

Price Officer Sheet

	Description	UNIT	Rates including or excluding VAT
A Room Charge			
1	Single Room with BB	Per Person	
2	Double/Twin sharing Room with BB	Per Person	
3	Single Room with EP	Per Person	
4	Double/Twin sharing Room with EP	Per Person	
B Semi- Residential on MAP			
1	Single occupancy-a/c room+meeting hall	Per Person	
2	Double/ Twin occupancy-a/c room+meeting hall	Per Person	
B Full Board on AP Conference Services Residentail			
1	Single occupancy-a/c room+meeting hall	Per Person	
2	Double/ Twin occupancy-a/c room+meeting hall	Per Person	
C Non-residential program			
1	Nonresidential package + meeting hall up to 25 participants in cluster seating plan	Per Person	
2	Nonresidential package + meeting hall for 26 to 50 participants in cluster seating plan	Per Person	
3	Nonresidential package + meeting hall for 51 or above participants in cluster seating plan	Per Person	
D Non-residential program			
1	Nonresidential package + meeting hall up to 25 participants in cluster seating plan	Per Person / per day	
2	Nonresidential package + meeting hall for 26 to 50 participants in cluster seating plan	Per Person/ per day	
3	Nonresidential package + meeting hall for 51 or above participants in cluster seating plan	Per Person/ per day	
E Extra Services			
1	Breakfast	Per Person	
2	Lunch	Per Person	
3	Dinner	Per Person	

4	Tea/Coffee and Cookies	Per Person	
5	Tea/coffee with light snacks (Hi-tea)	Per Person	
6	Refreshment snacks with soft drink/Fresh juice	Per Person	
7	Cocktail Dinner with soft drink/ Fresh Juice	Per Person	
F	Hall charge without Package		
1	Cluster set up small meeting hall rent without package(Up to 25 Pax)	Per day	
2	Medium meeting hall rent without package(26 to 50 pax)	Per day	
3	Big meeting hall rent without package (51 to above)	Per day	
5	P.A Set with mike and sound system	Per day	
7	Projector and pointer	Each	
9	Dedicated fast Internet at meeting hall (.....mbps)	day	
10	Airport pick up and drop off facility.	trip	
G	Lunch pack		
1	Veg lunch set-6items	each	
2	Non-veg lunch set-6items	each	
3	veg snack-4item with juice and fruits/sweets	each	
4	Non-veg snack -4item with juice and fruits/sweets	each	
H	Hi-Tea pack		
1	Veg pack-5 items with juice and fruits/sweets	each	
2	Non-Veg pack-5 items with juice and fruits/sweets	each	
3	Perccnatge discount in restaurant menu	each	
I	Buffet lunch with catering services		
1	Non-veg set 6 item(2 special dish) with dessert and soft drink	each	
2	Veg set 6 item(2 special dish) with dessert and soft drink	each	
J	Total numbers of Rooms		
K	Availability of outdoor space		
L	Airport Pickup/Drop Service		

Add rows if needed for the additiona inforamtion

Invitation to sealed Tender

For

Long Term Service Agreement for Hotel Services

ADRA Nepal is inviting sealed tender for Long Term Service Agreements to one or multiple hotel services providers for all or a single geographic area depending on their price, evaluation score, experience, and access to the ADRA Nepal program locations. These contracts will be for a period of one year or depending on programmatic needs and requirements.

Locations for service delivery: Kathmandu Valley and adjoining districts, Bardibas, Janakpur, Butwal, Bhairahawa, Chitwan, Dhading, Dhangadhi, Nepalgunj, Bardiya, Surkhet, Kohalpur, Sarlahi, Rautahat, Pokhara,

Deadline for Tender Submission: 23 June 2024:5pm NPT

Submit Tenders: Submit sealed tender with relevant documents **to ADRA Nepal, Office, Bakhundole, Lalitpur** or submit e-copy to the dedicated email: tenders@adranepal.org.

If any query, please submit your questions to: procurement@adranepal.org

ADRA reserves the right to accept or reject any late offers

Tender Package Available Location:

<https://adranepal.org/get-involved/express-of-interest-2/>

Or Please find further information through below given links:

General Terms of the Sealed Tender-Hotel Service

Link.....

Pricing Details

Link.....

1. General Conditions for Tender

ADRA Nepal invites Tender for the goods, services and/or works described and summarized in following documents,

1.1 Tender Package — Invitation for Sealed Tender

- Each bidder is allowed to submit only one tender.
- Tenders will remain valid for 180 days from the date of submission.
- All offers must specify whether they include taxes, mandatory payments, levies, and/or duties, including VAT, if applicable.
- Bidders must ensure that their financial offers are free from calculation errors. If any errors are found during the evaluation process, the unit price will take precedence. In case of ambiguity regarding the unit price, the Selection Committee may choose to disqualify the offer..
- Any requests for clarifications not covered in the written documents must be submitted to ADRA Nepal in writing. Responses to written questions from any Bidder will be provided directly to that Bidder. In certain cases, ADRA Nepal may choose to issue clarifications to all bidders. It is a condition of this tender that no clarification shall be considered to override, contradict, add to, or detract from these conditions unless issued in writing as an Addendum to the Tender and signed by ADRA Nepal or its designated representative.
- This tender does not obligate ADRA Nepal to execute a contract nor does it commit ADRA Nepal to pay any costs incurred in the preparation and submission of proposals. Furthermore, ADRA Nepal reserves the right to reject any and all proposals, if such action is considered to be in the best interest of ADRA.

1.2 Supplier Eligibility

Suppliers may not apply, and will be rejected as ineligible, if they:

- Are not registered firm/companies
- Are bankrupt or in the process of going bankrupt
- Have been convicted of illegal/corrupt activities, and/or unprofessional conduct
- Have been guilty of grave professional misconduct
- Have not fulfilled obligations related to payment of social security and taxes
- Are guilty of serious misinterpretation in supplying information
- Supplier (or supplier's principals) are on any list of sanctioned parties issued by; or are presently excluded or disqualified from participation in this transaction by: United Nations, national governments, or public international organizations.

1.3 Response Documents

Bidders can either utilize the response documents contained in this tender package to submit their offer or they can submit an offer in their own format as long as it contains all the required documents and information specified by this tender.

1.4 Acceptance of Successful Response

Documentation submitted by bidders will be verified by ADRA. The winning bidder will be required to sign a service agreement for the stated, agreed upon amount.

2. Criteria & Submittals

2.1 Contract Terms

ADRA Nepal intends to issue a **Fixed Price** contract to one or several company(ies). The successful bidder(s) shall be required to adhere to the statement of work and terms and conditions of the resulting contract.

2.2 Specific Eligibility Criteria

Following eligibility criteria must be met, and the corresponding supporting documents listed below under “Tender Submittals” **must** be submitted with offers. Bidders who do not submit these documents may be **disqualified** from any further technical or financial evaluation.

- The bidder must be legally registered
- The bidder must be in good standing with its governing tax authority
- The bidder must have experience in serving a similar type of organization.

2.3 Tender Submittals

Documents and required information listed in tender submittals are necessary in order to support the eligibility criteria and to conduct technical evaluations of received offers (and due diligence). While absence of these documents and/or information does not denote mandatory disqualification of suppliers, the lack of these items has the potential to impact the technical evaluation of an offer severely and negatively.

Documents for Eligibility Criteria:

1. Company Registration
2. VAT/PAN registration document
3. Latest Tax clearance report
4. Company Profile covering capacity of hotel (No. of rooms and type, facilities at room etc.) and available packages and services including complimentary services.
5. Experience certificate/reference letters (at least from 2 organizations)
6. Safety and Security measures within hotel premises

Documents for Technical Evaluation:

- A/C Room with attached bathroom with hot and cold water.
- Minimum 1 Conference Hall (capacity of 50 Person)
- Work experience in organizing/managing of meetings, workshops, and Seminar with best hospitality (Min. 3 years)
- Safety & security measure taken by hotel (special safety measures for female)
- Environmentally friendly facilities.
- Adequate no of staffs for required services
- Proximity to ADRA office locations
- Road access, public transportation and other facilities.
- Additional Benefit provided (complimentary breakfast, complimentary hall with WIFI, complimentary stationeries etc.)
- Hotel’s Feasibility to people with disability
- Financial proposal

2.4 Tender Evaluation

Based on the above documents, a Tender Committee will conduct a tender evaluation process. ADRA Nepal reserves the right to accept or reject any or all proposals, and to accept the offer(s) deemed to be in the best interest of ADRA. ADRA Nepal will not be responsible for or pay for any expenses or losses which may be incurred by any bidder in the preparation of their tender. Evaluations will be conducted as described in the following subsections:

2.4.1 Scoring Evaluation

Tender Committee will conduct a technical evaluation which will grade technical criteria on a weighted basis (each criteria is given a percentage, all together equaling 100%). Bidder's proposals should consist of all required technical submittals so Tender committee can thoroughly evaluate the technical criteria listed herein and assign points based on the strength of a technical submission. Award criteria shall be based on the proposal’s overall “**value for money**” (quality, cost, delivery time, etc.) while taking into consideration donor and internal requirements and regulations. Each individual criteria has been assigned a weighting prior to the release of this tender based on its importance to ADRA in this process. Bidder(s) with the best score will be accepted as the winning Bidder(s), assuming the price is deemed fair and reasonable and subject to the additional due

diligence. When performing the Scoring Evaluation, the Tender Committee will assign points for each criteria based on the following scale:

Point Rationale

- 0 Not acceptable; has not met any part of the specified criteria
- 1-3 Has met only some minimum requirements and may not be acceptable
- 4-6 Acceptable
- 7-9 Acceptable; has met all requirements and exceeds some
- 10 Acceptable; has exceeded all requirements

Evaluation Criteria	Weight (%) (A)
Enough A/C Room with attached bathroom with hot and cold water.	15%
Minimum 1 Conference Hall (capacity of 50 Person)	5%
Work experience in organizing/managing of meetings, workshops, and Seminar with best hospitality (Min. 3 years)	5%
Safety & security measure taken inside & Outside of Hotel building	10%
Adequate no of staffs for required services	5%
Proximity to ADRA Nepal working locations	5%
Road access and public transportation facility	5%
Additional Benefit provided (complimentary breakfast, complimentary hall with WIFI, complimentary stationeries etc.)	5%
Hotel’s Feasibility to people with disability	5%
Financial proposal	40%
Total Score	100%

2.4.2 Additional Due Diligence

Upon completion of both the technical and financial evaluations ADRA may choose to engage in additional due diligence processes with a particular supplier or supplier(s). The purpose of these processes is to ensure that ADRA Nepal engages with reputable, ethical, responsible suppliers with solid financials and the ability to fulfill the contract. Additional due diligence may take the form of the following processes (though it is not limited to):

- Reference Checks only of Shortlisted
- Supplier’s facility visits only of Shortlisted

3. Offer Form

All offers must be duly signed (including position and full name of the signer) and stamped, with the date of completion.

The following information must be included in the tender.

Cover Letter explaining interest to be a contracted vendor or supplier, and the details of the Proposal. The

content of the cover letter shall include the following information:

- A detailed specification of the offered services
- Delivery time
- Price validity will be 180 working days
- Credit terms of the bidder
- A Price Offer detailing the unit price only, using the **Price Offer Sheet** template.
- Provide Completed and signed Supplier Information
- Other important documents offeror feels need to be attached to support their proposal (for example link to hotel websites, photos of the halls and hotel premises, etc)

The original proposal shall be signed by the Bidder, or a person or persons duly authorized to bind the bidder to the contract. Financial offer pages of the proposal shall be initialed by the person or persons signing the proposal and stamped with the company seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initiated by the person or persons signing the proposal.

4. Scope of Work/Technical Specifications

ADRA intends to issue Annual Service Agreements to one or multiple hotel services providers for all or a single geographic area depending on their price, evaluation score, experience, and access to the ADRA program locations. These contracts will be for a period of a years, during which ADRA depending on their programmatic needs will share specific requirements for hotel services with the contracted hotels.

The overall objective is to provide Hotel Services to ADRA Nepal, office and project locations.

- Provide Day workshop facility
- Provide Residential workshop facilities
- Provide accommodation to national as well as international staff.
- Provide packed lunch package services

Services to be used by:

National and International staff of ADRA, Local NGO staff, Guests invited by ADRA Nepal.

Requirements:

ADRA office will be using hotel service for room occupancy and workshop requirements. The hotel service provider should be able to provide the hotel service as per ADRA Nepal requirement. Such requirements are mentioned as per addressed below but not limited to :

- Room: Fully A/C Single room/ double room/ triple room occupancy
- Room Plan: EP, BB, AP, MAP
- Residential Plan: With workshop and without workshop/ Single/ double/ triple occupancy
- Workshop venue: Full day/ Half Day
- Workshop seating arrangement: Banquet arrangement / U shape mostly
- Packed Lunch: Veg/ Non-veg
- Hi-Tea
- Details of Amenities provided in room
- Details of Stationary provided for workshop
- Accessibility: Access to people with disabilities both in room and workshop
- Rooms and workshop venue to be sanitized
- Safety and Security:

Earthquake alarm, fire alarm, fire extinguisher, fire blanket, smoke detector etc to be available as much as possible in the hotel premises but not limited to.

- Back Up: Inverter/ Generator/ Solar back- up for electricity/ hot water back up during load shedding

5. Formats

Attachment 1 -Price Offer Sheet