



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

(An Institute of National Importance)
Under Ministry of Education, Govt. of India



Tender Enquiry No: NITRR/S&P/RC-HOTELS/2025/1245

Date:21/11/2025

Notice Inviting Expression of Interest (Eoi) For Empanelment of Hotels

NIT Raipur is looking for hotel accommodation for its Visiting Faculty, Experts, and other guests at NIT Raipur. The Eoi document along with the technical details, terms and conditions can be downloaded from the Institute Website <https://nitrr.ac.in/> under tenders as per details below. Eois shall be received by speed post / registered post. The undersigned reserves the right to cancel /amend the Eoi at any stage without assigning any reason thereof.

- Last date of Submission of Eoi 16/12/2025 till 4.30 PM
- Cost of Registration Fee Rs.2000/-
- EMD of Rs.10,000/-

Hotels/Resorts/Guest House having at least 30 rooms around Raipur and Naya Raipur preferably be located within the radius of 30 Km from NIT Raipur may submit their bids along with all supporting documents to the Registrar, NIT Raipur, G.E. Road, Raipur, PIN-492010.

-SD-
Registrar I/c
NIT Raipur

Eol Information

Though adequate care has been taken while preparing the Eol Document, the Bidders shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any Bidder within seven (07) days from the date of notification of Eol Document, it shall be considered that the Eol Document is complete in all respects.

Registrar, NIT Raipur reserves the right to modify, amend or supplement this Eol Document.

Eol Information Sheet

Document Description	Expression of Interest (Eol) For Empanelment of Hotels
Eol Document No.& Date	No. NITRR/S&P/RC-HOTELS/2025/1245 Date: 21/11/2025
Last date & Time of Submission of Response to Eol Document	16/12/2025 (4.30 PM)
Eol Opening (Technical)	18/12/2025 (1.00 PM)
Declaration of bidders qualified for opening commercial bid	To be declared after scrutiny of Technical Bid and visit of Premises if necessary.
Validity of Eol	180 (One Hundred Eighty) days from the date of opening of Eol
Cost of Registration Fee (non-refundable)	₹ 2000/- (Rupees Three Thousand Only) Please attach a DD/Banker Cheque of ₹ 2000/- in favour of Director, NIT Raipur payable at SBI, Raipur
EMD	DD/Banker Cheque Rs.10000/- (Rupees Ten Thousand Only) in favour of Director, NIT Raipur payable at SBI, Raipur
Performance Security	The Performance Security amount will be Rs. 30,000/-, with the Earnest Money Deposit (EMD) being adjusted against this Performance Security sum.
Name, Designation, Address and other details (For Submission of Response to Eol Document)	Registrar, NIT Raipur G.E. Road, Raipur, C.G. - 492010

Important Note: Prospective Bidders are requested to remain updated for any notices / amendments / clarifications etc. to the Eol Document through the websites <https://nitrr.ac.in/> No separate notifications will be issued for such notices / amendments / clarifications etc. in the print media or individually.

General Terms and Conditions

1. Obtaining Eol Document

The Eol Document can be downloaded from the website of the Institute, <https://nitrr.ac.in/> from the date mentioned in the Bid Information Sheet. Please refer Tender section on the Home Page of the Website. Please keep visiting our website for any corrigendum / amendments and submit the bid documents accordingly.

2. Bidding Methodology

The bidding methodology adopted for this Eol shall be **two envelop system** i.e. The Bidders shall submit their proposal, **both Technical and Financial Bids at the same time in separate sealed envelopes**. The last date for submission of bids is as mentioned in the Bid Information Sheet. No bids shall be accepted after the date and time mentioned above. Financial bids shall be opened after physical visit (if required). The shortlisted firms shall be informed about the date and time of opening of financial bids.

3. The bid shall be signed by the individual legally authorized to enter into commitments on the behalf of the firm. Only one submission of response to Eol Document by each bidder will be permitted.
4. The documents required under the Eol conditions for submission along with the Eol are listed below. The bidder/s are advised to examine the various conditions and submit necessary documents accordingly. In case of non-submission of any of the desired information, the bid(s) may be considered non-responsive and are liable to be rejected outright.

Documentation:

- A. DD of Rs.2000/- towards Registration Fee
- B. EMD of Rs.10000/- (Rupees Ten Thousand Only)
- C. Eol Document duly signed on every page and stamped (as required) (with amendments if any) by the Authorized signatory.
- D. PAN and GST Registration Certificate
- E. Trade License/Registration Certificate of Hotel
- F. Health & Food License (FSSAI)
- G. Any Other License

Eligibility Criteria for Intending Hotel Empanelment and Rate Contract:

The eligibility criteria will be as per the supporting documents and details required to be filled in Annexure- I and II

Terms & Conditions:

1. NIT Raipur is looking for Hotels/Resorts/Guest House for its Experts, Consultants, Guest Faculties and other guests visiting NIT Raipur from time to time. Hotels/Resorts/Guest House having at least 30 rooms around Raipur and Naya Raipur preferably be located within the radius of 30 Km from NIT Raipur.
2. The Eols are invited from reputed Hotels/Resorts/Guest House for rate contract for the period of one year.
3. **We are looking for hotels where per day room tariff is for 24 hours from the time of check-in, Single/ Double occupancy/ Twin Sharing basis in well-appointed standard accommodation with amenities inclusive of facilities like air conditioning, 24-hour hot water and cold water facility and power supply, cleaned pressed bed sheet, bath towel, hand towel, 2 soaps, Two (02) Mineral water bottles, daily in each rooms, each day to each occupant / s. The expenses related to room rent and food on actual consumption basis will only be paid to the hotel. The hotel will have to collect all other individual expenses of personal nature from the room guest directly.**
4. The Contract shall be initially for a period of one year, subject to satisfactory performance of services and compliance of all terms and conditions of the agreement. The contract may be renewed beyond one year, contingent upon satisfactory performance and continued service requirements, under the same terms and conditions, for up to two additional periods of one year each.
5. During the period of contract, the Institute shall book different categories of rooms on the basis of requirement. NIT Raipur will not commit to any guarantee for booking of Rooms during the contract period. However, on the basis of requirement and visitors/Guest at NIT Raipur, the Institute will contact empanelled Hotels for booking in advance.
6. The Hotel accommodation must have the facility to provide first aid and doctor on call facility for medical emergencies.
7. The food (Breakfast, Lunch and Dinner) may be provided as per the requirement of accommodating guest. If any limit is set towards the food charges for Guest, it will be intimated by the Institute.
8. **Payment Terms: No Advance payment shall be made. Based on the actual booking of rooms, the empanelled hotels has to raise GST Invoice for Payment to the “Registrar, NIT Raipur” with details on monthly basis. The bill if found correct for payment, will be paid within 30 days’ subject to bills being in order as required.**
9. **The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes etc.) Check-in, Check-out details of guest(s) with guest signature.**

10. Separate bills shall be raised for Room Booking, Food (Break Fast, Lunch and Dinner) and other arrangements.

11. TDS and TDS on GST will be deducted as applicable.

12. EoI should be accompanied by Demand Draft for Rs.2000/-, drawn in favour of “Director, NIT Raipur”, towards the Registration Fee. This amount is non-refundable. Application without the prescribed tender submission fee will not be considered. And Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand Only). EMD of Empanelled Hotels shall be converted in to Performance Security.

13. The Institute reserves the right to modify the conditions of the EoI, at any time, without assigning any reasons for the same.

14. The Institute reserves the right to accept/reject any offer in part or full, without assigning any reason whatsoever.

15. If the last date of receiving/opening of the offer coincides with a holiday, then the next working day shall be the receiving/opening date.

16. The final selection of hotel will be as per the following selection process:

- i. Verification of documents by committee constituted for the purpose in support of eligibility criteria as mentioned in Annexure- I and II;
- ii. Physical visit of hotel premises (if required) to check the services, amenities and credentials of the hotel by the committee constituted for this purpose for recommending the names of suitable hotels.
- iii. Evaluation of financial offers by committee in view of amenities and competitiveness of rates;
- iv. Recommendation of names of hotels suitable for empanelment; and
- v. Approval of names of hotels suitable for empanelment by competent authority. The Institute may empanel more hotels as per the amenities and competitiveness of rates.
- vi. The decision of the Institute in the matter will be final and binding to all the bidders.

17. Neither the contract nor any rights granted under the contract may be sold, leased/sublet, assigned, or otherwise transferred, in whole or in part, by the vendor, and any such attempted sale, lease, assignment or otherwise transfer shall be void and of no effect. The vendor shall not subcontract or permit anyone other than its personnel to perform any of the work, service or other performance required of the vendor under the contract.

18. Arbitration and Dispute Resolution

Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities/representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to the Director.

19. Jurisdiction of Court

The courts at Raipur shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

1. Technical Bid

- i. The envelop consisting of Technical Offer shall be marked as “Technical Bid” The specifications mentioned in the technical bid should be without any conditions.
- ii. The technical bid must be filled in completely, without any error, erasures or alterations as per the specified in **Annexure-I (Format-A & B)**.
- iii. The specifications should be mentioned in clearly readable format without any overwriting.
- iv. The technical bid shall be on a fixed basis and, no variation in any specifications shall be considered.
- v. Technical bid written with vague and conditional expression(s) will be treated as being at variance and shall be liable for rejection.
- vi. It is the responsibility of the Bidder to clearly identify all specifications associated with any item or series of items in this EoI Document and submit the details in the technical bid.
- vii. The bidder shall ensure that there is no discrepancy in the details mentioned in technical bid.
- viii. The bidder must fill and submit the details as per instructions given above. If the bidder does not mention any specification for any item in the technical bid, his EoI may be summarily rejected.
- ix. The bidder may enclose the brochure of the hotel if available.

2. Financial Bid

- i. The envelop consisting of Financial Offer shall be marked as “Financial Bid” The prices quoted in the financial bid should be without any conditions.
- ii. The price bid must be filled in completely, without any error, erasures or alterations as per the specified format given in **Annexure-II (Format-A & B)**.
- iii. The prices should be mentioned in Indian Rupees only in clearly readable format without any overwriting.
- iv. The Financial bid shall be on a fixed price basis and, no price variation on any account shall be considered for the first one year.

- v. Price quotation accompanied by vague and conditional expression(s) will be treated as being at variance and shall be liable for rejection.
- vi. The taxes payable should be inclusive thereof.
- vii. The bidder shall ensure that there is no discrepancy in the rates mentioned in figures and words. In case of any discrepancy, the unit rate mentioned in the words shall be taken as final and binding.

ANNEXURE – I

Format-A Technical Details

Sl. No	Particulars	Details
1	Name of the Hotel	
2	Number of Rooms- (Single & Double Occupancy)	
Complete Contact details of Authorized Person		
3	Name	
4	Complete Postal Address	
5	Telephone	
6	Mobile number	
7	Email id	
8	Website (if any)	
9	Year of Registration / Establishment of Hotel, Trade License	Please enclose self-attested copy of documents
10	PAN No	Please enclose copy
11	GST Registration No.	Please enclose copy
12	Details of Health/Food License No (FSSAI)	Please enclose copy
13	Details of any other license	Please enclose copy
14. Please specify availability of these amenities and facilities by writing Yes/No against it.		
A) Standard Toiletries		
i)	Soap	Yes/No
(ii)	Tooth Paste	Yes/No
(iii)	Tooth Brush	Yes/No
(iv)	Comb	Yes/No
(v)	Bath Towel	Yes/No
(vi)	Hand Towel	Yes/No
(vii)	Toilet Roll	Yes/No
(viii)	Shampoo	Yes/No
(ix)	Shower Cap	Yes/No
(x)	Shower Gel	Yes/No
(xi)	Shaving Kit	Yes/No
(xii)	Moisturiser	Yes/No
(xiii)	Shoe Shiner	Yes/No
(xiv)	Room Slippers	Yes/No
(xv)	Any other please specify	
B	Press Iron & Stand	Yes/No
C	Daily Housekeeping of room	Yes/No
D	24 Hrs Room Service	Yes/No
E	24 Hrs Hot and Cold Water Service	Yes/No

F	24 Hrs power backup for all Amenities	Yes/No
G	Restaurant	Yes/No
H	In House Laundry Facility	Yes/No
I	Digital Locker	Yes/No
J	Unlimited Wi-fi /Internet Service	Yes/No
K	Doctor (on emergency call)	Yes/No
L	Parking facility	Yes/No
M	TV with cable connection	Yes/No
N	Refrigerator	Yes/No
O	News Paper	Yes/No
P	Tea/Coffee Maker with Accompaniments	Yes/No
Q	Packaged Water facility (one bottle of 1000 ml)	Yes/No
R	Any other facility (Please specify).	
S	Distance in Kilometres from Raipur Railway Station	
T	Distance in Kilometres from Raipur Airport	
U	Distance in Kilometres to NIT Raipur	
V	Transportation services for Airport/Railway Station Pick-up & Drop	Yes/No

Please enclose brochure of your hotel (if any).

Date:

Signature & Seal

ANNEXURE-I
Format-B Technical Details for Submission of Bid

1. Eol Ref. No:
2. Name of Hotel:
3. Complete address:
4. Contact details of authorized person:

- a. Name-
- b. Designation-
- c. Phone (Office)-
- d. Phone (Mobile)-
- e. E mail-
- f. Bank Details of Hotel:

Name of Account : _____

Bank Account : _____

Name of Bank & Branch with Address : _____

IFSC Code : _____

5. Due date & Time of submission of bid:
6. Registration Fee & EMD DD/Banker Cheque number & bank details:

Signature of Authorized SignatoryName:

Designation:

Name of the hotel:

Seal:

Note: The right to reject / accept any deviation, minor or major in technical specifications is reserved with the committee constitute.

ANNEXURE-II
Format A- Financial Details for Submission of Bid

To,
The Registrar
NIT Raipur
Raipur, C.G. – 492010

Sub: Response to EoI Document for Empanelment of Hotels vide EoI No.: _____

Sir,
I/ We, _____ (Applicant's name) enclose herewith the Financial Proposal for selection of my / our hotel for Empanelment of Hotel as a Bidder.

I/ We agree that this offer shall remain valid for a period of 180 days from the date of opening of EoI or such further period as may be mutually agreed upon.

Yours faithfully,
(Signature, name and designation of the Authorized Signatory)
Seal of the Hotel

Note: The Financial Proposal is to be submitted as per form given in the EoI Document.

ANNEXURE-II
FORMAT- B
FINANCIAL BID

Subject: - Response to EoI No.: **NITRR/S&P/RC-HOTELS/2025/1245** Date:**21/11/2025**
Empanelment of Hotels

Sl. No.	Room Type	Room Rate per day / night (24 hrs)	GST	Total Room Rent per day /night (24 hrs) inclusive of GST
1				
2				
3				
4				
5				
6	Conference Hall/ Seminar Halls/ Banquet Halls, etc (create new Rows for each category)			

* Rate offered shall be inclusive of GST and all charges.

In case of any other complementary offerings, please mention in words.

Sl. No.	Details	Rate (In Rs), inclusive of GST
1	Taxi Services for Airport Pick/Drop	
2	Taxi Services for Railway Station Pick/Drop	

Signature of Authorized SignatoryName:

Designation:

Name of the hotel:

Seal:

PROVISIONS REGARDING FRAUDULENT PRACTICES AND INTEGRITY PACT

NIT Raipur requires that the Bidders under this EoI observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Institute.

- a. Defines for the purposes of this provision, in the terms set forth as follows:
 - Corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of any NIT Raipur official in the procurement process or in contract execution; and
 - Fraudulent practice means a misrepresentation of facts in order to influence a procurement process or execution of a contract to the detriment of NIT Raipur and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Institute of the benefits of free and open competition.
- b. Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- c. Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.
- d. The past performance of the Bidder will be cross checked if necessary. If the facts prove the same to be dubious, the Bidders EoI will be ineligible for further processing.

For the purpose of this EoI the provisions of Integrity Pact as described in the order dated 6th July 2013 of Dept. of Finance, Govt. of CG shall be abided by all the parties.

Signature of Authorized SignatoryName:

Designation:

Name of the hotel:

Seal: