

Basic Details

Organisation Chain	Central Sanskrit University Bhopal Campus-M.P. - RSKS		
Tender Reference Number	Tender for empanelment of Hotels		
Tender ID	2025_RSKS_821614_1		
Tender Type	Open Tender	Form of contract	Rate Contract
Tender Category	Services	No. of Covers	2
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Payment Instruments

Offline	S.No	Instrument Type
	1	Demand Draft
	2	Bankers Cheque

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Tender for empanelment of Hotels
		.xls	File1
		.pdf	Tender for empanelment of Hotels1
2	Finance	.xls	File1

Tender Fee Details, [Total Fee in ₹ * - 1,000]

Tender Fee in ₹	1,000		
Fee Payable To	Central Sanskrit University Bhopal Campus	Fee Payable At	Bhopal
Tender Fee Exemption Allowed	Yes		

EMD Fee Details

EMD Amount in ₹	0.00	EMD Exemption Allowed	NA
EMD Fee Type	NA	EMD Percentage	NA
EMD Payable To	NA	EMD Payable At	NA

Work /Item(s)

Title	Tender for empanelment of Hotels				
Work Description	As Per Tender Documents				
Pre Qualification Details	As Per Tender Documents				
Tender Value in ₹	6,00,000	Product Category	Hotel/ Catering	Sub category	NA
Contract Type	Rate Contract	Bid Validity(Days)	90	Period Of Work(Days)	90
Location	CSU Bhopal Campus	Pincode	462043	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	CSU Bhopal Campus

Critical Dates

Publish Date	09-Dec-2025 11:00 AM	Bid Opening Date	19-Dec-2025 03:00 PM
Document Download / Sale Start Date	09-Dec-2025 11:00 AM	Document Download / Sale End Date	18-Dec-2025 03:00 PM
Clarification Start Date	10-Dec-2025 11:00 AM	Clarification End Date	17-Dec-2025 02:00 PM

Bid Submission Start Date	11-Dec-2025 02:00 PM	Bid Submission End Date	18-Dec-2025 03:00 PM
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Tender Documents				
NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Tender for empanelment of Hotels	3170.62
Work Item Documents	S.No	Document Type	Document Name	Description
	1	Tender Documents	Tender for empanelment of Hotels.pdf	Tender for empanelment of Hotels
				3170.62

Tender Inviting Authority	
Name	Director
Address	Central Sanskrit University, Bhopal Campus MP-462043

Tender Creator Details	
Created By	Naresh kumar Pandey
Designation	Assistant Prof.
Created Date	08-Dec-2025 04:36 PM



केन्द्रीय संस्कृत विश्वविद्यालय

संसद के अधिनियम द्वारा स्थापित

भोपाल परिसर, संस्कृत मार्ग बागसेवनिया, भोपाल मध्य प्रदेश – 462043



सं. F.4 (432)/CSU/BC/Admn./Misc-Empanel- Hotel/2025-26

दिनांक:- 08.12.2025

**CENTRAL SANSKRIT UNIVERSITY
BHOPAL CAMPUS, BHOPAL**

Tender Document

For

“Empanelment of Hotels”

For Providing Hospitality Services on “As and When Required” Basis

**Starting
Of Tender document**

: 09/12/2025

Last date of receipt of tender

: 18.12.2025 (by 3.00 PM)

Date of opening of Technical Bid

: 19.12.2025 (at 3.00 PM)

Date of opening of Price Bid

: To be announced later

**(प्रो. हंसधर झा/Prof. Hansdhar Jha)
निदेशक/Director, Bhopal Campus**



केन्द्रीय संस्कृत विश्वविद्यालय

संसद के अधिनियम द्वारा स्थापित

भोपाल परिसर, संस्कृत मार्ग बागसेवनिया, भोपाल मध्य प्रदेश - 462043

Tel.(o) 0755-2418043, E-mail : director-bhopal@csu.co.in



सं. F.4 (432)/CSU/BC/Admn./Misc-Empanel- Hotel/2025-26 /1480

दिनांक:- 08.12.2025

निविदा सूचना/NOTICE INVITING TENDER

Sealed tenders are invited by Central Sanskrit University Bhopal Campus from Hotels located in the area spread around **05-Kms** from Central Sanskrit University, Bhopal Campus located at Sanskrit Marg, Bagsewaniya, Bhopal-462043, for empanelment of Hotels for providing "**Hotel Services**" for University Officials and Official Guests on official tours on "As and When Required Basis" under two Bid system i.e. (i) Technical Bid, and (ii) Price Bid.

1. Tender documents and details of terms & conditions for tenderer may be downloaded from CSU Bhopal Campus website www.csu-bhopal.edu.in or CPP portal.
2. The sealed tender super-scribed at the top of envelope as "Tender for Empanelment of Hotels for providing Hotel Services", containing Technical Bid & Price Bid **in separate envelopes**, should be submitted/ should reach duly signed & stamped the tender document & it's enclosures at the address given below on or before **03:00 P.M. on 18/12/2025**.

**Director, Central Sanskrit University
Bhopal Campus, Sanskrit Marg
Bagsewaniya, Bhopal-462043**

3. A non-refundable Tender Fees of **Rs. 1000/- (Rupees One Thousand Only)** is required to be deposited through Account Payee Demand Draft/ Banker's Cheque from any of the Commercial Banks in favor of Director, Central Sanskrit University, Bhopal Campus payable at Bhopal.
4. Tenders received after the due date and time shall not be accepted.
5. Technical Bids shall be opened on **19/12/2025 at 3.00 p.m.** in the presence of constituted committee of CSU Bhopal Campus and the representatives of tenderers.
6. Price Bid shall be opened for those tenderers only who technically qualify and also on the basis of the Hotel visit report of the constituted committee.
7. CSU Bhopal Campus reserves the right to accept or reject any or all offers, without assigning any reasons thereof, before award of the contract.
8. The terms and conditions of the tender may be amended before the due date of submission. Bidders are advised to keep track on the website for any corrigendum/addendum issued.


**निदेशक/Director,
भोपाल/ परिसर/Bhopal Campus**

अनुबंध की नियम एवं शर्तें/Terms and conditions for the Contract

1.0 Definitions:-

- 1.1 "University Campus" shall mean "Bhopal Campus of Central Sanskrit University" and shall include their legal representatives, successors and permitted assignees.
- 1.2 "Contract" means and includes the documents forming the tender and acceptance thereof together with the documents referred to therein including the conditions.
- 1.3 "Hotel" shall mean the hotel, its owner and shall include the legal representatives, successors and permitted assignees.
- 1.5 "Competent Authority" means Competent Authority of the University.
- 1.6 "Director" means Director of Bhopal Campus.

2.0 INSTRUCTIONS FOR BIDDERS:-

- 2.1 The hotels located in the area spread around 05-Kms from "Central Sanskrit University, Bhopal Campus, Sanskrit Marg, Bagsewaniya, Bhopal" only shall be eligible for submission of tender.
- 2.2 All prospective tenderers shall submit their Bid in **two separate envelopes super scribed as Envelope "A" & Envelope "B" which will be contained inside one big main envelope addressed to "Director, Central Sanskrit University, Bhopal Campus, Sanskrit Marg, Bagsewaniya, Bhopal-462043"**. The sealed envelope must be submitted/ reach on or before 03:00 p.m. on 18/12/2025. Each envelope shall be super-scribed as detailed below:

Main Envelope (Bigger Envelope)	Sub-Envelopes inside main envelope	Contents inside sub-envelopes
Tender for Hotel services	Envelope "A"	Technical Bid, and supporting documents for eligibility/qualifying criteria
	Envelope "B"	Financial Bid in prescribed format

- 2.3 The Technical Bids shall be accompanied with proof of payment paid towards tender fees for the above mentioned empanelment. The tender fees is non-refundable.
- 2.4 Price Bids shall be opened for those tenderers only which qualify technically and also on the basis of the report of the constituted committee of officers.
- 2.5 The CSU Bhopal Campus shall be empaneling the hotels from Bhopal Campus located in the area spread around 05-Kms from Central Sanskrit University, Bhopal Campus, Sanskrit Marg, Bagsewaniya, Bhopal-462043 on "As and When Required Basis" subject to the acceptance by shortlisted Bidders to the prices offered by L-1 in each category for providing "**Hotel services**" for CSU Officials/ Guests on official Tours.
- 2.6 The Hotel should have proper in-house arrangements to provide meals (Vegetarian) to the guests.
- 2.7 Tenders received without relevant documents as mentioned in tender document for meeting eligibility requirements shall not be considered for opening of Price Bid.
- 2.8 The tenders shall remain valid for a period of 60 days from the date of opening the Technical Bid.

- 2.9 Interested tenderers are requested to quote their **most competitive rates** (as per the format specified in **Schedule 'B'**).
- 2.10 The Rates should be quoted for Single & Double sharing basis including breakfast.
- 2.11 Technical & Price Bids shall have to be submitted in the Format as per **Schedule 'A'** and **Schedule 'B'** respectively.
- 2.12 Conditional Bids or the Bids not accepting the terms and conditions will be rejected.
- 2.13 The selected Bidders shall not assign or sublet this contract or any part of it to any other agency in any form. In the event of doing so, it shall result in termination of empanelment and forfeiture of Security Deposit along blacklisting the firm for a period of 01-year.
- 2.14 Either party shall be entitled to terminate the contract by giving 30 days' notice in writing to the other party without prejudice to other rights and remedies available to it.
- 2.15 The CSU Bhopal Campus reserves the right to modify and / or amend any of the above stipulated conditions / criteria depending upon its requirement. CSU Bhopal Campus also reserves the right to cancel the tender without assigning any reason thereof.
- 2.16 The empaneled hotel shall be responsible to make hotel booking for the Officials/ Guests of the University on the request of the authorized officer of the CSU Bhopal Campus.
- 2.17 The prospective tenderers should have the compliance of all the relevant Laws, Acts and regulations as applicable from time to time.
- 2.21 **After opening the technical Bid, a committee of Officials of CSU Bhopal Campus shall visit the hotels which qualify technically, to check the facilities viz. room sizes, extra table & chair for guest(s), TV, Wi-fi, Dining facility, room amenities, power backup etc. provided by each one.**
- 2.22 On the basis of the report of the committee, the hotels will be shortlisted and Price Bids of only shortlisted Bidders shall be opened to identify the lowest rates offered in each category. All the shortlisted Bidders who agree to provide services at the lowest quoted rates i.e. L-1 with terms and conditions of the tender, may be empaneled with CSU Bhopal Campus. The successful Bidders shall enter into an agreement on non-judicial stamp paper as per format attached herewith. The decision of the CSU Bhopal Campus regarding empanelment of Hotels will be final.
- 2.23 The CSU Bhopal Campus may terminate the contract by giving a notice of 30 days in case of breach of any of the terms in the contract or any one or more clauses or if the proprietor of the hotel becomes insolvent or fails / neglects to carry out instructions of the corporation.
- 2.24 In case of any clarification required, you may send your queries on email to director-bhopal@csu.co.in within 07 days of Bid publishing date.

3. DURATION OF CONTRACT:- The duration of this contract shall be for a period of 01-years from the date of contract start date as is to be mentioned in the Agreement to be signed by successful tenderer(s). However the duration can be extended further for a period of upto 12 (Twelve) months based upon satisfactory completion of the contract, on the same rates, terms and conditions as defined in this tender/Contract/Agreement.

4: TERMS OF PAYMENT:

- 4.1 The bills to be raised by the Hotel shall clearly mention the billing components (basic tariff, taxes & levies).
- 4.2 The bill should be accompanied with Check in & check-out slips and Food Bills/Slips duly signed by the guests. Bills without the signature of guest shall not accepted and no payment will be made for the same.

- 4.3 The bills of the hotel shall be accompanied with a copy of the booking order duly issued by authorized signatory of CSU Bhopal Campus. The Hotel shall submit the bills to Director's Office of the Campus.
- 4.4 There shall not be any advance payment towards booking of rooms.

5. ELIGIBILITY CRITERIA FOR BIDDERS:

In order to become eligible, the Hotels should have the following documents:-

- 5.1 The bidder should be a legal entity i.e. either a company registered under Indian Companies Act **OR** A partnership firm registered under Indian Partnership Act **OR** A proprietorship firm duly registered either under the suitable act **OR** any other Act of State/ Union as applicable for dealing in the subject matter of procurement (**Note: A self-certified declaration regarding the non-applicability of registration to any Act should be submitted by the Bidder.**)
- 5.2 Ownership proof.
- 5.3 Registration for GST AND Income Tax Registration/PAN
- 5.4 Trade License for hotel from appropriate authority (Municipality or other appropriate dept. etc.,) of Govt. of Madhya Pradesh
- 5.5 Health License from Municipality or other appropriate authority.
- 5.6 Food License from FSSAI or other appropriate authority.
- 5.7 Valid Fire Safety License from Fire Dept.
- 5.8 The Bidder should have at least 15 rooms in their hotel along with dining facility.

6. Documents to be accompanied (in the Technical Bid):

The Technical Bid shall comprise of the following documents:-

- 6.1 Tender Fees of Rs. 1000/- (non-refundable)
- 6.2 Photocopy of proof of legal entity.
- 6.3 Photo Copy of the ownership certificate.
- 6.4 Photo Copy of GST Registration certificate in the name of registered owner.
- 6.5 Photo Copy of PAN or Income Tax Certificate in the name of registered owner.
- 6.6 Photo Copy of the Trade License for hotel from appropriate authority.
- 6.7 Photocopy of Health License from Municipality or other appropriate authority.
- 6.8 Photocopy of the Food License from FSSAI or other appropriate authority.
- 6.9 Photocopy of Fire License issued by Fire Department.
- 6.10 Proof of having 15-rooms in the Hotel.
- 6.11 Signed & stamped copy of all the documents including tender documents.

7. Process of Selection/ Empanelment: -

- In the first stage, Technical Bids will be opened and all perspective bidders will be screened based on the eligibility criteria as mentioned in **Clause-5 above**. Only those bidders who fulfil the eligibility criteria as mentioned in Clause-5 above will be declared Technically Qualified.
- The Technically Qualified Bidders will thereafter be assessed by the Campus Committee through a physical visit, on the following Quality Parameters having marks assigned against the each parameter:-
 - (a) **Room Size and its condition - 10 marks**
 - (b) **Room Amenities viz. Furniture Quality, Conditions, Bathroom etc., - 20 marks**
 - (c) **Power Backup, CCTV - 10 marks**

(d) Dining Facility Hygiene – 10 marks

- The marks will be assigned on the basis of the physical visit to the hotel and report of the constituted committee of the Campus.
- **The Price Bid shall be opened for those tenderers only who technically qualify and also obtain a minimum of 30 marks out of the Total 50-Marks of Quality Parameters.**

8. Code of Ethics:

The purchaser as well as the Bidder shall observe the highest standard of ethics including laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988", during the execution of such contracts. If the Bidders are found in Bid pooling, cartelization or against law on fraud and corruption then their firms may be debarred from participation in all the University tenders for three years.


9. DISPUTE RESOLUTION BETWEEN CSU BHOPAL CAMPUS AND TENDERER
1. AMICABLE SETTLEMENT:

- i. The parties (i.e. CSU Bhopal and Tenderer) undertake that any conflict or dispute that may arise between them shall first be dealt with in the manner stated below, irrespective of any other recourse, which any party may have in law or in equity.
- ii. In the event of any conflict or dispute arising out of or in connection with the tender, the parties shall endeavor to settle such disputes amicably, if a dispute is not resolved within 30 (thirty) days after a written notice of any dispute by one party to the other, the same shall then be resolved through the mechanism of a Dispute Resolution Committee. This Dispute Resolution Committee shall comprise of representatives of both the CSU Bhopal Campus and tenderer and shall be chaired by the authorized representatives of CSU Bhopal Campus. If the Dispute Resolution Committee is not able to resolve the matter within 30 (thirty) days of its formation, the dispute shall then be referred to Arbitration.

2. ARBITRATION: In the event of any conflict/ dispute arising out of or in connection with the tender, which has not been resolved in accordance with the procedure laid down in clause 1 above, the aggrieved party may invoke Arbitration by sending a written notice to the other party. The procedure for appointment of the Arbitral Tribunal shall be as follows:

- i. The matter shall be referred by either party to Director, CSU Bhopal Campus for appointment of Sole Arbitrator.
- ii. The venue of the Arbitration shall be at Bhopal and shall be governed by provisions of the Arbitration & Conciliation Act, 1996 as amended by the Arbitration & Conciliation (Amendment) Act 2015 (3 of 2016) and amended from time to time. The Arbitration proceedings can also be conducted in the English language.
- iii. The cost of the Arbitration shall be equally borne by both the parties.
- iv. The award of the arbitrator shall be final and binding on the parties.

3. The tender shall be interpreted and governed in all respects in accordance with the laws of India. All disputes in connection with or arising out of the tender, shall be subject to the exclusive jurisdiction of the Court at Bhopal.


प्रो. हंसधर झा/(Prof. Hansdhar Jha)
निदेशक/Director

Terms & Conditions accepted

Signature
Authorized Signatory with
seal

TECHNICAL BID

- Tender fee of Rs. 1000/- (non-fundable)
- Photocopy of proof of legal entity.
- Photo Copy of the ownership certificate.
- Photo Copy of GST Registration certificate in the name of registered owner.
- Photo Copy of PAN or Income Tax Certificate in the name of registered owner.
- Photo Copy of the Trade License for hotel from appropriate authority.
- Photocopy of Health License from Municipality or other appropriate authority.
- Photocopy of the Food License from FSSAI or other appropriate authority.
- Photocopy of Fire License issued by Fire Department.
- Proof of having 15-rooms in the Hotel.
- Signed & stamped copy of all the documents including tender documents.

Note: Tenderer must enclose self-attested copies of the aforesaid documents

Date:

Place:

Signature

Authorized Signatory of the Bid Bidder
(With name and Stamp)

Name of Authorized Signatory

Name of Hotel:

Address :

Email ID

:

Contact Phone Number:

Signature & Stamp of the Bidder

Agreement for Hotel Empanelment

This agreement is executed on this day of _____

Between

The Central Sanskrit University, Bhopal Campus and having its Campus at Sanskrit Marg, Bagsewaniya, Bhopal-462043 (hereinafter referred as CSU Bhopal Campus) which expression shall include its successors and assigns, of the one part

AND

M/s-----, a proprietorship/ partnership/ Pvt. Ltd./ Ltd., having it's registered office at -----, acting through Shri -----, hereinafter referred to as the hotel, which expression shall include his successors, representatives and assignees, of the other part.

Whereas M/s. ----- shall provide hotel services to the officers and guests of Central Sanskrit University, Bhopal Campus on the agreed terms and conditions from -----
-----.

NOW IT IS agreed by and between the parties as under:-

1. The Agreement for providing Hotel Service to the officers and guests of CSU, Bhopal Campus and shall be effective from ----- to----- have come into force on 1st -----
-----.
2. The Agreement shall be valid from ----- to -----.
3. The hotel shall allow the stay of CSU, Bhopal Campus officers and guests, on the basis of getting the booking order duly issued by authorized signatory of CSU, Bhopal Campus.
4. The hotel will provide and maintain the quality of stay (room should be neat & clean) and meal arrangements.
5. The Hotel should have proper in-house arrangements to provide meals to the guests.
6. The hotel will provide the hotel services for the entire period i.e. till validity of agreement as mentioned at serial no.1 above on the following rates:-
 - Single occupancy : Rs ----- /- per day
 - Double occupancy : Rs----- /- per day
7. The above charges will include breakfast & one major meal preferably dinner

(Veg) and other facilities such as, in room tea/coffee maker, 02 packaged drinking water bottles. There shall not be any advance payment towards booking of rooms. Taxes as admissible shall be extra.

8. The Bills shall be submitted by the Hotel after the period of stay. The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes & levies) and shall be accompanied with a copy of the booking order duly issued by authorized signatory of CSU, Bhopal Campus at time of payment. There shall not be any advance payment towards booking of rooms.
9. The authorized signatory for placing the order will be Director, Bhopal Campus.
10. No sub-contracting by the hotel shall be allowed for providing the Services as prescribed vide this agreement. In the event of doing so it shall result in termination of empanelment and forfeiture of Security Deposit
11. The Hotel shall comply with all Acts, bye laws and statutory regulations applicable from time to time in the Govt. of Madhya Pradesh with regard to performance of work and the CSU, Bhopal Campus shall have no liability in this regard. During the period of the validity of the contract the hotel should have validity of the legal documents as mentioned in the tender document i.e :
 - Registration for Goods & Service Tax
 - Income Tax Registration i.e. PAN
 - Registration with Municipal Corporation/ Issued by appropriate authorities for Health License
 - Registration with Municipal Corporation/ Police/ Home Dept. for Trade License
 - Registration with Fire Department for Fire License.
 - FSSAI License from the concerned authorities.
12. Either party to the agreement shall be entitled to terminate the agreement by giving 30 days' notice in writing to the other party without prejudice to other rights & remedies available to it or if the proprietor/Partner/Director of the hotel becomes insolvent or fails/ neglect to carry out the instructions of the CSU, Bhopal Campus. However, CSU, Bhopal Campus may terminate the present agreement without assigning any reason whatsoever.
13. The Hotel agrees to the deduction on account of statutory obligations as per Government notifications & rules.
14. In case, if, it is noticed and found at any stage that the statutory regulations as mentioned in the tender document are not being complied with, then the CSU, Bhopal Campus shall have the right to terminate the contract without giving any notice.

The parties hereto acknowledge that this agreement constitutes the entire agreement

between and the tender document and its annexures are also part and parcel of this agreement.

15. In case, if, it is noticed and found at any stage that a complaint has been raised by the guest (s) the quantum of penalty which will be imposed is as under:
- (i) On receiving complaint for 1st time -10% of the bill amount.
 - (ii) On receiving complaint for 2nd time - 30% of the bill amount
 - (iii) On receiving complaint for 3rd time - 50% of bill amount and black list of the hotel and forfeiture of the Security Deposit and blacklisting of the Hotel.
16. For any dispute or differences arising between the parties with regard to this agreement the same shall be referred to the Sole Arbitrator appointed by Director, CSU, Bhopal Campus. Such sole arbitrator shall be appointed as per the provisions of Arbitration and Conciliation Act 1996 (As amended up to date). There shall be no objection by the parties for appointment of such person as Arbitrator. The award of the Arbitrator so appointed shall be final and binding on the parties to this Agreement

The venue of the Arbitration shall be at Bhopal

The cost of Arbitration shall be equally shared between the parties

Language of Arbitration proceedings shall be English

The Courts in the city of Bhopal shall have exclusive jurisdiction

IN WITNESS of above both parties have set their hands to the agreement along with its schedule on the date and month first written in the presence of the witnesses.
Signatures of:

For Central Sanskrit University
Bhopal Campus, Sanskrit Marg
Bagsewaniya, Bhopal-462043

M/s -----

Through Sh.....
(Authorized Signatory)

Witness

Witness

1.

(Signature & name and address)

(Signature & name and address)

2.

(Signature & name and address)

(Signature & name and address)

Schedule-B

Price Bid

<u>Particulars</u>	<u>Rates per day</u> <u>(for single occupancy)</u> (Rs.)	<u>Rates per day</u> <u>(for double occupancy)</u> (Rs.)
Room Tariff		

- The room tariff should include the complimentary Breakfast
- The tariffs in the above table should be excluding of GST as applicable.
- GST as applicable shall be paid extra.
- No other charge will be payable.

Date:

Place:

Signature
Authorized Signatory of the Bid Bidder
(With name and Stamp)