

**Ref. No. III/CPH/Admin/NBE/2017-18/**

**Dated :**

To,

**REQUEST FOR PROPOSAL(RFP)**

**Subject : Request for Proposal (RFP) for creation of a panel of best Three (03) to Five (05) Star Hotels on pan India basis for accommodation purpose for NBE's Examiners / Assessors / Experts / Officials.**

National Board of Examinations (NBE) is an autonomous organization of the Ministry of Health & Family Welfare, Government of India that has been entrusted with the responsibility of conducting PG Examinations in various Medical Specialities. NBE seeks Request for Proposal (RFP) for creation of a panel of Three (03) to Four (04) star hotels on pan India basis for accommodation purpose for NBE's Examiners / Assessors / Experts / Officials.

**1. Eligibility Criteria :**

- (i) The Service Provider should have office at Delhi/NCR.
- (ii) The Service Provider should have trained staff with excellent communications skills available 24x7 for online / offline booking / cancellation / rescheduling etc.
- (iii) The Service Provider may be a sole proprietary concern, partnership firm or a company/LLP and should be registered with Registrar of Firms / Companies, whichever is applicable.
- (iv) The service provider should have Goods & Services Tax Identification Number (GSTIN) and PAN Number.
- (v) The Service Provider Company / Firm / Agency shall submit an undertaking stating that the agency is / has not been black listed by Central Government / State Government / any Public Organization.

**2. Terms and Conditions :**

This proposal is open to all qualified Service Provider who fully meet the following minimum qualifying requirements and provide satisfactory evidence in support, failing which their Request for Proposal (RFP) may be rejected :

- (i) The Service Provider must have Goods & Services Tax Identification Number (GSTIN) and Permanent Account Number (PAN) and it is to be attached.

- (ii) The Service Provider has to submit along with proposal form duly filled, signed by the authorities & stamped on all pages indicating their unqualified & unconditional acceptance.
- (iii) Neither minimum guarantee nor any advance will be released against any booking.
- (iv) The payment shall be made through Cheque / Credit Card / RTGS / NEFT within 15 days on receipt of bill from the service provider.
- (v) TDS as applicable will be deducted as per tax norms.
- (vi) The tenure of the contract shall ordinarily be one year. However, The Assistant Director (Admin), may at sole discretion, allow extension of the tenure of MoU, subject to satisfactory services of the firm.
- (vii) Satisfactory Service : The decisions of NBE/Assistant Director (Admin) shall be final and binding on the Company/Firm/Agency for the purpose of determining satisfactory services.
- (viii) Prohibition of Sub-contract – The empanelled Company / Firm / Agency shall not appoint any sub-contract for this work under any circumstances.
- (ix) Dispute or Clarification - In case of any clarification regarding any interpretation of this document or subsequently the MoU with successful the decisions of Assistant Director (Admin) shall be final.
- (x) Pricing of hotel booking : It is essential to have the most competitive and transparent tariff of hotels. NBE reserves its rights to verify the pricing of e-booking of respective hotels.
- (xi) Best tariff (per day) of all reputed Three (03) to Five (05) star hotels located in cities mentioned at Annexure "A".
- (xii) The proposal in prescribed format shall be submitted to Assistant Director (Admin) latest by 12:00 Noon on or before **3<sup>rd</sup> November, 2017** in Tender Box at the following address:  
Assistant Director (Admin)  
National Board of Examinations  
Medical Enclave,  
Ansari Nagar Ring Road,  
New Delhi-110029.
- (xiii) NBE reserves all rights for selection of service provider for empanelment.
- (xiv) Jurisdiction for all disputes shall be Delhi / New Delhi only.

Note : As NBE has invited a Request for Proposal (RFP) for creation of a panel of best Three (03) to Five (05) Star Hotels on pan India basis. Hence, individual as well as joint RFP /Quotation from such portals, dealing with Flight and Hotel stay is most welcome.

**Capt. K. Paul James**  
Assistant Director (Admin)

Enclosure : Format for submission of Request for Proposal (RFP) Including Declaration.

## FORMAT FOR SUBMISSION OF REQUEST FOR PROPOSAL (RFP)

1. Applicant Company / Firm :
2. Address :
3. Key Person with Contact details :
4. PAN and GSTIN (Goods & Services Tax Identification Number) :
5. Proposal Form (RFP) for creation of a panel of hotels : Annexure "A"
6. Declaration :

**ANNEXURE "A"**

**Financial Bid (RFP) for creation of a panel of best Three (03) to Five (05) Star Hotels on PAN India basis for accommodation purpose for NBE's Guests**

Sl. No.	Cities	Hotels Name	Single Occupancy Room under CP Plan Tariff in INR	A major meal (Lunch / Dinner) Tariff in INR	Taxes	Remarks, If any
01.	Ahmedabad					
02.	Aurangabad (MAH)					
03.	Bangalore					
04.	Bokaro					
05.	Bhopal					
06.	Bhubaneswar					
07.	Chandigarh					
08.	Chennai					
09.	Coimbatore					
10.	Delhi - Airport					
	Delhi - South					
	Delhi - Central					
	Delhi - Dwarka					
11.	Hyderabad					
12.	Indore					
13.	Jaipur					
14.	Jamshedpur					
15.	Kochi					
16.	Kolkata					
17.	Kozhikode					
18.	Lucknow					
19.	Ludhiana					
20.	Mumbai					
21.	Mysore					
22.	Nagpur					
23.	Pondicherry					
24.	Pune					
25.	Raipur					
26.	Ranchi					
27.	Tiruchirappalli					
28.	Trivandrum					
29.	Varanasi					

Signature of Authorized Signatory :

Full Name :

Seal of the Company / Firm :

**DECLARATION**  
(On Letter Head)

I, Mr. /Ms. \_\_\_\_\_ Son / Daughter / Wife of  
Shri \_\_\_\_\_ Proprietor /Partner / Director, an  
authorized signatory of the Company / Firm / Agency, namely M/s. \_\_\_\_\_  
\_\_\_\_\_ is competent to sign this declaration and  
execute this Request for Proposal (RFP);

I have carefully read and understood all the terms and conditions of this RFP and  
undertake to abide by them;

The information / documents furnished along with the above application are true and  
authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact  
that furnishing of any false information / fabricated document would lead to rejection of  
this RFP at any stage besides liabilities towards prosecution under appropriate law;

I do hereby undertake that the Company / Agency / Firm shall comply with all statutory  
provisions relating to GSTIN (Goods & Services Tax Identification Number) and any  
other taxes / Acts / Rules relevant to the matter and in case any liability arises on NBE  
on this account, the Company / Agency / Firm shall bear the same;

It is also certified that the Company / Firm / Agency namely M/s. \_\_\_\_\_  
\_\_\_\_\_ having its registered office at  
\_\_\_\_\_ has not been blacklisted by any Government Department / Public Sector Undertaking  
for engagement as Service Provider for hotel booking services.

PAN Number	
GSTIN (Goods & Services Tax Identification Number)	

Signature of Authorized Signatory :  
Full Name :  
Seal of the Company / Firm :