

**F. NO- IIITD/ RMS /Conference /2025/****Dated: 28.11.2025****Short Tender for Hotel Arrangement for the 40th Annual Conference of the Ramanujan Mathematical Society (RMS) – 18th to 20th December 2025 at IIIT-Delhi.**

Interested hotels may submit their sealed tenders to the undersigned, so as to reach latest by 3:00 P.M. on **2nd Dec 2025**. The tender will be opened at 3.30 P.M. on **2nd Dec 2025**, in the office of the A-203 2nd Floor of Academic Block, IIIT-D Campus, Okhla Phase-III New Delhi-110020 in presence of the intending bidders who so wish to attend. Both technical bid and financial bid should be sent in separate envelope. The sealed envelope containing the tender (**Technical Bid and Financial Bid**) should be superscribed "**Tender for Hotel Arrangement for the 40th Annual Conference of the Ramanujan Mathematical Society (RMS) – 18th to 20th December 2025** at IIIT-Delhi.

The requires the following information:

S. No.	Name of the Conference	Tentative Dates	No. of Rooms
1	40th Annual Conference of the Ramanujan Mathematical Society (RMS) at IIIT-Delhi	18th to 20th December 2025	~150

TERMS & CONDITIONS**Technical Bid**

1. The hotel must be 3/4 Star Category.
2. The hotel must be accredited by Hotel and Restaurant Approval and Classification Committee (HRACC), Ministry of Tourism. A Certificate issued by the HRAC must be attached with the technical bid.
3. The team from IIITD may visit hotel(s), if considered necessary and view the facilities available for the guests. The hotel will be considered for opening of financial bid, if, the IIITD team is satisfied with the locations of the hotel, appearance and facilities of the hotel in single or cluster within 10 kms radius locations.
4. The Bidder should be registered for GST & Income Tax, where his business is located.
GST Registration
Income Tax/PAN number

FINANCIAL BID

1. The financial bid will be opened only of those hotels which are found eligible under of the technical bid. Any hotel not qualifying on these parameters will not be considered for the opening of financial bid. The financial bid must be submitted in the proforma mentioned at **Annexure-1**.
2. The successful bidder will be responsible for ensuring standard quality.
3. Any kind of complaint from the participants will invite cancellation of the work-order.
4. Payment will be released through cheque / e-payment only after satisfaction of the services extended by the Hotel to the Participants. The payment 30% advance and balance payment will be released after successful completion of the stay of the participants at the Hotel.
5. The Institute, at its discretion, reserves the right to reject or accept any or all the tenders without



assigning any reasons thereof.

OTHER CONDITIONS

1. The number of rooms may decrease/increase at the time of arrival of the delegates. In case of increase/decrease of rooms, the hotel will charge on pro-rata and actual basis.
2. The hotel will arrange safeguard of the luggage if the participants want to leave luggage at the hotel.
3. A nodal officer from engaged hotel must be deputed for coordination purpose. The person must be senior officer who can coordinate with the IIITD team and offer his / her assistance when required by the IIITD team throughout the programme.
4. Conditional offers will not be accepted. The offer shall remain valid for 30days.
5. Both technical bid and financial bid should be sent in separate envelopes.
6. The IIITD reserves right to engage one/more than one hotel for stay of the participants.
7. The decision of IIITD will prevail in case of any dispute arising out of the conditions.
8. The IIITD also reserves rights to cancel tender at any time without any prior notice to the hotel. In case, tender is cancelled in between the period mentioned for stay of accommodation, the payment will be released to the hotel on pro-rata /actual basis towards stay of the participants in the hotel.
9. The check-in/out time should clearly be mentioned in the bid.
10. There must be no hidden charges. IIITD will pay only the charges towards items included in the tender notice.
11. The hotel has to quote all-inclusive rate.
12. Financial bids of only those bidders, who qualify for bidding will be opened- Only those tenderers who have submitted the required documents as prescribed in the tender document will be considered for the opening of the Financial Bid. The date and time for the same will be decided later.
13. Address for communication & submission of tender documents and opening of technical bid- Registrar, IIIT-DELHI, Okhla Industrial Area, Phase III, New Delhi 110020
14. Clarification/Queries, if any, can be addressed to email ID: **admin-project@iiitd.ac.in** phone no 01126907563/564/565, 011- 71985363/ 9773793610.

**Annexure-1.****BOQ****Rate Quotation Format**

Sl. No.	Item	Inclusion	Rate per participant/room/Hall (INR) (inclusive of all taxes, duties and service charges) please mention GST %	No. of participants / Rooms /	Nos of day	Total Cost (INR) (inclusive of all taxes, duties and service charges)
			A	B	C	D= A*B*C
1	Accommodation	Wi-Fi, Complimentary Services like , tea/coffee maker, 2 mineral water bottles in each room daily, including Breakfast	Rs. _____ In Words:	150	3	

The bids will be evaluated based on the Grand Total figure. The bidder quoting the lowest will be declared the L-1 bidder.