

RIS/109/9/10/2026

29.05.2026

**Research and information System for Developing Countries**  
**RPF for selection of Hotels for providing accommodation for ITEC**  
**participants**

**IMPORTED DATES AND BIDDING DETAILS**

<b><u>Important Dates</u></b>	
Date of issue of document	29.05.2026
Clarification start date	29.05.2026
Clarification end date	04.06.2026
Bid submission start date	29.05.2026
Bid submission end date	05.06.2026 1200 hrs
Date of Technical Bid opening	08.06.2026 1130 hrs

**Research and information System for Developing Countries for One  
Year**

**Schedule of Events**

Name of Work	Empanelment of Hotels with a commitment to provide 30-35 rooms on requirement basis for training courses at RIS
Tender Cost	NIL
Contract Period	The period of contract will be initially for one <b>year from the date of signing of agreement</b> . The contract may be extended by another one year on the basis of satisfactory performance and mutual consent of the parties.
Issue of Tender	Hard copy of the tender document can be obtained from Mr. Anil Kumar, Section Officer (Estt. & Admn.) from RIS's office premises
Query (if any)	In case of any query, it may be clarified / asked till last date of submission of bids.
Submission of Tender	Up to 1200 hrs on 05.06.2026
Opening of Tender	The technical cover would be opened on 08.06.2026 hrs at 1130 hrs. Any change in the schedule will be notified on by RIS officials
Contact Person (for any clarification)	Anil Kumar, Section Officer (Estt. & Admn.)

## **ELIGIBILITY CRITERIA FOR TECHNICAL BID**

<b>S. No.</b>	<b>Basic Requirements</b>	<b>Specific Requirements</b>
1.	Legal Entity	Should be a registered entity, to be submitted in Technical Bid envelope.
2.	Registration with Fire Department for Fire Safety License	Should have Fire Safety License from Fire Department/appropriate authority, to be submitted in Technical Bid envelope.
3.	Tax Registration	GST and PAN registration number, to be submitted in Technical Bid envelope.
4.	Number of rooms available in the Hotel.	The bidder should at least have 50 rooms.

## **BACKGROUND**

Research and Information System for Developing Countries (RIS) is a New Delhi-based autonomous policy research institute under the Ministry of External Affairs, Government of India that specializes in issues related to international economic development, trade, investment and technology. RIS is envisioned as a forum for fostering effective policy dialogue and capacity-building among developing countries on global and regional economic issue

## Requirements

- i) Accommodation on Single occupancy in well-appointed standard accommodation 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 newspaper in each rooms, each day to each occupant/s.
- ii) Cafeteria for breakfast
- iii) Complimentary Wi-Fi facility.
- iv) The hotel must have gated security with security guards on 24 hours. The reception must be manned 24 hours.

## RIS PAYMENT TERMS AND CONDITIONS

RIS will give an undertaking towards Hotel Expenses in connection with the belowmentioned terms and conditions:

- i) Billing will be on actual check-in/check-out basis. No advance payment would be made by RIS.
- ii) No retention charges / surcharges are payable by RIS. Payment will be made after completion of the programme.
- iii) The bills raised by the Hotel shall clearly mention the billing components (basictariff, taxes etc.) Check-in, Check-out details of guest(s).
- iv) Payment will be made after deduction of TDS and TDS on GST/CGSTS/IGST as applicable.
- v) Billing to be done to: **Research and Information System for Developing Countries (RIS), Core 4B, 4<sup>th</sup> Floor, India Habitat Centre, Lodhi Road, New Delhi – 110003**

## SUBMISSION OF BID

The tender offer should be submitted in sealed envelopes super-scribed with "**EOI for empanelment of Hotels for RIS**" in two bid system (A) Technical Bid & (B) Financial Bid. The sealed envelopes may be submitted to RIS office, **Core 4B, 4<sup>th</sup> Floor, India Habitat Centre, Lodhi Road, New Delhi – 110003 before the closing date and time.**

## GENERAL TERMS AND CONDITIONS

- i) RIS will pay only for the boarding and lodging for the participants. Any personal expense would be borne by the individuals only and to be collected by the Hotel.
- ii) The Hotel accommodation will have facility to provide first aid and doctor on call facility for medical emergencies.

- iii) RIS may empanel more than one hotel if required, who meets the criteria for empanelment.
- iv) Rates of all items should be **inclusive of all taxes, duties and service charges.**
- v) A nodal officer from the hotel must be deputed for the coordination purpose. The person must be a senior officer, who can coordinate with RIS.

### **INSTRUCTIONS TO HOTELS/RESORTS**

The Hotel shall send the EoI in sealed envelopes duly super scribed “EoI for Empanelment of Hotels/Resorts”

#### **Scrutiny against Eligibility Criteria**

- i) Scrutiny of eligibility criteria for responsiveness to the tender will be done by the RIS, to determine whether the documents have been properly signed, qualification criteria fulfilled, all relevant papers submitted and whether the response to tender is generally in order. The Evaluation Committee can seek additional information from the bidders, if needed. The response to the tender not conforming to requirements will be rejected.

***\*\*The proposals, which clear the Technical Criteria, will be eligible for financial evaluation.***

RIS reserves the right to accept or reject any proposal by the tender without assigning any reason thereof.

#### **Financial Evaluation**

Bidders who clear the scrutiny against eligibility criteria, shall be eligible for opening of financial bid. Financial evaluation will be done separately on the basis of quotation submitted.

#### **Empanelment**

- i) All the empanelled agencies will be allotted work based on the availability of hotel accommodation, type of program, location of hotel etc. Agencies shortlisted for empanelment will be required to agree to the terms and conditions laid down by RIS for work allotment. The empanelment shall be initially for Two years from the date of accepting the terms and conditions by the empanelled agencies. It can be extended through mutual consent for a further period of one year based on periodic

reviews by the institute to assess the performance during the specified duration of empanelment at **same rates, terms and conditions and mutual consent of the parties**. RIS shall be free to curtail the empanelment at any time during the period of empanelment, without assigning any reason.

## FINANCIAL BID FORMAT

Hotels in New Delhi Format A

<b>S. No.</b>	<b>Item</b>	<b>Inclusions</b>	<b>Rate per participant/per room night (INR) (inclusive of all taxes, duties and service charges)</b>
1.	Accommodation  Standard check-in / check-out time as per the hotel's policy	Breakfast Wi-Fi  Complimentary Services like, coffee/tea maker, newspaper, two mineral water bottles in room daily	
2.	Accommodation  Standard check-in / check-out time as per the hotel's policy	Breakfast Wi-Fi  Complimentary Services like, coffee/tea maker, newspaper, two mineral water bottles in room daily including airport pick-up and drop	
Total (In numbers)			
Total (In words)			

Annexure –II

**AUTHORIZATION LETTER**

It is certified that Mr./Ms. \_\_\_\_\_ is the authorized signatory who will sign and take part in the bidding process on behalf of our organization confirming with its byelaws.

(Specimen Signature of Authorized Signatory)

Name of the Head (Not below  
the rank of  
proprietor/Director of the  
organization)

Name \_\_\_\_\_

Date \_\_\_\_\_

Designation \_\_\_\_\_

**Annexure – IV**

**UNDERTAKING BY THE BIDDER**

I, \_\_\_\_\_ on behalf of \_\_\_\_\_  
(Name of the Tender) hereby declares that

- a) I hereby accept all the Terms and Conditions mentioned in the Tender document including all Annexures unconditionally. We are aware that conditional bids if quoted shall be summarily rejected. (Acceptance of all the terms and conditions as mentioned in the tender to be duly signed and enclosed with Undertaking).
- b) Our organization or the staffs to be provided has no business or direct family relationship with member(s) of RIS employees or persons positioned in or on the Board of these two organizations by whatever process.
- c) We will comply with all the applicable/prevaling statutory provisions, laws, Acts and Government orders amended/notified during the period of agreement.
- d) There is no legal suit/criminal case pending or contemplated or legal notice having been served to this effect against the Proprietor of the Tender (In case of Proprietorship), Partner of the Tender (In Case of Partnership), any of its Directors (In case of Pvt. Ltd. Company) or against the Tender on grounds of moral turpitude or for violation of any of the laws in force.
- e) If the above declaration is found incorrect, the present engagement would be terminated and \_\_\_\_\_ (Name of the Bidder) would be debarred from any further engagement by RIS ever.
- f) We have disclosed all the information and the information so provided is true, correct, complete and nothing has been concealed thereof.
- g) No action of debarring/blacklisting of our company/hotel has been done by any of the Government Organisation, PSUs or Public Authority/Institutions of repute during the last 3 years.

Authorised Signatory

Designation Name of the Firm:Address:

Place:

Date:

Enclosed

