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भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),

ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067/ OLOF PALME MARG, NEW DELHI - 110067

दूरभाष / TELEPHONE - 011-26105592; टेलीफैक्स / FAX - 011-26104183

दिनांक / Dated: 12<sup>th</sup> December, 2017

To

M/s ABM (All Blossom Months) Travels & Tours Pvt. Ltd.

B-82, Level - 1, Defence Colony

New Delhi-110024

**[Kind Attention : Ms. Avneet Kaur, Tour Consultant]**

Subject: Notice Inviting Tenders (NIT) for Study Tour in the sector (Delhi-Madurai – Rameswaram – Madurai – Delhi) for the participants of 26<sup>th</sup> Level III Training Programme under CSSS-CTP.

Madam,

ISTM takes pleasure to inform hereby that the competent authority has approved the quotation submitted by your esteemed company to organize the above mentioned Study Tour.

2. M/s ABM (All Blossom Months) Travels & Tours Pvt. Ltd will be liable to hold the Study tour as per the conditions annexed with the tender documents. Copies thereof are enclosed once again for ready reference.

3. A representative of the company may please visit the office of the undersigned on 15.12.2017 at 1 PM for a discussion about the tour programme.

Encl (2)

Yours faithfully,

(Moloy Sanyal)  
Deputy Director &  
Course Director  
Mob. 9810961492

Copy to : IT Cell, ISTM with a request to put it in the ISTM website.



## Facilities and services required for Lodging and Boarding

Sl. No.	Facilities and Services
1.	Full time operation 7 days a week in session
2.	Establishment to have public liability insurance
3.	English/Hindi speaking front office staff with adequate soft skills.
4.	24 hours lifts for buildings higher than ground plus two floors - local laws may require a relaxation of this condition.
5.	Easy access for the differently abled guests
6.	Bedrooms, bathroom, public areas and kitchen fully serviced daily
7.	All floor surfaces clean and in good shape
8.	Floors and walls to have non-porous surfaces
9.	All rooms in the same building or resort. However, in case of more than 30 persons, rooms in not more than two buildings in close vicinity, not more than 2 Kms apart
10.	Minimum bedding 2 sheets, pillow and case blanket, mattress protector/ bed cover
11.	Minimum bed width for each single bed 90 cms. (separate bed for each person)
12.	Mattress thickness minimum 10 cm - coir foam or spring foam
13.	A clean change of bed and bath linen daily and between check-in
14.	To provide two sealed bottles of branded bottled water of minimum 500 ml per person per day on complimentary basis with minimum one glass per person
15.	Shelves/ drawer spaces
16.	Wardrobe with minimum 4 clothes hangers per person
17.	Sufficient lighting for each bed
18.	At least two multipurpose sockets, out of which one should be of 5 amp earthed power socket
19.	A writing surface with sufficient lighting
20.	Chairs - one per bed
21.	A wastepaper basket (covered) in each room
22.	Opaque curtains or screening at all windows
23.	A mirror, at least half length
24.	Rooms with attached bathrooms, bathrooms to have sanitary bin with lid
25.	Size of bathroom in square feet - minimum 36 Sq. Feet
26.	1 bath towel and 1 hand towel to be provided per guest and should be changed everyday
27.	Bath stool/ Bath Mat
28.	Cloth hooks in each bath/ shower room
29.	A sanitary bin with lid
30.	Each western WC toilets to have a seat with lid and toilet paper
31.	Water sprays or bidets or washlets or other modern water based post toilet paper hygiene facilities and water tap with mug close to the WC
32.	Lounge or seating area in the lobby
33.	Reception facility - operated minimum 16 hours, Call service 24 hours
34.	Local directions, including city street maps to be available on request
35.	Name address and telephone numbers of doctors with front desk, Doctor on call



36.	
37.	One Multi-cuisine Restaurant cum coffee shop open from 7 am to 11 pm and 24 hours room service
38.	Intercom in rooms
39.	Head covering for production staff/ serving staff
40.	Food serving in buffet system, dishes to be kept separately in sufficient quantity and variety in neat, clean and hygiene environment with clear signboards showing vegetarian and non-vegetarian foods noticeably
41.	Ventilation system in dining area
42.	Pest Control in all areas
43.	Hot and cold running water
44.	Rooms and bath rooms to have air fresheners
45.	Tea coffee making machine in the room, replenishment of sufficient material
46.	Newspapers in room (English or Hindi, as desired)
47.	Bottled toiletries or soaps (minimum 2 new bottled toiletries/ soaps per person)
48.	Free Wi-fi/ internet connectivity in rooms (except remote areas not connected with net)
49.	PC available for guest use in lounge/ reception area with internet facility on request
50.	Wake up call service on request
51.	Hairdryers in bathroom
52.	Bedside table with drawer for each bed
53.	Shower cabin/ Curtains
54.	Room service
55.	Iron/ Iron board facilities (on request)
56.	In room safe/ safe keeping
57.	TV with cable /DTH Connectivity
58.	Intercom in bathroom

## ANNEXURE – II

### Instructions for online Bid submission

**Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for Procurement at <http://eprocure.gov.in/eprocure/app>**

1. Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/ e-tender portal is a pre-requisite for E-tendering.
2. Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/ registration, the bidders should provide the correct/ true information including valid email id. All the correspondence shall be made directly with the contractor/bidders through email id provided.
3. Bidder need to login to the site through their user ID/ password chosen during enrollment/ registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificate with signing key usage) issued by SIFY/TCS/Code/e-Mudra or any Certifying Authority recognized by CCA India on e-Token/Smart Card, should be registered.

*JSK*



- 2<sup>nd</sup>
5. The DSC that is registered only should be used by the bidder and should ensure safety of the same.
  6. Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
  7. After downloading/ getting the tender document/ schedules, the Bidder should go through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
  8. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
  9. Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
  10. Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
  11. From my tender folder, he selects the tender to view all the details indicated.
  12. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
  13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
  14. If there are any clarifications required, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
  15. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
  16. Bidder should submit the Tender Fee/EM as specified in the tender. The original should be posted/couriered/ given in pers to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
  17. While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
  18. The bidder has to select the payment option as offline to pay the Tender FEE/EMD as applicable and enter details of the instruments.
  19. The details of the EMD any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
  20. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
  21. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.

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22. If the price bid format is provided in a spread sheet file like BoQ\_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template must not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for this tender
23. The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission last date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour
24. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date
25. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
26. All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
27. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
28. The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done
29. The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exist option in the browser.
30. For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone:1-800-233-7315 or send a mail over to [cphp-nic@nic.in](mailto:cphp-nic@nic.in)