

EOI No.:



Food Safety and Standards Authority of India



Request
For
Expression of Interest (EOI)
For
Empanelment of Hotels
For
Food Safety and Standards Authority of India

DISCLAIMER

THIS REQUEST FOR PROPOSAL IS NOT AN OFFER BY THE FSSAI, BUT AN INVITATION TO RECEIVE RESPONSE FROM ELIGIBLE INTERESTED BIDDERS FOR SELECTION OF A COMPANY IN HOTEL BUSSINESS OR A HOTEL. NO CONTRACTUAL OBLIGATION WHATSOEVER SHALL ARISE FROM THE RFP PROCESS UNLESS AND UNTIL A FORMAL CONTRACT IS SIGNED AND EXECUTED BY THE FSSAI WITH THE BIDDER. THIS DOCUMENT SHOULD BE READ IN ITS ENTIRETY.

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1. About FSSAI

The Food Safety and Standards Authority of India (FSSAI), Headquartered at Delhi, has been established under Food Safety and Standards Act, 2006, a regulatory body under the Ministry of Health and Family Welfare.

2. Purpose of the EOI

1. FSSAI desires to empanel Hotels situated in Delhi, Kolkata, Guwahati, Mumbai, Chennai & Cochin for availing the facility of lodging (with Breakfast) for the guests and officers of FSSAI at a fixed rate.
2. Going by the past experience, FSSAI has a requirement of approximately 400 room days in a year in Delhi. The requirement for other locations would be much less than at Delhi. The requirement may, however, vary and the Authority cannot give any guarantee in this respect.
3. FSSAI requests for EOI from eligible Hotels for preparation of a Panel of Hotels for the Authority for a period of one year, extendable further up to three years' subject to provisioning of satisfactory services to the occupants and mutual agreement.

3. Eligibility Criteria / Pre-Qualification Criteria

3.1 Location: In Delhi the Hotel should be situated preferable near FSSAI HQ (FDA Bhawan, Near Bal Bhawan, Kotla Road, New Delhi). At other places the Hotel should be preferable near the airport or at locations of FSSAI's Regional Offices viz. Eastern Region (Kolkata), North Eastern Region (Guwahati), Western Region (Mumbai), Southern Region (Chennai & Cochin). The addresses of Regional Office, FSSAI may be seen from FSSAI's website i.e www.fssai.gov.in.

3.2 Type: Four / Five star Hotels.

4. Bid Document and its submission

4.1 Bid Format:

EOI is invited from reputed well established Hotels located at Stations indicated 5 (Five) above. Bids to be submitted in sealed envelope super-scribed as ["Expression of Interest for empanelment of Hotels"]. The financial

details/offers about the room accommodation charges (with breakfast) for different categories of rooms offered on single occupancy basis may be quoted.

Hotel may also indicate add-on facilities which could be either complimentary or chargeable at special rates which may include Buffet Lunch/Dinner, use of Conference Halls and facilities etc.

4.2 Copies of Response:

Respondents must submit two (02 numbers) hard copies of their offer (bids) to the designated point of contact by the date and time specified in this EOI.

4.3 Validity of Bid:

The bids submitted by the bidders should remain valid for two months from the date of submission.

4.4 Response Date:

Responses to this EOI are due on the 1st July, 2016 by 15:00 hours. The Bid envelope super-scribed "EOI for empanelment of Hotel" must be submitted to the Assistant Director (GA), FSSAI, 3rd Floor, FDA Bhawan, Kotla Road, New Delhi-110002.

5. Opening and Evaluation of Bids:

5.1 The Bids will be opened on 4th July at 11:00 hrs in the presence of bidders who choose to remain present.

5.2 Evaluation Criteria:

The bids will be analyzed based on the quality of facilities offered including star rating of hotels, rates offered, add-on facilities, etc.

6. Empanelment of the Hotel

6.1 FSSAI shall empanel Hotels based on rates and facilities offered.

6.2 The successful bidders will be issued a letter of empanelment (in duplicate) by FSSAI comprising of various clauses agreed broadly on-lines given in this EOI. Hotels will then sign a copy of the same and return the same to FSSAI.

7. Terms of Payment:

The payment will be made to the Hotel as per agreed terms and conditions and as per actual services availed by an authorized occupant (s).

8. EOI Cancellation:

FSSAI reserves the right to withdraw this EOI at any stage if FSSAI feels that such action is in the best interest of the FSSAI. The Hotel would be required to give at least three months' notice to FSSAI, if its management intends to cancel the contract/agreement.

9. Designated Point of Contact

FSSAI's official single point of contact for this EOI and the delivery point for responses and correspondence is:

Assistant Director (G A)
Food Safety and Standards Authority of India (FSSAI)
3rd Floor, FDA Bhawan, Kotla Road, New Delhi-110002
Telephone No.- 011 23237442

10. Annex - Response Format for the Bid

I. General Information			
Particulars		Details to be Furnished	
Details of the Respondent			
Name			
Address			
Incorporation of company/Hotel Date: ROC Ref:			
Commencement of business Date: ROC Ref:			
Status (Public Ltd., Pvt. Ltd , etc.)			
Telephone including Mobile no.		Fax	
E-mail		Website	
Details of the Contact Person			
Name			
Designation			
Address			
Telephone including mobile no.		Email	

II. Bid Format					
Sr. No.	Types of Rooms	Rates	Associated facilities	Rates (if any)	Remarks/ Clarification

Declaration: - We..... (the name of Hotel /Company), are agreed to provide services as per agreed rates.

Authorized Signatory
Seal of Company

Date:
Place:

11. DISCLAIMER

1. The information submitted in response to this EOI may be subject to public release as under Right to Information Act. Therefore, Hotels are advised not to include proprietary or confidential business information in their response. Vendors responding to this notice assume the risk of public disclosure if confidential information is included.
2. This EOI is not to be construed as a commitment by the FSSAI to contract for services. Please be advised that the FSSAI will not incur any liability for any information provided as a result of this EOI and will not recognize or reimburse any cost associated with submission of EOI.
