

RIS/109/9/10/2026

Research and information System for Developing Countries
RFP for selection of Hotels for providing accommodation for ITEC participants for one year

IMPORTED DATES AND BIDDING DETAILS

<u>Important Dates</u>	
Date of issue of document	28.10.2026
Clarification start date	28.10.2026
Clarification end date	06.11.2026
Bid submission start date	28.10.2026
Bid submission end date	09.11.2026 1800 hrs
Date of Technical Bid opening	10.11.2026 1600 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 year from the date of signing of agreement . 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.
Last date for Submission of Tender	09.11.2026 at 1800 hrs
Opening of Tender	The technical cover would be opened on 10.11.2026 at 1600 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

S. No.	Basic Requirements	Specific Requirements
1.	Legal Entity	Should be a registered entity, Proof 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, Proof to be submitted in Technical Bid envelope.
3.	Tax Registration	GST and PAN registration number, Proof to be submitted in Technical Bid envelope.
4.	Number of rooms available in the Hotel.	The bidder should at least have 50 rooms.

BACKGROUND

RIS has evolved from the early years to its present stature of a Think Tank of Global South with emphasis on, impact and solutions for fellow developing countries, keeping in view of emerging demands, shift in centre of gravity of the world economy and India's global role overwhelmingly determined by its economic emergence and technological prowess. In the recent past, RIS has increasingly focused on leveraging the external sector for domestic economic growth.

This has been primarily achieved through careful partnership building efforts with international and domestic agencies and deeper collaboration with various departments of the Government of India to support policymaking with inputs on global economic trends and development priorities.

RIS is unique among Indian policy research institutions for its global connect with international organizations and widest reach among developing country research scholars, institutions, think-tanks and universities. This is reflected in the platforms and partnerships created by RIS in recent years and the level of participation in its conferences and workshops, and also intense engagements in domestic policy debates with several Ministries, State Governments and institutions.

Historically, RIS has been able to establish connects with economic policy hubs across the world and with leading economists and thinkers. Partnerships at regional forums based on its profile and expertise in international economics, international development, multilateral economic governance and regional economic cooperation has served RIS mandate well.

RIS has deepened specific areas of research and outreach. With its research engagement and partnerships, RIS has evolved much beyond its role as an institution for developing country issues and for providing policy inputs to the Government of India as a global institution with Indian roots.

With long experience of reaching out to the global academic community, experts and the civil society in India and abroad for research studies, dialogues and narrative building objectives. RIS has gone beyond the call for duty. Recognition received in this regard at the specialized platforms like World Trade Organization (WTO), World Intellectual Property Organization (WIPO), World Health Organization (WHO), United Nations Educational, Scientific and Cultural Organization (UNESCO), United Nations Economic and Social Commission for Asia and the Pacific (UN ESCAP) and others stand testimony to relevance and significance of RIS in contemporary times.

Requirements

- i) Accommodation on Single occupancy in well-appointed standard accommodation amenities inclusive of facilities like air conditioning, 24-hours hot water and cold water facility and power supply, cleaned pressed bed sheet, bath towel, hand towel, 2 soaps, shampoo/body lotion/body wash, Hair dryer, locker facility, 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.

SUBMISSION OF BID

The bid shall be submitted under the two-bid system in two separate, duly sealed inner envelopes, namely (i) “TECHNICAL BID – EOI for Empanelment of Hotels for RIS” and (ii) “FINANCIAL BID – EOI for Empanelment of Hotels for RIS”. The Technical Bid envelope shall contain the documents relating to eligibility requirements, along with the duly completed and signed Authorization Letter (Annexure-II) and Undertaking by the Bidder (Annexure-III), as applicable. The Financial Bid envelope shall contain the duly completed Financial Bid Format (Annexure-I) only. Each inner envelope shall clearly mention the name of the bidder and the contents of the envelope. Both sealed envelopes shall be placed inside one sealed outer envelope super-scribed “EOI for Empanelment of Hotels for RIS”. The outer envelope shall be addressed to RIS and submitted at RIS office, Core 4B, 4th Floor, India Habitat Centre, Lodhi Road, New Delhi – 110003, on or before the prescribed closing date and time. The Financial Bid shall not be placed in the Technical Bid envelope.

RIS 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.

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, 4th Floor, India Habitat Centre, Lodhi Road, New Delhi – 110003

INSTRUCTIONS TO HOTELS/RESORTS

The Hotel shall submit its EoI in two separate sealed envelopes in accordance with the “Submission of Bid” instructions above. The envelopes shall be clearly marked “TECHNICAL BID – EOI for Empanelment of Hotels for RIS” and “FINANCIAL BID – EOI for Empanelment of Hotels for RIS”, respectively, and both shall be enclosed in a sealed outer envelope super-scribed “EOI for Empanelment of Hotels for RIS”. The applicable annexures shall be completed, signed and enclosed in the relevant bid envelope.

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. The Financial Bid shall be evaluated with reference to the rates quoted in the prescribed Financial Bid Format at Annexure-I.

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 One year 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.

GENERAL TERMS AND CONDITIONS:

- i) Empanelment shall not confer any right upon the empanelled hotel to claim a minimum number of bookings, room nights or assured business from RIS. Allocation of accommodation requirements shall depend upon the actual requirements of RIS, availability of rooms, location, suitability of the hotel and other relevant considerations. The payments would be made on actual consumption of rooms.
- ii) The rates quoted by the bidder and accepted by RIS shall remain valid for the period specified in the empanelment agreement. No increase in rates or levy of additional charges shall be permitted during the stipulated rate-validity period without the prior written approval of RIS. The quoted rates shall include all applicable inclusions, duties, taxes and service charges, as specified in the Financial Bid Format. Any additional service not covered under the approved rates shall be chargeable to RIS only if specifically authorized in writing by the competent authority.
- iii) The empanelled hotel shall maintain confidentiality of all personal information and programme-related information of participants provided by RIS. Such information shall be used solely for providing the authorized accommodation and related services and shall not be disclosed to any unauthorized person or used for any other purpose, except as required by applicable law. The hotel shall take reasonable measures to safeguard such information against unauthorized access, disclosure or misuse.
- iv) RIS reserves the right to verify the credentials, licences, facilities, room capacity and service standards of the bidder before empanelment and during the period of empanelment. The hotel shall provide reasonable access to its premises and relevant records for such verification. Any material discrepancy or failure to comply with the prescribed requirements may result in appropriate action in accordance with the terms of the tender and the empanelment agreement.
- v) In the event of a material breach of the tender conditions, submission of false or misleading information, unauthorized charging of amounts, repeated failure to provide confirmed accommodation, or persistent unsatisfactory service, RIS may initiate appropriate action, including suspension or termination of empanelment, in accordance with the terms of the agreement and applicable rules. Except where immediate action is legally or operationally necessary, the hotel shall ordinarily be given written notice of the deficiency and a reasonable opportunity to submit its explanation or rectify the breach, as applicable.

ANNEXURE – I

FINANCIAL BID FORMAT

Hotels in New Delhi Format A

S. No.	Item	Inclusions	Rate per participant/per room night (INR) (inclusive of all taxes, duties and service charges)
1.	Accommodation Standard check-in / check-out time as per the hotel's policy	Breakfast Wi-Fi Complimentary Services like, coffee/tea maker, newspaper, twomineral 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, twomineral 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 – III

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 Organization, PSUs or Public Authority/Institutions of repute during the last 3 years.

Authorised Signatory

Designation

Name of the Firm:

Address:

Place:

Date:

Enclosed

