

**National Centre for Good Governance (NCGG)**  
Department of Administrative Reforms & Public Grievances,  
Ministry of Personnel, Public Grievances & Pensions,  
Government of India

**Notice inviting tender**

National Centre for Good Governance (NCGG) is an apex-level institution under the Ministry of Personnel, Public Grievances and Pensions, Government of India. The Centre conducts capacity building programmes for the civil servants from India and abroad. NCGG intends to empanel Hotels situated in Mussoorie for conducting about 60 training programmes with 40 to 45 participants in each batch including their boarding and lodging. The approximate yearly requirement is 20,000 room nights along with Conference room facility.

Sealed bids are invited from established/ registered hotels in Mussoorie in the prescribed format available in the tender document uploaded on the website ([www.ncgg.org.in](http://www.ncgg.org.in)). Interested hoteliers may submit their bids by 17/05/2023.

Administrative Officer  
NCGG, Cozy Nook Complex, Mussoorie- 248179  
Telephone: 0135-2630917-18

**National Centre for Good Governance**  
Department of Administrative Reforms & Public Grievances,  
Ministry of Personnel, Public Grievances & Pensions,  
Government of India

**Head Office**  
Block IV, Old JNU Campus,  
New Meharauli Road, Delhi, 110067

**Branch office**  
Cozy Nook Complex  
Mussoorie- 248 179

**Tender Document**  
**for**  
**“Empanelment of Hotels”**  
**for Providing Hospitality Services**

<b>Date of Tender notice</b>	<b>:</b>	<b>02/05/2023 (office hours)</b>
<b>Last date of receipt of tender</b>	<b>:</b>	<b>17.05.2023 (by 5.30 PM)</b>
<b>Date of opening of Technical Bid</b>	<b>:</b>	<b>19.05.2023 (at 10.00 AM)</b>
<b>Date of opening of Price Bid</b>	<b>:</b>	<b>22.05.2023 (at 3.00 PM)</b>

**In- Charge Administration**  
**Mussoorie Campus**

**National Centre for Good Governance**  
Department of Administrative Reforms & Public Grievances,  
Ministry of Personnel, Public Grievances & Pensions,  
Government of India

Branch office- Cozy Nook Complex, Mussoorie- 248 179

1. Government of India has set up the National Centre for Good Governance (NCGG) as an apex-level institution under the Ministry of Personnel, Public Grievances and Pensions in the year 2014. The mandate of this institute is to focus on policy reforms, governance, research, capacity building & training of civil servants and technocrats of India as well as other developing countries. The NCGG is mandated to also work as a think tank of the Government.
2. The Centre conducts capacity building programmes for the civil servants from various States as well as from other developing countries. The Centre also conducts out various other activities like holding webinars/seminars, conferences, workshops, etc. In the ensuing Financial Year 2023-24, NCGG is planning to conduct about 60 training programmes for international and domestic civil servants uniformly spread throughout the year. On an average, NCGG will conduct about 5 programmes per month. Each training programme includes about 35 to 45 participants and about 5 faculty members. The participants stay in Mussoorie for 7 to 10 days for each training program. Thus, about 20,000 room nights per annum are required to house trainee participants which translates into about 1650 room nights per month.
3. Sealed tenders are invited by the National Centre for Good Governance (NCGG) from Hotels (3 star and above) located within a radius of about 15 Kms from NCGG branch Office located at Cozy Nook Complex, Mussoorie- 248 179, for providing "Hotel services" for NCGG's international and domestic trainee participants, Resource persons and officials under two cover bid system i.e. (i) Technical Bid, and (ii) Price Bid.
4. Tender documents and details of terms & conditions for tenderer may be downloaded from NCGG website [www.ncgg.org.in](http://www.ncgg.org.in).
5. The sealed tender super-scribed at the top of envelope as "Tender for providing Hotel Services", containing Technical Bid & Price Bid in separate sealed envelopes, duly signed & stamped tender document & it's enclosures should be submitted at the address given below on or before 1730 hrs. on 17.05.2023.
6. Pre-Bid meeting of the prospective bidders will be held on 15/05/2023 at 3.00 p.m.in the Room of In-charge Administration. All interested bidders are invited to attend the same.

**In-Charge Administration,  
National Centre for Good Governance  
Cozy Nook Complex, Mussoorie- 248 179**

Signature & Stamp of the Bidder

7. Bids received after the due date and time shall not be accepted.
8. Technical Bids shall be opened on 19/5/2023 at 10.00 AM in the presence of duly constituted committee of NCGG and the representatives of bidders. The committee may visit bidder's facility for assessment of its suitability.
9. Price Bid shall be opened on 22.05.2023 at 04.00 PM for those bidders only who technically qualify.
10. NCGG reserves the right to accept or reject any or all offers, without assigning any reasons thereof, before award of the contract.
11. The terms and conditions of the tender may be amended before the due date of submission of bids. Bidders are advised to keep track on the website for any corrigendum/addendum issued.

**In- Charge Administration  
Mussoorie Campus**

## Terms and conditions for the Contract

### 1. Definition -

- 1.1 “Centre” shall mean The National Centre for Good Governance (A Govt. of India Autonomous body registered under Indian Societies Act,1860) Head Office- Block IV, Old JNU Campus, New Meharauli Road, Delhi, 110067 and Branch office- Cozy Nook Complex, Mussoorie- 248 179, and shall include their legal representatives, successors and permitted assignees.
- 1.2 “Contract” means and includes the documents forming the tender and acceptance thereof together with the documents referred to therein including the conditions.
- 1.3 “Hotel” shall mean the establishment licensed to operate as Hotel/resort under relevant laws, its owner and shall include the legal representatives, successors and permitted assignees.
- 1.4 “Competent Authority” means Director General of the Centre and his successors.
- 1.5 “Officer In Charge” shall mean the officer of the Centre, designated by “Competent Authority”, who shall supervise and be in-charge of this contract.
- 1.6 “Care Taking Section” shall mean the Administration Division of the Centre.

### 2. Instruction for Bidder :-

- 2.1 The hotels (3 star and above) located within a radius of about 15 Kms from NCGG branch Office located at Cozy Nook Complex, Mussoorie- 248 179 only shall be eligible for submission of bid.
- 2.2 All prospective bidders shall submit their Bid in two sealed envelopes super scribed as Envelope “A” (Technical bid) & Envelope “B” (Price bid) which will be contained inside one big main sealed envelope addressed to In-Charge (Administration) Cozy Nook Complex, Mussoorie- 248 179. The sealed envelope must be submitted/ reach on or before 1730 hrs. on 17/05/2023. **Each envelope shall be super-scribed as detailed below:**

Main Envelope	Sub-Envelopes inside main envelope	Contents inside sub-envelopes
Tender for Hotel services	Envelope “A”	Technical Bid, EMD and supporting documents for eligibility/qualifying criteria
	Envelope “B”	Financial Bid in prescribed format

- 2.3 The Technical Bids shall be accompanied with Earnest Money Deposit of Rs. 5,000/- by way of demand draft payable to NCGG at Musoorie or proof of exemption for the above mentioned empanelment. EMD of all tenderers shall be refunded without interest within 15 days from the date of the issue of the award letter for empanelment. EMD

shall be forfeited in case if the successful Bidder fails to submit security deposit within prescribed time or refuses to accept the letter of empanelment issued under this tender.

- 2.4 Price Bids shall be opened for those tenderers only who qualify technically which may take into account the report of the committee of officers.
- 2.5 The Hotel should have a conference hall with audio-visual facility (projector, screen & mike facility) to accommodate at least 45 persons.
- 2.6 The Hotel should have proper in-house arrangements to provide hygienic meals (Vegetarian & non-vegetarian) to the guests.
- 2.7 Tenders received without relevant documents as mentioned in clause No. 5 & 6 below for meeting eligibility requirements shall not be considered for opening of Price Bid.
- 2.8 Interested tenderers are requested to quote their **most competitive rates** as per the format specified in **Schedule 'B'**.
- 2.9 The Rates should be quoted for Single & Double sharing basis including all meals (Breakfast, Lunch and Dinner) and serving of tea/ coffee with cookies twice a day.
- 2.10 Technical & Price Bids shall have to be submitted in the Format as per **Schedule 'A'** and **Schedule 'B'** respectively.
- 2.11 Conditional Bids or the Bids not accepting the terms and conditions will be rejected.
- 2.12 The selected Bidders shall not assign or sublet this contract or any part of it to any other agency in any form. In the event of doing so, it shall result in termination of empanelment and forfeiture of Security Deposit.
- 2.13 Either party shall be entitled to terminate the contract by giving 30 days' notice in writing to the other party without prejudice to other rights and remedies available to it.
- 2.14 The Centre reserves the right to modify and/ or amend any of the above stipulated conditions / criteria depending upon its requirement. The Centre also reserves the right to cancel the tender without assigning any reason thereof.
- 2.15 The empaneled hotel shall be responsible to accept hotel booking on the request of the authorized officer of the Centre.
- 2.16 With prior notice of 10 days, the hotel shall be bound to provide at-least 40 to 45 number of rooms for training of one batch.
- 2.17 The prospective bidders should have the compliance of all the relevant Laws, Acts and regulations as applicable on them from time to time.
- 2.18 After opening the technical Bid, a committee of officers of NCGG may visit the hotels which qualify technically, to check the facilities viz. room sizes, extra table & chair for guest(s), TV, Wi-Fi facility, etc.
- 2.19 On the basis of the report of the committee, the hotels will be shortlisted and Price Bids of only shortlisted Bidders shall be opened to identify the lowest rates offered. The successful Bidders shall enter into an agreement on non- judicial stamp paper as per format at **Annex II** attached herewith.

- 2.20** The Centre may terminate the contract by giving a notice of 30 days in case of breach of one or more terms in the contract clauses or if the proprietor of the hotel becomes insolvent or fails/ neglects to carry out lawful instructions of the Centre.
- 2.21** The successful Bidders shall deposit security deposit of Rs. 1,00,000/- by way of Bank Guarantee in favour of NCGG from any Nationalized Bank which shall be released only after three months from the date of the completion of the contract. The security deposit shall be interest free. In case of default of any of the terms & conditions of the tender, the agreement etc., security deposit is liable to be forfeited.
- 2.22** In case of any clarification required, you may send your queries on email to [ncgg-dopt@nic.in](mailto:ncgg-dopt@nic.in) within 07 days of Bid publishing date.
- 2.23** Hotels having a minimum of 50 rooms and ready to provide minimum 40 rooms for one training programme at a time, may apply. Empanelment shall be done on the basis of rates quoted thereof.
- 2.24** Rooms and conference hall should be Wi-Fi equipped.
- 2.25** Hotel should have conference hall with seating capacity for minimum 40 participants along with proper audio visual facilities for conducting trainings and online classes.
- 2.26** The rooms and dining hall should be adequately furnished keeping in view the dignity of international/domestic civil servants. Cleanliness and proper hygiene shall be maintained by the hotel.
- 2.27** The Hotelier shall establish a system to monitor the quality of services provided to the participants on a regular basis.
- 2.28** In case of cancellation of event by NCGG, a prior notice of 7 days shall be given in advance and no cancellation charges will be paid. Payment will be made on the basis of services actually used.
- 2.29** At any time during the validity of the bids, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by NCGG after it has received the bids.

**3. Duration of Contract :-**

The duration of this contract shall be 12 months from the date of contract start date as is to be mentioned in the Agreement to be signed by successful bidder(s). However, contract duration can be extended further for a period of upto 12 (Twelve) months based upon satisfactory completion of the contract, on the same terms and conditions as defined in this tender/Contract/Agreement.

**4. Terms of Payment :-**

- 4.1** The bills to be raised by the Hotel shall clearly mention the billing components (basic tariff, taxes & levies).
- 4.2** The bill should be accompanied with check in & check-out slips duly signed by the guests.

- 4.3 The bills of the hotel shall be accompanied with a copy of the booking order duly issued by authorized signatory of NCGG.
- 4.4 The Hotel shall submit the bills to Admn. Division of the Centre within 10 days of completion of training programme.
- 4.5 There shall not be any advance payment towards booking of rooms.
- 4.6 Centre shall make the payments within 15 days of receipt of bills.

**5. Eligibility Criteria for Bid bidders: -**

In order to become eligible, the Hotels should have the following documents: -

- 5.1 Business Registration certificate
- 5.2 Registration for GST
- 5.3 Income Tax Registration/PAN.
- 5.4 License of Local Municipal Authority as applicable.
- 5.5 Fire N.O.C.
- 5.6 Any other license required to operate as a Hotel

**6. Documents to be accompanied (in the Technical Bid):-**

The Technical Bid shall comprise of the following documents :-

- 6.1 Earnest Money Deposit (EMD) of Rs. 5,000/- or proof of exemption.
- 6.2 Photo Copy of the Business Registration certificate
- 6.3 Photo Copy of GST Registration certificate in the name of registered owner.
- 6.4 Photo Copy of PAN or Income Tax Certificate in the name of registered owner.
- 6.5 Photocopy of License issued by Municipal Authority.
- 6.6 Photocopy of Fire safety certificate.
- 6.7 Photocopy of the license obtained from FSSAI
- 6.8 Signed & stamped copy of all the documents including tender documents.
- 6.9 Signed and stamped certification from HRACC i.e. Hotel & Restaurant Approval & Classification Committee issued by Ministry of Tourism, Govt. of India
- 6.10 Total number of rooms available for guests in the hotel.
- 6.11 Number of well-equipped conference halls available in Hotel with seating capacity of minimum 40 participants to conduct international, domestic training programmes, workshops, seminars, meetings etc.



**7. Code of Ethics:**

The purchaser as well as the Bidder shall observe the highest standard of ethics including laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988", during the procurement or execution of such contracts. If the Bidders are found in Bid pooling, cartelization or against law on fraud and corruption then their firms may be debarred from participation in all NCGG tenders for three years.

**8. Dispute Resolution between NCGG and Tenderer**

**A. Amicable Settlement:**

- i. The parties (i.e. NCGG and Tenderer) undertake that any conflict or dispute that may arise between them shall first be dealt with in the manner stated below, irrespective of any other recourse, which any party may have in law or in equity.
- ii. In the event of any conflict or dispute arising out of or in connection with the tender, the parties shall endeavor to settle such disputes amicably, if a dispute is not resolved within 30 (thirty) days after a written notice of any dispute by one party to the other, the same shall then be resolved through the mechanism of a Dispute Resolution Committee. This Dispute Resolution Committee shall comprise of representatives of both the NCGG and tenderer and shall be chaired by the authorized representatives of NCGG. If the Dispute Resolution Committee is not able to resolve the matter within 30 (thirty) days of its formation, the dispute shall then be referred to Arbitration.

**B. Arbitration:** In the event of any conflict/dispute arising out of or in connection with the tender, which has not been resolved in accordance with the procedure laid down in clause 1 above, the aggrieved party may invoke Arbitration by sending a written notice to the other party. The procedure for appointment of the Arbitral Tribunal shall be as follows:

- i. The matter shall be referred by either party to Head of Administration Division, NCGG, Head Office, New Delhi for appointment of Sole Arbitrator.
- ii. The venue of the Arbitration shall be at Mussoorie, Uttarakhand and shall be governed by provisions of the Arbitration & Conciliation Act, 1996 as amended by the Arbitration & Conciliation (Amendment) Act 2015 (3 of 2016) and amended from time to time. The Arbitration proceedings can also be conducted in the English language.
- iii. The arbitration shall be conducted online, as per the discretion of the Arbitral Tribunal.
- iv. The cost of the Arbitration shall be equally borne by both the parties.
- v. The award of the arbitrator shall be final and binding on the parties.

**C.** The tender shall be interpreted and governed in all respects in accordance with the laws of India. All disputes in connection with or arising out of the tender, shall be subject to the exclusive jurisdiction of the Court at Uttarakhand.

**In- Charge Administration**

Terms & Conditions accepted

Signature Authorized Signatory with seal

Signature & Stamp of the Bidder

**Tentative schedule of capacity building programmes during 2023-24**  
(For each 2-weeks programme 7 – 8 days of stay will be at Mussoorie)

 <b>National Centre for Good Governance</b> <b>Ministry of Personnel, Public Grievances &amp; Pensions,</b> <b>Government of India</b>		<b>Training Calendar for the year</b> <b>2023-24</b>				
S.No.	Name of the programmes	Country	Duration	Dates	No. of participants	No. of Prog. Month wise
1.	58 <sup>th</sup> CBP for Civil Servants of Bangladesh	Bangladesh	Two weeks	25 <sup>th</sup> April, 2023 to 6 <sup>th</sup> May, 2023	45	April-1
2.	59 <sup>th</sup> CBP for Civil Servants of Bangladesh	Bangladesh	Two weeks	8 <sup>th</sup> May, 2023 to 19 <sup>th</sup> May, 2023	45	May-3
3.	22 <sup>nd</sup> CBP for Civil Servants of Maldives 23 <sup>rd</sup> CBP for Civil Servants of Maldives	Maldives	Two weeks	8 <sup>th</sup> May, 2023 to 19 <sup>th</sup> May, 2023	50	
4.	60 <sup>th</sup> CBP for Civil Servants of Bangladesh	Bangladesh	Two weeks	22 <sup>nd</sup> May, 2023 to 2 <sup>nd</sup> June, 2023	45	
5.	61 <sup>st</sup> CBP for Civil Servants of Bangladesh	Bangladesh	Two weeks	5 <sup>th</sup> June, 2023 to 16 <sup>th</sup> June, 2023	45	June-4
6.	1 <sup>st</sup> Capacity Building Programme for the senior officers of Anti-Corruption Commission (ACC) of Maldives	Maldives	One week	5 <sup>th</sup> June, 2023 to 10 <sup>th</sup> June, 2023	15	
7.	24 <sup>th</sup> CBP for Civil Servants of Maldives	Maldives	Two weeks	12 <sup>th</sup> June, 2023 to 23 <sup>rd</sup> June, 2023	40	
8.	62 <sup>nd</sup> CBP for Civil Servants of Bangladesh	Bangladesh	Two weeks	19 <sup>th</sup> June, 2023 to 30 <sup>th</sup> June, 2023	45	
9.	63 <sup>rd</sup> CBP for Civil Servants of Bangladesh	Bangladesh	Two weeks	3 <sup>rd</sup> July, 2023 to 14 <sup>th</sup> July, 2023	45	July-6
10.	25 <sup>th</sup> CBP for Civil Servants of Maldives	Maldives	One week	3 <sup>rd</sup> July, 2023 to 8 <sup>th</sup> July, 2023	40	
11.	1 <sup>st</sup> STP Programmes for DGs/ JSs of Bangladesh	Bangladesh	One week	3 <sup>rd</sup> July, 2023 to 8 <sup>th</sup> July, 2023	30	
12.	Special e-programme on emerging governance practices - South East Asian Countries	South East Asian Countries	2 Days	5 <sup>th</sup> July, 2023 to 6 <sup>th</sup> July, 2023	70	
13.	64 <sup>th</sup> CBP for Civil Servants of Bangladesh	Bangladesh	Two weeks	17 <sup>th</sup> July, 2023 to 28 <sup>th</sup> July, 2023	45	
14.	26 <sup>th</sup> CBP for Civil Servants of Maldives	Maldives	Two weeks	24 <sup>th</sup> July, 2023 to 4 August, 2023	40	
15.	65 <sup>th</sup> CBP for Civil Servants of Bangladesh	Bangladesh	Two weeks	31 <sup>st</sup> July, 2023 to 11 <sup>th</sup> August, 2023	45	August-6
16.	66 <sup>th</sup> CBP for Civil Servants of Bangladesh	Bangladesh	Two weeks	1 <sup>st</sup> August, 2023 to 12 <sup>th</sup> August, 2023	45	
17.	27 <sup>th</sup> CBP for Civil Servants of Maldives	Maldives	Two weeks	14 <sup>th</sup> August, 2023 to 25 <sup>th</sup> August, 2023	40	
18.	67 <sup>th</sup> CBP for Civil Servants of Bangladesh	Bangladesh	Two weeks	21 <sup>st</sup> August, 2023 to 1 <sup>st</sup> September, 2023	45	

S.No.	Name of the programmes	Country	Duration	Dates	No. of participants	No. of Prog. Month wise
19.	6 <sup>th</sup> CBP for Civil Servants of Jammu & Kashmir	Jammu & Kashmir, India	Two weeks	21 <sup>st</sup> August, 2023 to 1 <sup>st</sup> September, 2023	40	
20.	68 <sup>th</sup> CBP for Civil Servants of Bangladesh	Bangladesh	Two weeks	22 <sup>nd</sup> August, 2023 to 2 <sup>nd</sup> September, 2023	45	
21.	7 <sup>th</sup> CBP for Civil Servants of Jammu & Kashmir	Jammu & Kashmir, India	Two weeks	11 <sup>th</sup> September, 2023 to 22 <sup>nd</sup> September, 2023	40	September-5
22.	28 <sup>th</sup> CBP for Civil Servants of Maldives	Maldives	One week	11 <sup>th</sup> September, 2023 to 16 <sup>th</sup> September, 2023	40	
23.	3 <sup>rd</sup> CBP for the Township Administrators of Myanmar	Myanmar	Two weeks	18 <sup>th</sup> September, 2023 to 29 <sup>th</sup> September, 2023	30	
24.	MCTP for mid-level civil servants of Gambia	Gambia	One week	18 <sup>th</sup> September, 2023 to 23 <sup>rd</sup> September, 2023	30	
25.	1 <sup>st</sup> Training Programme on Public policy and governance for Cambodian Civil Servants	Cambodia	Two weeks	18 <sup>th</sup> September, 2023 to 29 <sup>th</sup> September, 2023	40	
26.	8 <sup>th</sup> CBP for Civil Servants of Jammu & Kashmir	Jammu & Kashmir, India	Two weeks	9 <sup>th</sup> October, 2023 to 20 <sup>th</sup> October, 2023	40	October-2
27.	2 <sup>nd</sup> Training Programme on Public policy and governance for Cambodian Civil Servants	Cambodia	Two weeks	9 <sup>th</sup> October, 2023 to 20 <sup>th</sup> October, 2023	40	
28.	29 <sup>th</sup> CBP for Civil Servants of Maldives	Maldives	Two weeks	30 <sup>th</sup> October, 2023 to 10 <sup>th</sup> November, 2023	40	November-6
29.	3 <sup>rd</sup> CBP for District Administrators of Myanmar	Myanmar	Two weeks	30 October, 2023 to 10 <sup>th</sup> November, 2023	30	
30.	1 <sup>st</sup> CBP for Senior Officials of Sri Lanka	Sri Lanka	Two weeks	30 <sup>th</sup> October, 2023 to 10 <sup>th</sup> November, 2023	40	
31.	30 <sup>th</sup> CBP for Civil Servants of Maldives	Maldives	Two weeks	20 <sup>th</sup> November, 2023 to 1 <sup>st</sup> December, 2023	40	
32.	4 <sup>th</sup> CBP for Township Administrators of Myanmar	Myanmar	Two weeks	20 <sup>th</sup> November, 2023 to 1 <sup>st</sup> December, 2023	30	
33.	2 <sup>nd</sup> CBP for Senior Officials of Sri Lanka	Sri Lanka	Two weeks	20 <sup>th</sup> November, 2023 to 1 <sup>st</sup> December, 2023	40	
34.	31 <sup>st</sup> CBP for Civil Servants of Maldives	Maldives	One week	11 <sup>th</sup> December, 2023 to 16 <sup>th</sup> December, 2023	31	December-7
35.	1 <sup>st</sup> Programme for Senior officials of Mauritius	Mauritius	Two weeks	11 <sup>th</sup> December, 2023 to 22 <sup>nd</sup> December, 2023	40	
36.	4 <sup>th</sup> CBP for District Administrators of Myanmar	Myanmar	Two weeks	11 <sup>th</sup> December, 2023 to 22 <sup>nd</sup> December, 2023	30	
37.	3 <sup>rd</sup> CBP for Civil Servants of Arunachal Pradesh	Arunachal Pradesh, India	Two weeks	25 <sup>th</sup> December, 2023 to 5 <sup>th</sup> January, 2024	30	
38.	2 <sup>nd</sup> Programme for Senior officials of Mauritius	Mauritius	Two weeks	26 <sup>th</sup> December, 2023 to 6 <sup>th</sup> January, 2024	40	
39.	3 <sup>rd</sup> Training Programme on Public policy and governance for Cambodian Civil Servants	Cambodia	Two weeks	26 <sup>th</sup> December, 2023 to 6 <sup>th</sup> January, 2024	40	

S.No.	Name of the programmes	Country	Duration	Dates	No. of participants	No. of Prog. Month wise
40.	Advanced Leadership Development Programme on Public Policy and Governance for Civil Servants of Multi-countries of LAC region	Multi countries of LAC region	Two weeks	26 <sup>th</sup> December, 2023 to 6 <sup>th</sup> January, 2024	40	
41.	Advanced Leadership Development Programme on Public Policy and Governance for Civil Servants of Multi – country of FIPIC/IORA region	Multi countries of FIPIC & IORA region	Two weeks	8 <sup>th</sup> January, 2024 to 20 <sup>th</sup> January, 2024	40	January-3
42.	9 <sup>th</sup> CBP for Civil Servants of Jammu & Kashmir	Jammu & Kashmir, India	Two weeks	8 <sup>th</sup> January, 2024 to 20 <sup>th</sup> January, 2024	40	
43.	4 <sup>th</sup> CBP for Civil Servants of Arunachal Pradesh	Arunachal Pradesh, India	Two weeks	15 <sup>th</sup> January, 2024 to 26 <sup>th</sup> January, 2024	30	
44.	69 <sup>th</sup> CBP for Civil Servants of Bangladesh	Bangladesh	Two weeks	5 <sup>th</sup> February, 2024 to 16 <sup>th</sup> February, 2024	45	February-7
45.	4 <sup>th</sup> Training Programme on Public policy and governance for Cambodian Civil Servants	Cambodia	Two weeks	5 <sup>th</sup> February, 2024 to 16 <sup>th</sup> February, 2024	40	
46.	70 <sup>th</sup> CBP for Civil Servants of Bangladesh	Bangladesh	Two weeks	6 <sup>th</sup> February, 2024 to 17 <sup>th</sup> February, 2024	45	
47.	5 <sup>th</sup> CBP for Civil Servants of Arunachal Pradesh	Arunachal Pradesh, India	Two weeks	12 <sup>th</sup> February, 2024 to 23 <sup>rd</sup> February, 2024	30	
48.	71 <sup>st</sup> CBP for Civil Servants of Bangladesh	Bangladesh	Two weeks	19 <sup>th</sup> February, 2024 to 1 <sup>st</sup> March, 2024	45	
49.	10 <sup>th</sup> CBP for Civil Servants of Jammu & Kashmir	Jammu & Kashmir, India	Two weeks	19 <sup>th</sup> February, 2024 to 1 <sup>st</sup> March, 2024	40	
50.	72 <sup>nd</sup> CBP for Civil Servants of Bangladesh	Bangladesh	Two weeks	20 February, 2024 to 2 <sup>nd</sup> March, 2024	45	
51.	9 <sup>th</sup> STP for DC of Bangladesh	Bangladesh	One week	4 <sup>th</sup> March, 2024 to 9 <sup>th</sup> March, 2024	30	March-6
52.	10 <sup>th</sup> STP for DC of Bangladesh	Bangladesh	One Week	11 <sup>th</sup> March, 2024 to 16 <sup>th</sup> March, 2024	30	
53.	73 <sup>rd</sup> CBP for Civil Servants of Bangladesh	Bangladesh	Two weeks	11 <sup>th</sup> March, 2024 to 22 <sup>nd</sup> March, 2024	45	
54.	6 <sup>th</sup> CBP for Civil Servants of Arunachal Pradesh	Arunachal Pradesh, India	Two weeks	11 <sup>th</sup> March, 2024 to 22 <sup>nd</sup> March, 2024	30	
55.	Advanced Leadership Development Programme on public policy and Governance for Civil Servants of Multi country of Africa region	Multi-countries of Africa region	Two weeks	11 <sup>th</sup> March, 2024 to 22 <sup>nd</sup> March, 2024	40	
56.	74 <sup>th</sup> CBP for Civil Servants of Bangladesh	Bangladesh	Two weeks	25 <sup>th</sup> March, 2024 to 5 <sup>th</sup> April, 2024	45	

**Technical Bid**

1. Proof of EMD of Rs. 5,000/-.
2. Authorization Letter to sign this Tender/Contract/Agreement for Hotel Management.
3. Copy of the Business registration certificate.
4. Copy of GST Registration certificate in the name of registered owner.
5. Copy of PAN or Income Tax Certificate in the name of registered owner.
6. Copy of License issued by Municipal authority.
7. Copy of Fire safety certificate.
8. Copy of the license obtained from FSSAI
9. Signed and stamped certification from HRACC i.e. Hotel & Restaurant Approval & Classification Committee issued by Ministry of Tourism, Govt. of India
10. Signed & stamped copy of all the documents including tender documents.
11. Total number of rooms available for guests in the hotel.
12. Number of well-equipped conference halls available in Hotel with seating capacity of minimum 40 participants to conduct international, domestic training programmes, workshops, seminars, meetings etc.

**Note: Tenderer must enclose self-attested copies of the aforesaid documents**

Date:

Place:

Signature  
Authorized Signatory of the Bid Bidder  
(With name and Stamp)

Name of Authorized Signatory

Name of Hotel :  
Address :  
Email ID :  
Contact Phone Number :

**Agreement for Hotel Empanelment**

This agreement is executed on this day of \_\_\_\_\_

Between

The National Centre for Good Governance (A Govt. of India Autonomous body) registered under Societies Registration Act,1860), having its Head Office at - Block IV, Old JNU Campus, New Meharauli Road, Delhi, 110067 and Branch office- Cozy Nook Complex, Mussoorie- 248 179 (hereinafter referred as Centre) which expression shall include its successors and assigns, of the one part

AND

M/s \_\_\_\_\_, a proprietorship/ partnership/ Pvt. Ltd./ Ltd., having its registered office at \_\_\_\_\_, acting through Shri \_\_\_\_\_, hereinafter referred to as the hotel, which expression shall include his successors, representatives and assignees, of the other part.

Whereas M/s. \_\_\_\_\_ shall provide hotel services to the International, Domestic training participants, resources persons, officers and guests of The National Centre for Good Governance (NCGG) on the advice of Administration Division of NCGG on the agreed terms and conditions from \_\_\_\_\_

Now it is agreed by and between the parties as under: -

1. The agreement for providing hotel service to the officers and guests of NCGG and shall be effective from \_\_\_\_\_ to \_\_\_\_\_ have come into force on 1<sup>st</sup> \_\_\_\_\_.
2. The Agreement shall be valid from \_\_\_\_\_ to \_\_\_\_\_.
3. The hotel shall allow the stay of NCGG officers and guests, on the basis of getting the booking order duly issued by authorized signatory of Centre i.e. Associate Professor and In-charge (Admn.) or any other person authorized by Director General, NCGG.
4. The hotel will provide and maintain the quality of stay (room should be neat & clean) and meal arrangements including Breakfast, lunch and dinner.
5. The Hotel should have proper in-house arrangements to provide meals to the guests.

The rate for hotel services (including Breakfast, lunch and dinner as well as morning and evening tea with biscuits/cookies) shall be as under:

- Single Occupancy : Rates Rs...../- per day;
  
- Double Occupancy : Rates Rs...../- per day;

6. The above charges will include breakfast & two major meal lunch & dinner (Vegand Non-veg) and other facilities such as, in room tea/coffee maker, packaged drinking water bottles etc. There shall not be any advance payment towards booking of rooms. Taxes as admissible shall be extra.
7. The bills shall be submitted by the Hotel within 10 days of completion of a batch of training programme. The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes & levies) and shall be accompanied with a copy of the booking order duly issued by authorized signatory of Centre at time of payment. There shall not be any advance payment towards booking of rooms.
8. The authorized signatory for placing the order will be in-charge administration or his nominee.
9. No sub-contracting by the hotel shall be allowed for providing the services as prescribed vide this agreement. In the event of doing so it shall result in termination of empanelment and forfeiture of Security Deposit.
10. The hotel shall comply with all acts, bye laws and statutory regulations applicable from time to time with regard to performance of work and the Centre shall have no liability in this regard. During the period of the validity of the contract, the hotel should have validity of the legal documents as mentioned in the tender document.
11. Either party to the agreement shall be entitled to terminate the agreement by giving 30 days' notice in writing to the other party without prejudice to other rights & remedies available to it or if the proprietor/Partner/Director of the hotel becomes insolvent or fails/neglect to carry out the instructions of the NCGG. However, NCGG may terminate the present agreement without assigning any reason whatsoever.
12. The Hotel agrees to the deduction on account of statutory obligations as per Government notifications & rules.
13. In case, it is noticed and found at any stage that the statutory regulations as mentioned in the tender document are not being complied with, the NCGG shall have the right to terminate the contract without giving any notice.
14. The parties hereto acknowledge that this agreement constitutes the entire agreement between and the tender document and its annexures are also part and parcel of this agreement.

15. For any dispute or differences arising between the parties with regard to this agreement the same shall be referred to the Sole Arbitrator appointed by Director General, NCGG. Such sole arbitrator shall be appointed as per the provisions of Arbitration and Conciliation Act 1996 (As amended up to date). There shall be no objection by the parties for appointment of such person as Arbitrator. The award of the Arbitrator so appointed shall be final and binding on the parties to this agreement.

- The venue of the Arbitration shall be at Mussoorie, Uttarakhand.
- The cost of Arbitration shall be equally shared between the parties.
- Language of Arbitration proceedings shall be English.
- The Courts in the city of Dehradun/ Mussoorie shall have exclusive jurisdiction.

IN WITNESS of above both parties have set their hands to the agreement along with its schedule on the date and month first written in the presence of the witnesses.

Signatures of:

For National Centre for Good Governance M/s \_\_\_\_\_

Through  
Sh. \_\_\_\_\_  
( Authorized Signatory)

Through  
Sh. \_\_\_\_\_  
(Authorized Signatory)

Witness

Witness

1.

(Signature & name and address)

(Signature & name and address)

2.

(Signature & name and address)

(Signature & name and address)



**Price Bid**

<b>Particulars</b>	<b>Category of star rating by HRACC (3 star &amp; above only)</b>	<b>Rates per day for single occupancy in Rs.</b>	<b>Rates per day for double occupancy in Rs.</b>
Room Tariff including Breakfast			

<b>Particulars</b>	<b>Rate per person in Rs.</b>
Lunch (Veg and Non-Veg) Menu to be provided	

<b>Particulars</b>	<b>Rates per person in Rs.</b>
Dinner (Veg and Non-Veg) Menu to be provided	

<b>Particulars</b>	<b>Rates per Day in Rs.</b>
Conference Room Tariff (including tea/coffee along with biscuits/ cookies for at-least two times for 50 participants)	

- The tariffs in the above table should be excluding of GST/ Cess as applicable.
- GST/ Cess as applicable shall be paid extra.
- No other charge will be payable.

Date:

Place:

Signature

Authorized Signatory of the Bid Bidder  
(With name and Stamp)