

ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
(Formerly CET, Bhubaneswar)
TECHNO CAMPUS, KALINGA NAGAR
BHUBANESWAR

Ref No : 130/OUTR/2024

Date : 25-01-2024

EXPRESSION OF INTEREST FOR PROVIDING ACCOMODATION

Expression of Interest (EOI) is invited from Hotels and Resorts (3-star facilities) for providing accommodation to the Guests of Odisha University of Technology and Research (OUTR), Techno Campus, Ghatikia, Bhubaneswar. Interested agencies may apply for their empanelment under OUTR for providing accommodation to HR personnel visiting the University for placement drives. The application form thereto with other details are to be downloaded from the University Website: www.cet.edu.in. The firms should submit Rs 500/- (Rupees Five hundred only) in shape of Demand Draft in favour of “Odisha University of Technology and Research” payable at Bhubaneswar, as non-refundable registration fee. The last date of EOI submission is 27-02-2024 by 04.00 P.M. through Speed Post only. **No hand delivery will be accepted. The authority will not be held responsible for any postal delay.** EOI received after the scheduled date and time will not be accepted. The authority reserves the right to reject/cancel the EOI in whole or in part without assigning any reason thereof.

-Sd-

Registrar

Odisha University of Technology and Research

ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
(Formerly CET, Bhubaneswar)
TECHNO CAMPUS, KALINGA NAGAR
BHUBANESWAR

General Instructions and Terms & Conditions.

1. Any EOI received after the scheduled time or incomplete in any manner will not be accepted.
2. The bidder is expected to examine all instructions, terms & conditions, specifications in the EOI form. Failure to furnish information required in every respect will be at bidders risk and may result into rejection of the bid.
3. Amendment of bidding documents. At any time prior to the submission of the bids, the purchaser may, for any reasons, whether at their own initiate or in response to the clarification requested by the prospective bidder, may modify the bidding documents by amendments. The amendment will be notified in writing or by telephone to all prospective bidders who have received the EOI documents.
4. Signing of Bid. The bid shall be typed or written in indelible ink and shall be signed by the bidder or a person duly authorized to bind the bidder to contract.
5. Submission of Bid.
 - (a) The EOI will be required to submit the EOI in two bid system in two separate envelopes as mentioned below: -
 - i. Envelope No 1 super-scribed as “Technical Bid” should contain an introductory letter of contractor along with copies of documents as evidences. The supplier / Agency have to fill-up Annexure A with his signature along with all supporting documents.
 - ii. Envelope No 2 super-scribed as EOI for Financial Bid and should contain the EOI form duly signed in each page by contractor/authorized signatory along with priced bid. The supplier/Agency/firms/individuals have to fill up Annexure B.
 - (b) Both envelope 1 & 2 should be placed in large envelope which should be super-scribed as **“EOI for providing accommodation”** and addressed to The Registrar, Odisha University of Technology and Research (OUTR), Techno Campus, Ghatikia, Bhubaneswar-29.
6. If the envelope is not sealed and marked, it will assume no responsibility for the bid’s misplacement or premature opening.
7. Deadline for submission of Bids. Bids must be received by the Purchaser at the address specified under commercial bid not later than 27-02-2024 by 04.00 P.M.
8. Contracting the Purchaser. No bidder shall contract the purchaser on any matter relating to its bids, from the time of bid opening to the time the contract is awarded.
9. Evaluation of Bid.
 - (i) The large envelope (containing separate envelope 1 & 2) will be opened first. Thereafter the envelope 1 i.e. Technical Bid will be opened.
 - (ii) Those tenders who have not enclosed Technical Bid documents, their Envelope 2 which contains the financial bid will not be considered.

ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
(Formerly CET, Bhubaneswar)
TECHNO CAMPUS, KALINGA NAGAR
BHUBANESWAR

- (iii) The bidders will be pre-qualified in technical bid, who fulfills the following criteria:
- Valid GSTIN No.
 - Valid PAN No.
 - Valid Bank Acct No.
 - IFSC Code.
 - Minimum age of the Agency – 03 years as on date.
 - Experience in providing accommodation to any Govt. Institution Organization.
- (iv) The envelope 2 i.e. Financial Bid will be opened for those parties who submitted Technical Bid.
- (v) The contract will be awarded to the L1 bidder in the financial bid.
- (vi) If the price quoted by two or more supplier firms/Agency/individuals are same then the bid will be finalized on the basis of past experience of the organization.
10. The service period should be strictly adhered failing which reserves the right to cancel the order without assigning any reasons whatsoever.
11. Payment.
- a. 100% of the contract rate for providing of vehicle as used shall be paid. Payment will be made after satisfactory performance report obtained from competent authority.
 - b. You should submit the proof of the deposit of GST (CGST & SGST) against the bill amount within 30 days from the date of release of payment.
 - c. If providing accommodation will not be made on the scheduled date and time then the supply order stands automatically cancelled.
12. OTR reserves the right to reject any or all EOI in full or part thereof without assigning any reason.
13. The Hon'ble Vice Chancellor, OTR is the final authority and his decision will be final and binding on the supplier for any disputes.
14. **Price should be valid for at least 3 years.**
15. All legal disputes will have the jurisdiction of Bhubaneswar/Khordha City only.

ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
(Formerly CET, Bhubaneswar)
TECHNO CAMPUS, KALINGA NAGAR
BHUBANESWAR

FORMAT OF APPLICATION [Envelope - 1]

To
The Registrar,
Odisha University of Technology and Research (OUTR),
Techno Campus, Ghatikia, Bhubaneswar-751029

Sub: Submission of application for registration to provide accommodation.

Dear Sir,

In response to the invitation for Expressions of Interest (EOI) published on _____ in your website for the above purpose, we would like to express interest to register our firm in your esteem organization for supplying/providing vehicles as per norms of OGFR. The details as under: -

Organizational Details.

1. Name of the Organization :
2. Complete postal address with pin code :
3. GST No :
4. Telephone / Mobile No :
5. Mail Id :
6. Name of representative :
7. Representative Mobile No :

Experience in related fields :

Additional Information (if any) :

Declaration: We hereby confirm that we are interested in registering our firm before OUTR, Bhubaneswar and we certify that our organization has not been blacklisted during last three financial years. All the information provided herewith is genuine and correct.

Yours Sincerely,

Authorized Person's Signature
(Full name of Authorized Person)
Name of the Hotel.
Stamp & date

Note: This is to be furnished on the letter head of the organization and signed in every page.

ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
(Formerly CET, Bhubaneswar)
TECHNO CAMPUS, KALINGA NAGAR
BHUBANESWAR

FINANCIAL INFORMATION / BID [Envelope - 2] (On Official Letter Pad)

A) For providing Accommodation (following Price is valid for at least 3 years)

Occupancy Type	CP Plan per night (Without GST %)	MAP plan per night (Without GST %)	GST	Total with GST (CP Plan)	Total with GST (MAP Plan)	Check-in and Check-out time
Single Occupancy						
Double Occupancy						

Authorized Person's Signature
(Full name of Authorized Person)
Name of the Hotel.
Stamp & date