



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान—हाजीपुर

NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH (NIPER) - HAJIPUR

(Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India)

Export Promotions Industrial Park (EPIP), Industrial Area, Hajipur

Dist: Vaishali, State: Bihar, India, PIN: 844102 Website: www.niperhajipur.ac.in

F.No.-NIPER-HJP/Admn/2025-26/13

Date:10.11.2025

(Notice Inviting Tender)

Subject: Empanelment of Hotels at Patna & Hajipur

To,

M/s. _____

Dear Sir/Madam,

The National Institute of Pharmaceutical Education and Research (NIPER) Hajipur is the first Institute of its kind to be set up at in the State of Bihar in the year 2007. It is an Autonomous Institution of National importance, established under the agies of Department of Pharmaceutical, Ministry of Chemicals and Fertilizers, Govt. of India under NIPER Act 1998 at Hajipur in Vaishali District of Bihar. It is a Centre of Excellence for higher education, research and development in Pharmaceutical Sciences, conceived to provide leadership in Pharmaceutical Science and other related areas.

The NIPER Hajipur is mandated to conduct and organise National/ International conferences, symposia, meetings etc. which are attended by renowned academician, researchers, scientists and experts from India and abroad. This requires a decent lodging and boarding facilities for which NIPER Hajipur is planning to empanel reputed hotels situated in and around 10 kms. from Patna Airport & Railway station and Hajipur Railway Station.

Proposals are invited in two bid system for empanelment of Hotels at Patna & Hajipur. You are requested to kindly send the quotations/ proposals to below mentioned address latest by **01 /12/2025 till 5:00 p.m. to**

The Registrar

NIPER-HAJIPUR,

Export Promotion Industrial Park (EPIP),

Zandaha Road, NH322, Hajipur, Bihar 844102

Index for Tender Form

Sl. No.	Details	Deadline
1.	Tender Notice No.	NIPER-HJP/Admn/2025-26/13, Date:10/11/2025
2.	Name of work	Empanelment of Hotels at Patna and Hajipur
3.	Tender Fee	500/- (Five hundred only)
4.	Earnest Money Deposit	5,000/- (Five thousand only)
5.	Start of submission of Bids	10/11/2025
6.	Last date and time for receipt of Bids	01/12/2025 by 05:00 pm
7.	Place of opening of Bids	NIPER Hajipur

Terms & Conditions

1. The offers must be sent in a sealed envelope addressed as above and super scribed at the top of envelop as "Empanelment of Hotels at Patna and Hajipur".
2. The offer form may be downloaded from the website nipershajipur.ac.in, however in such a case, Rs.500/- per tender has to be deposited through DD drawn on the name of Director, NIPER Hajipur to become eligible to submit the same.
3. Offer must be sent in the Performa as enclosed (Annexure-A) with the terms & conditions duly signed as a token of acceptance.
4. The offer should be accompanied with the documents as desired in Clause 3 of the tender document and EMD.
5. The number of hotels to be empanelled/ will be decided by the Competent Authority and any The Tender Documents for items will be on two-Bid System consisting of Technical Bid and Price Bid. The Tender Documents will be submitted in two separate sealed covers clearly mentioning on the envelope the details of items for which bid is submitted.
6. Quotation should have validity of at least 90 days from the date of opening.
7. The right to reject all or any of the quotations and to split up the requirements or relax any or all of the above conditions without assigning any reason is reserved.
8. The bid documents are not transferrable and the seal and signature of the authorised official of firms must appear on all the papers and envelops submitted.
9. The quotation should be complete in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.
10. The quotations are liable to be rejected if the foregoing conditions are not complied with.
11. Printed conditions of the firm, if any, will not be binding on us.
12. Late and delayed tender will not be considered.
13. All legal disputes arising out of this contract /bid shall be subject to judicature of Patna High Court.
14. NIPER Hajipur reserves the right to cancel the Tender at any stage.
15. Compliance sheet about the specification asked must be enclosed with the proposal.
16. The bidders are required submit the signed copy of Tender document with the proposal.

All Tender Documents must be accompanied by the Bid Security Form/Earnest Money Deposit (Refundable). The Earnest Money Deposit is to be paid in the form of Bank Draft in favour of the Director, NIPER Hajipur. The Bid Security Form/Earnest Money Deposit Bank Draft must be enclosed with Technical Bid. The details of Bank Draft Number of Earnest Money Deposit must be endorsed on top of envelope containing Technical Bid (EMD must be submitted separately for each item).

Thanking you.

Sd/-
Registrar

Clause 1: General Terms and conditions

- 1.1 The rates quoted with respect to the hotel services shall be most competitive in terms of rates and prices prevalent in the market.
- 1.2 The hotel should preferably be located at Patna or Hajipur City or within 10 km radius.
- 1.3 NIPER Hajipur will be empanelling the hotels with star status for Senior officers and economy class for other junior officers and other staff.
- 1.4 The Rates should be quoted for Single & Double sharing basis including breakfast and Dinner.
- 1.5 The Hotel should have a Conference Hall to accommodate at least 40-50 persons.
- 1.6 The Hotel should have proper in-house arrangements to provide meals to the guests.
- 1.7 The empanelled hotel will be responsible to make hotel booking for the officers of NIPER Hajipur on the request of the authorized officer of the NIPER Hajipur Authority.
- 1.8 The period of empanelment of Hotel Services would be for one year from the date of receipt of letter which may be extendable upto 3 years on the basis of performance on year to year basis.
- 1.9 The prospective bidders should have the compliance of all the relevant Laws, Acts and regulations as applicable from time to time.
- 1.10 After opening the technical bids, a Committee from NIPER Hajipur may visit the hotels to check the facilities provided by each one.
- 1.11 On the basis of the report of the Committee, the technical bid shall be evaluated and declared qualified, not qualified for opening of financial bids.
- 1.12 The empanelment may be terminated on account of breach of any one or more of above clauses.
- 1.13 NIPER Hajipur shall have exclusive rights to cancel / terminate the empanelled agency at any time and without any notice at its own discretion without assigning any reason thereof.
- 1.14 Interested hotels with sound reputation may send their offers in sealed envelope addressed.

Clause 2: Terms for Payments

- 2.1 The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes & levies).
- 2.2 The bills of the hotel shall be accompanied with a copy of the booking order duly issued by authorized signatory of NIPER Hajipur at the time of payment.
- 2.3 As far as possible, payment of bills will be made to the hotel within one month of submitting of the bills at the NIPER Hajipur.

Clause 3: Eligibility criteria for bidders

In order to become eligible, the Hotels should have the following qualifications

- 3.1 Registration of ownership.
- 3.2 Registration for GST.
- 3.3 Income Tax Registration.
- 3.4 Registration for Health License.
- 3.5 Registration for Trade License.
- 3.6 Registration with Fire Department for Fire License.
- 3.7 Registration with Food Safety & Standards Authority of India.

Clause 4: Documents to be accompanied

The financial offer should be accompanied with the following documents.

- 4.1 EMD of Rs.5,000/- through D.D. / Pay Order.
- 4.2 Photocopy of the Ownership Certificate.
- 4.3 Photocopy of GST Registration Certificate in the name of registered Owner.
- 4.4 Photocopy of PAN certificate in the name of registered owner.
- 4.5 Photocopy of Health License.
- 4.6 Photocopy of Trade License.
- 4.7 Photocopy of Fire License.
- 4.8 Photocopy of FSSAI.

Clause 5: Evaluation of Bids

- 5.1 The bidders who qualify in technical bids shall only be eligible for opening of their financial bid. The bidders who quote the lowest rate including all amenities shall be declared as L-1 and shall be considered for empanelment.



Technical Bid Proforma

Sl. No.	Particulars	Description in details
1.	Name of the Hotel	
2.	Complete Contact Details of Authorised Person of Hotel, including name, address, telephone, mobile number, Email, Website (if any)	
3.	Year of registration / Establishment of Hotel	
4.	PAN No.	
5.	Copy of IT return/acknowledgment for last three years.	2022-23, 2023-24, 2024-25
6.	Copy of annual accounts (balance sheet and profit and loss account) for last three years.	2022-23, 2023-24, 2024-25
7.	GST Registration No.	
8.	Details of Health / Food License No.	
9.	Details of any other license required to run the hotel (pl. specify)	
10.	Preferably, the bidders should have following amenities and services. Specify the availability of these amenities and facilities by writing Yes / No against it.	
a.	Newspaper (Room service)	
b.	Tea/Coffee Maker with Accompaniments	
c.	Mineral Water facility	
d.	Standard Toiletries	
i.	Soap	
ii.	Tooth Paste	
iii.	Tooth Brush	
iv.	Comb	
v.	Bath Towel	
vi.	Hand Towel	
vii.	Toilet Roll	
viii.	Shampoo	
ix.	Sewing Kit	
x.	Shower Cap	
xi.	Shower Gel	
xii.	Shaving Kit	
xiii.	Moisturiser	
xiv.	Shoe Shiner	
xv.	Room Slippers	
xvi.	Any other pl. specify	
e.	Press Iron & Stand	
f.	Daily Housekeeping of room	
g.	24 Hrs. Room Service	
h.	24 Hrs. Hot and Cold Service	
i.	24 Hrs. power backup for all amenities	
j.	Restaurant / Dining facility	
k.	In House Laundry Facility	
l.	Digital Locker	
m.	Unlimited Wi-fi / Internet Service	
n.	Doctor on emergency	
o.	Parking facility	
p.	TV with cable connection	
q.	Refrigerator	
r.	AC	

s.	Breakfast/Lunch/Dinner	
t.	Pick up & Drop Facility	
u.	Distance in Kilometer from Railway Station	
v.	Distance in Kilometer from Airport	
w.	Pick up & Drop facility	
x.	Any other pl. specifies	



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Annexure – B

Financial Bid Proforma

Particulars	Rates (per day with single occupancy) (Rs.)	Rates (per day with double occupancy) (Rs.)
Room Tariff with complimentary breakfast and Buffet Dinner with 2 liters mineral water and coffee and tea maker.		
Room Tariff with complimentary breakfast and Buffet Lunch & Dinner with 2 litres mineral water and coffee and tea maker.		

-The room tariff should be excluding the taxes as applicable.

-No other charge will be payable.

The calculation of per day shall be made on 24 hours basis, starting from check in time.

Date:

Place:

Authorized Signatory (With Stamp)

UNDERTAKING
(ON LETTER-HEAD OF THE HOTEL)

To.

The Registrar
NIPER-HAJIPUR,
Export Promotion Industrial Park (EPIP).
Zandaha Road, NH322, Hajipur, Bihar 844102

Name of the Hotel _____

Name of the Bidder _____

Sir/Madam,

This is to certify that -

1. I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions of the Tender Documents.
2. I/We shall provide quality hotel accommodation to the University with amenities as mentioned in our technical bid.

(Signature of the Bidder)

Name and Address of the Bidder

Telephone Number(s)

CERTIFICATE

(to be provided on letter head of the firm)

I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

I also certify that the above information is true and correct in all respect and in any case at a later date, if it is found that any details provided above are incorrect, then the contract given to the above firm may be summarily terminated and the firm may be blacklisted.

Date:

Place:

Authorized Signatory

Name:

Seal

Designation: Contact