bid is kept in the Technical bid or otherwise, such tenders are liable for rejection.

REJECTION CRITERIA

The Bids may be rejected under the following criteria:

- ❖ If they are conditional Bids;
- ❖ If the information provided by the Applicant is found to be incorrect /Fraudulent at any stage during the Tender process.
- ❖ If any influence on the Authority or otherwise by the Applicant that impacts the decision making process.
- ❖ If the Bids received beyond the prescribed date & time for receipt of Bids;
- ❖ Bids without signature of the person(s) duly authorized on required pages of the Bid
- ❖ Failure to furnish all information requirement by the Tender document or
- ❖ Submission of a bid not substantially response to the tender requirement.
- ❖ Applicant not quoting the complete scope of work as indicated in the tender documents.
- ❖ If the Technical Bid contains the financial details.
- ❖ If the Financial Bid is incomplete and that do not conform the Tender price in Financial bid format.
- ❖ Total price quoted by the Applicant does not include all statutory taxes and levies applicable.
- ❖ If there is an arithmetic discrepancy in the commercial bid calculations, the technical committee shall rectify the same. If the Applicant does not accept the correction of the errors, its Bid may be rejected.



AUTHENTICATION OF BID

The hard copy of Bid document shall be signed by a person or persons duly authorized to bind the organization to the Contract. A duly stamped Power-of-Attorney accompanying the Bid Document shall support the letter of authorization. The person or persons signing the Bid Document shall sign all pages of the Bid Document and each page of the Bid document should be properly numbered. Corrections/findings in the Bid shall be authenticated by signature of the authorized signatory. The Applicants have to abide by all the terms and conditions mentioned in this Tender document.

SCOPE OF WORK VARIATION

The Authority reserves the right to make changes to the scope of work at the time of execution of the resultant Agreement. If any such change causes an increase or decrease in the cost of, or the time required for the successful Applicant's performance of any part of the work under the Agreement, whether changed or not changed by the order, an equitable adjustment (if required) shall be made in the Contract Value or time schedule, or both, and the Agreement shall accordingly be amended. Any claims by the successful Applicant for adjustment under this Clause must be asserted within thirty (30) days from the date of receipt of the Authority changed order.

AMENDMENT TO TENDER DOCUMENT

- a) The Authority also reserves the right to change any bid condition including technical specifications even after inviting the proposals with/without prior notification.
- b) All amendments shall be communicated to the Applicant through their email ID/ Contact No as provided by the Applicant.
- c) The Authority may terminate the Tender process and without assigning any reason. The Tender document does not constitute an offer by the Authority.

SUBMISSION OF BIDS

All communications including the submission of Proposal should be addressed to:

The Registrar,
Administrative Building,
Osmania University,
Hyderabad – 500 007.
Email ID: registrar@osmania.ac.in

OFFICIAL WEBISTE

The Official Website of the Authority is: <http://www.osmania.ac.in>

CONFLICT OF INTEREST

The Applicant shall not have a conflict of interest that may affect the Selection Process. Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Acceptance Authority shall forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for the time, cost and effort of the Authority including consideration of such Applicant's proposal.

LATE BIDS

Any Bid received by the Authority after the deadline for submission of Bids prescribed in this document, will be summarily rejected and returned unopened to the Applicant. The EMD amount will be forfeited by the Applicant for the late bids. The Authority shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on this subject will be entertained.

OPENING OF TECHNICAL BIDS

The Authority will open technical Bid as per schedule. The Applicant may depute their representative for the event. The Applicant's representatives who are present shall sign the attendance roll evidencing their attendance. Even if no representative of the Applicant is available, the Bids would be opened as per schedule. In the event of the specified date of Bid opening/presentation being declared a holiday for the Authority, the Bids shall be opened at the appointed time and location on the next working day.

BIDS NOT CONSIDERED FOR EVALUATION

Bids which are rejected during any stage of the Bid evaluation process shall not be considered for further evaluation, under any circumstances.

CLARIFICATION OF BIDS

To assist in the examination, evaluations and comparison of bids, the Authority may, at its sole discretion, ask the Applicant for clarification on the Bid submitted. If the response to the clarification is not received in a proper way, the Bid shall be rejected. No representation in this regard would be entertained after rejection of the bid.

OPENING OF FINANCIAL BIDS

Financial Bids will be opened and compared after the technical evaluation. The financial bids of only technically qualified Applicants will be opened. The name of Applicant, Bid prices, total amount of each Bid, etc. shall be announced by the Authority during opening of financial Bid.

COMPLETENESS OF BIDS

the Authority will examine the Bids to determine whether they are complete, whether they meet all the conditions of the Tender Document and Technical Specifications, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the Bid Documents are substantially responsive to the requirements of the Tender Document. Information must be furnished in comprehensive manner against each column of Bid Document.

RECITIFICATION OF ERRORS

Applicants are advised to exercise greatest care in entering the pricing figures. No requests regarding correction of mistakes in the financial bids will be entertained after the bids are opened. The decision of the Evaluation Committee shall be final and binding in such cases.

REJECTION OF BIDS

The Bid shall be submitted duly filled by downloading application the Authority website. Bids submitted by Telex, fax or email would not be entertained. Bid may be rejected at any stage of the evaluation if it is found that the company has provided misleading information or has been black-listed by a central or any state government or has indulged in any malpractice/ unethical practice and has not honored contractual obligation elsewhere. A bid that does not meet all qualification criteria or is not responsive shall be rejected by the Authority and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or Reservation by the Applicant. The Applicant may seek reason/clarification for rejection of its bid.

VALIDITY OF BIDS

Bids shall be valid for acceptance for a period of at least 60 days from the last date for submission till signing of the agreement. The Bid with any lesser validity period is liable to be rejected.

UNDERTAKING FOR REASONABLE NESS

The Applicant will give an undertaking with financial Bid that to the best of their knowledge and belief:

- a) Tendered rates are on par with the prevailing market rates and not more than the price usually charged for secure code of same nature/class or description from any private purchaser either foreign or as well as Government purchaser.
- b) In respect of indigenous items for which there is a controlled price fixed by law, the price quoted are not higher than the controlled price.
- c) Services/Products/Goods supplied, will be of requisite specification and quality.

RIGHT TO TERMINATE

The Authority may terminate the Tender process at any time and without assigning any reason. The Tender document does not constitute an offer by the Authority.

INSPECTION OF SUPPLY

The Authority or its representative shall have the right to inspect or to test the items to confirm their conformity to the ordered specifications. The bidder shall provide all reasonable facilities and assistance at no charge to the Authority. In case any inspected or tested items fail to conform to the specifications, the Authority may reject them and supplier shall either replace the rejected goods or make all alterations necessary to meet specification required free of cost to the Authority.

ARBITRATION

Any Dispute which is not resolved amicably by conciliation between the Parties shall be finally decided by reference to arbitration by an Arbitral Tribunal appointed in accordance with Clause 6.36 (ii). Such arbitration shall be held in accordance with the Rules of Arbitration of the International Centre of Alternative Dispute Resolution, New Delhi (the "Rules"), or such other rules as may be mutually agreed by the Parties, and shall be subjected to the provisions of the Arbitration and Conciliation Act, 1996. The venue of such arbitration shall be at Hyderabad and the language of arbitration proceedings shall be English. There shall be an Arbitral Tribunal of the three arbitrators, of whom each Party shall select one, and the third arbitrator shall be appointed by the two arbitrators so selected; and in the event of disagreement between the two arbitrators, the appointment shall be made in accordance with the Rules. The arbitrators shall make a reasoned award (the "Award"). Any Award made in any arbitration held pursuant to the clause shall be final and binding on the Parties as from

the date it is made, and the Applicant and the Authority agree and undertake to carry out such Award without delay. The Applicant and the Authority agree that an Award may be enforced against the Applicant and/or the Authority, as the case may be, and their respective assets wherever situated. This Agreement and the rights and obligations of the Parties shall remain in full force and effect, pending the Award in any arbitration proceedings as Signed, Sealed and Delivered in the presence of witnesses.

EARNEST MONEY DEPOSIT:

Tenderers have to deposit EMD of Rs.5,00,000/- by way of Demand Draft(valid for 3 months) obtained preferably from any Nationalized Banks drawn in favour of REGISTRAR, OSMANIA UNIVERSITY along with the tender.

- No Cheque will be accepted. The EMD does not bear any interest.
- The Tenderer must write their name & complete postal address of the bidding firm on the reverse side of the Demand Draft(s).
- If University cancels the tender on any administrative reasons the EMDs of all the bidders will be refunded.
- EMD will be forfeited in the event of any refusal or delay on the part of the successful tenderer to accept the offer for award of work or sign and execute the contract on acceptance of his tender. EMD shall also be liable for forfeiture in case the contractor delays the commencement of work immediately after issue of work order.
- EMD of unsuccessful Bidder will be refunded within 30 days from the date of opening of bids or after finalization of tenders whichever is earlier. EMD of successful bidder will be retained as EMD for the work and will be refunded within 3 months after the successful completion of contract.
- On completion of the whole Work and after fulfilling the tender obligations and clearing the temporary structures from the site, the EMD amount shall be released.

COMMERCIAL TERMS AND CONDITIONS

PAYMENT TERMS

The following are the payment terms:

- a) Payment will be made 10% of the total value at the time of MOU.
- b) 30% of the total value will be paid on or before 31-12-2017.
- c) 60% of the total value will be settled at the time final bill.

TAXES

The bid shall be inclusive of all taxes & levies including Service Tax. The rates quoted should include GST, Service Tax, etc., duties and any other levy attracted to the item applicable as of the last date of submission of the tender. No extra taxes & duties will be paid apart from the amount quoted. University shall be authorized to deduct any tax as applicable from the bidder. Deduction of all statutory and necessary Tax from each bill will be made as per Government Orders prevailing at the time of payment. Necessary tax deduction certificate will be issued on demand by the bidder.

ACCEPTANCE OF TENDER

- 1) The authority for acceptance/rejection of the tender documents and tendered rates will rest with the Competent Authority, who does not bind himself to accept the lowest or any other tender.
- 2) Acceptance of tendered rates will be communicated by E-mail or a formal letter of acceptance of tender will be forwarded to the successful Applicant as soon as possible, but the acceptance of lowest bid by the Competent Authority will be deemed to conclude the contract and noncompliance of any terms of agreement, including signing of the agreement, will amount to breach of contract with all attendant legal consequences.
- 3) The tender documents submitted by the Applicant shall become the property of the Authority and Authority shall have no obligation to return the same to the Applicants.
- 4) On acceptance of the tender, the name of accredited representative(s) of the Applicant who would be responsible for taking instructions from the Authority shall be communicated to the Authority within three working days.
- 5) The Authority shall not give any intimation to the unsuccessful Applicants about the fact of the rejection of their tender both in the case of technical qualification and financial aspects. The Authority is also not bound to give the reasons for such disqualification.
- 6) The Authority also reserves the right to:
 - a) Award the work partially, if deemed fit by the Competent Authority, in the financial/ business interest of the Authority.
 - b) Bypass any Applicant blacklisted by any Government/Semi Government body or PSU.
 - c) Seek clarifications from the Applicants regarding any information and documents submitted, during Pre – bid meeting. Failure to submit the same may render the bid liable for rejection. However the clarifications sought should not change the basic bid submitted by the Applicant.
 - d) Accept or reject any or all of the qualification / financial bids in part or full.
 - e) Relax the tender condition at any stage and considered necessary for the purpose of finalizing the contract in the overall interest of the Authority.
 - f) All ordered equipment should be supplied with relevant test certificates and any other statutory documents required.
- 7) Firms which are black listed by any of the Government organizations, Banks or PSU, their offers will be summarily rejected and their EMD will be forfeited.

TOTAL BID CALCULATION

If there is any discrepancy in the Commercial Bid, it will be dealt as per the following:

- If, in the price structure quoted for the required goods/services/works, there is discrepancy between the unit price and total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly.
- If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
- If there is a discrepancy between words and figures, the amount in words shall prevail.

If there is any such discrepancy in an offer, the same shall be conveyed to the Applicant on the same day up to which the Applicant has to accept on the above lines and if the Applicant does not agree to the decision of the Authority, the Bid is liable to be ignored.

BID EVALUATION

- i) The Technical Bid evaluation would be done by the Authority through their internal Evaluation Committee on the basis of having their past experience, Organizational similar events
- ii) The Authority reserves the right not to disclose any evaluation results as it is an internal process and no communication is entertained in this regard.
- iii) The Authority also reserves the right to negotiate on the scope of the project, terms and conditions, pricing and other aspects that is important for the project with finalized Applicant(s).
- iv) The Authority's decision shall be final and binding and shall not be required to give any reasons in writing or otherwise at any time for the selection of successful Applicant.

ANNEXURE-III

Ten. Not. No.922/DIS/PR/2017-18/ISC-Accommodation

Date: 06-11-2017

Name of the work: Providing Accommodation services for the "105th Indian Science Congress" to be held from 03rd to 07th January 2018 at Osmania University Campus, Hyderabad.

TECHNICAL BID

(Attach extra sheets duly signed, wherever required)

Details of previous reputed clients

Sl. No	List of Major clients with address & contact details	Work Details/Work order proof
1		
2		
3		
4		
5		

In the given format Annexure V

CHECK LIST

S. No	Have you enclosed copies of following documents alongwith this Technical Bid (please note that non-submission of copies of these documents will lead to rejection of your tender / technical bid).	Yes/ No
1.	Copies of relevant account statements audited accounts / other documents to establish that your annual turnover	
2.	List of major clients (preferably five clients) whom you are providing / have provided, in last 3 years,	
3.	Copy of partnership deed (if a partnership firm) or Copy of MoA, Bylaws, Registration Certificate, etc. (if a company) or Any such document depending upon the constitution of the bidders (e.g. society , etc.)	
4.	Copy of Power of Attorney (if submitting tender as Power of Attorney of somebody)	
5.	Have you been blacklisted by any of your existing / past clients, in the last 5 years for defecting / deficient service or any such reason related to such works/services provided by you (if yes, give details)	
6.	Are your rates quoted in your financial bid firm / valid for a minimum of 3 months from the date of opening of tenders	
7.	Have you enclosed EMD of Rs.5 lakhs with the Technical Bid	
8.	Have you enclosed DD of payment of Tender Fee of Rs. 5000/-	
9.	Do you fulfill all other essential conditions / requirements mentioned in the Tender document	
10.	Any other additional details / information you may like to submit -	

DECLARATION

I / WE
.....have gone through carefully all the Tender conditions and solemnly declare that I / we will abide by any penal action such as disqualification or black listing or determination of contract or any other action deemed fit, taken by, the Department against us, if it is found that the statements, documents, certificates produced by us are false / fabricated.

I / WE hereby declare that, I / WE have not been blacklisted / debarred / Suspended / demoted in any department in Andhra Pradesh or in any State due to any reasons.

Date:

Signature of the owner / bidder / authorized signatory with complete Name, Address, Contact No.(s) including Mobile No(s). (also indicate the capacity in which signing, whether on his own behalf or as Power of Attorney /Authorized Signatory of the owner.)



Osmania University

University with Potential for Excellence (UPE)



FINANCIAL BID

Tender Reference No: 922/DIS/PR/2017-18/ISC- Accommodation ,

Date:06 -11-2017

“Tender document for Providing Accommodation services for the 105th Indian Science Congress to be held from 3rd to 7th January, 2018 at Osmania University Campus, Hyderabad”

ANNEXURE – IV

ANNEXURE – IV

(Tender Reference No:922/DIS/PR/2017-18/ISC- Accommodation,

Date:06 -11-2017)

Name of the work: Accommodation services for the 105th Indian Science Congress to be held from 3rd to 7th January, 2018 at Osmania University Campus, Hyderabad

FINANCIAL BID

.....(Attach Extra Sheet Where ever required).....

Period 02rd to 08th January 2018.

****Description is for 1 day, but you have quote for 6 days i.e 2nd, 3rd, 4th, 5th, 6th, 7th & 8th of January 2018.***

Note:

- All Rates are inclusive of applicable Service Tax and Labour & Transportation to and for the entire period of the event.
- The tenders will be decided based on the total rate quoted for entire package.
- Intending bidders may note that time is the essence of this work and any bidder failing to fulfill their obligations within the set time frame will face heavy penalties at 1% of agreement contract value per each day for the delay in completion of the work.
- All the materials used/ designs adopted / materials supplied , etc., shall be approved by Osmania University before execution.
- The quantities shown are approximate.

Accommodation: -

S.No	Type of Service	Rate Quoted		
		Single (Rs.)	Double (Rs.)	Sharing per person (Rs.)
I.	A.	Five star		
	B.	Four star		
	C.	Three star		
	D.	Two star		
	E.	Budget Hotel		
	F.	Guest House- AC Room		
	G.	Guest House- Non-AC Room		
II.	A.	Complimentary Accommodation preferably Non-AC		

Date:

Signature of the owner / bidder / authorized signatory with complete Name, Address, Contact No.(s) including Mobile No(s). (also indicate the capacity in which signing, whether on his own behalf or as Power of Attorney /Authorized Signatory of the owner.)

Note: VVIP/VIP delegates Approx.600Members } Paid by University
 Complimentary Accommodation Approx.6000Members }

Reserve for delegates economical Hotel: 2000 Members - } Paid by delegates only
 through booking portal hosted on Indian science congress and OU websites. }