



दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड, मुंबई (प्र.का.)  
THE NEW INDIA ASSURANCE CO. LTD. MUMBAI (H.O.)



## TENDER NOTICE

Tender No.02/Corp.HRM/MBS/2024-25

**Tender Document for Hotels at Katra Location on Night Consumption basis for use as Holiday Home for Mutual Benefit Society of The New India Assurance Co. Ltd.,**

THE MUTUAL BENEFIT SOCIETY OF THE NEW INDIA ASSURANCE CO LTD invites **sealed tenders** from interested Hotel Owners/Power of Attorney Holders at **Katra** Location on night consumption basis for Holiday Home for New India Assurance Mutual Benefit Society.

The Technical Bid and Financial Bid Formats can be downloaded from Company's website [www.newindia.co.in](http://www.newindia.co.in). The formats are also available at our local Divisional/Branch Office/Regional Office and can be collected during office hours.

1. The minimum criteria for prequalification will be as under:-
  - a. To be eligible, the bidder must have
    - i] At least one Hotel/Resort in Katra Location
    - ii] Be able to offer at least 25 rooms at one place
  - b. The Applicant(s) should be the bonafide Hotel Owner/Power of Attorney Holder of the Hotel/Resort. The applicant should attach proof of ownership of Hotel/Power of Attorney with Bid document.
  - c. The Applicant should be an Income Tax Assessee with PAN No. and its Tax returns must be up-to-date for last three years.
  - d. The Hotel / Resort should have been constructed as per the sanctioned/ approved Plan of the competent Local Development Authority. The hotel should be well maintained. Necessary Licenses from Tourism Authorities/Local Authorities is pre-requisite. (Copy of Tourism Certificate should be attached).
  - e. The Hotel / Resort should be situated at location as specified with proper approach road from towns.

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- f. The Hotel should be fire safety compliant and not prone to water logging, flood, etc.
- g. The Hotel / Resort should charge and allot rooms on Night consumption basis.
- h. The Advance Payment terms for 300 nights for your location will be 50% of nights [i.e. first 150 nights × finalized rate] and remaining payment for 150 nights will be made immediately on consumption of first 150 nights, if the Hotel/Resort is shortlisted and agreement is finalized.
- i. A copy of GST certificate along with financial bid should be enclosed.
- j. The Hotel/Resort, should be comfortable and have luxurious ambience with free Parking Facilities etc. to the visiting members of the New India Mutual Benefit Society.
- k. Hotel owner may submit bids for consumption of 300 nights for Katra location. As and when the 300 nights are consumed there will be a provision for renewal immediately on consumption of 300 nights on the same terms and conditions. There should not be any time limit for consumption of the said nights. This contract will be valid for 3 years, and after 3 years, there will be the provision for 10 % increase in tariff with mutual understanding. If the 300 nights are not consumed within the period of one year, the same will be carried forward to next year. The Hotel could either be owned or leased/licensed or tied-up entities.
- l. Each Room should accommodate maximum 2+2 or family of four with one extra bed in the room. Hotel should provide Color TV, complimentary bottled water and tea / coffee maker & intercom facility etc. The Hotel should provide hot and cold water in the room allotted to our members.
- m. Hotel/Resort rate should be fixed on night basis & rate quoted per room per night shall be same for Normal Period & Vacation Period (Long Holidays, Weekends and Festival seasons like Diwali & Christmas). **The Hotel /Resort should reserve/book maximum rooms as per requirement of our members in normal as well as vacation period as booking is done prior to 60 days.**

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- n. The New India Mutual Benefit Society of The New India Assurance Company Ltd. will intimate about booking nights prior to **60 days**. Confirmation of booking should be received by Mutual Benefit Society within 7 days of request.
  - o. Cancellation period will be before 3 weeks [**21 days**] to Holiday date.
  - p. Quotation needs to have Flat Rate per-night for all seasons.
  - q. There will be lock in period of one year for both the parties and the same will be effective up to full consumption of agreed nights.
2. Method of submitting Tenders: Tenders should be submitted only in sealed covers. Tender covers will have three parts. **Bidders can submit their bids on or before 02/01/2025 till 5.45 pm.**
- **First cover** – Technical Bid cover – This cover should contain Part I of application duly filled and signed by the bidder on all pages, along with necessary enclosures. The cover should be closed and sealed and super scribed as “Technical bid (as per Annexure A) for Holiday Home at location specified” and should also contain the name and address of the bidder on the cover.
  - **Second cover** – Financial Bid – This cover should contain Part II of the application duly filled and signed by the bidder/s in all pages. This cover should be closed and sealed and super scribed as “Financial Bid (as per Annexure B) for Holiday Home at location specified and should also contain the name and address of the bidder/s on the cover.
  - **Third cover** – Both the first and second cover should be placed in the third cover and should be super scribed as “SEALED TENDER FOR HOLIDAY HOMES AT LOCATION SPECIFIED “and to **be addressed to Deputy General Manager (HRM), THE NEW INDIA ASSURANCE CO LTD, Head Office, 87 M.G. Road, Fort, Mumbai, 400001.**

The tender documents can be submitted through Registered AD Post or hand delivery. The tender documents are to be kept in Tender Box placed in Reception at Head Office.



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Tenders will be opened at Head Office, of The New India Assurance Co. Ltd., at Mumbai at any date decided by THE NEW INDIA MUTUAL BENEFIT SOCIETY.

3. Bidder should ensure that the tender is received by the Society before the date and time specified and no consideration whatsoever shall be given for postal or any kind of delay.

Tenders received after the specified date and time or not submitted in **separate sealed covers** as detailed above are liable to be rejected and the decision is at the sole discretion of the Society.

4. The Society reserves the right to accept or reject or cancel any or all tenders without assigning any reason thereof and also reserves the right to tie up with Hotels technically qualified & suitable bidder/s who's Financial Bid will be the lowest as it deem fit and proper.

5. Any conditional tender will be liable for rejection.

6. The Society will shortlist the offers based on information provided in Technical Bid in accordance with Society's requirement, and other essential requirements spelt out in Technical Bid.

7. The Financial Bid would be opened after short listing of Offers based on Technical Bid evaluation. Mutual Benefit Society's decision on selection of the prospective offers will be final. The Society may visit the Hotels/Resorts before taking final decision.

8. In case of dispute, the decision of The New India Mutual Benefit Society of The New India Assurance Co. Ltd. will be final and binding on all.

9. **Execution of the Documents:** Once the nights are booked by The Mutual Benefit Society of The New India Assurance Co. Ltd., the agreement shall be executed in the Mutual Benefit Society's Standard format. The charges relating to the Agreement shall be borne by the owner of Hotel/Resort.

**GENERAL:**

1. The tender (both Technical and financial bids) shall be signed on all pages only by the Authorized Signatory.

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2. Rate quoted shall be inclusive of all local taxes related to the premises, till the tenure of agreement, including extended tenure, if any, as per financial bid format only by filling up all three columns under Rate, Carpet Area, Total Rent Payable and signed only by Hotel Owner or Power of Attorney Holder. The GST applicable must be shown separately.
3. The agreement period shall be of 300 nights on consumption basis & on exhaustion of 300 nights, the agreement to be renewed after taking feed-back from our members.
4. **Rates should not be mentioned here or anywhere in Technical Bid.**
5. For any Query, the bidders can reach on email address:  
**bb.phonde@newindia.co.in** and mobile no. 9850042343  
**shamla.sequeira@newindia.co.in** mobile no. 7028026601

#### **DECLARATION**

I/We confirm that the above particulars are correct to the best of our knowledge. I/We will give the consent if you find our premises suitable.

Place:

Signature

Date:

Name

- Encl: 1] Documents of proof of ownership (Tax Receipt/Electricity Bill)  
2] Location Map  
3] Photograph showing interior and exterior  
4] Copy of GST certificate  
5] Copy of PAN Card

For The Mutual Benefit Society Ltd., of The New India Assurance Co. Ltd.,

  
DY. GENERAL MANAGER.



## Annexure - 1



To,  
The Deputy General Manager,  
HRM Dept,  
The New India Assurance Co Ltd,  
87, M.G. Road, Fort  
Head Office,  
Mumbai-400001

**REG: Technical Bid for Hotel / Resort at Katra.**

REF: Your advertisement dated \_\_\_\_\_ published in \_\_\_\_\_ News paper and  
On Company's website.

OWNERSHIP DETAILS			
1	NAMES & ADDRESSES OF THE HOTEL	TELEPHONE /MOBILE NO.	
		E-MAIL ID	
		WEBSITE	
2	NAME AND ADDRESS OF THE OWNER		
3	NAME AND ADDRESS OF THE AUTHORISED OFFICIAL / PA HOLDER		
4	IF THE HOTEL IS READY FOR USE		
	Year of construction		
	Type of building/ construction, Details of the Building, CC Construction or Load Bearing, Brick Construction (please mention )		
	Whether plans are approved by the local authorities Yes/No.		
	Whether NOC from- the department obtained-Yes/No.		
	Whether occupation certificate has been received (attach copy )- Yes/No.		
	Whether direct access is available from the main road- Yes / No		
	Whether the hotel is star rated – Yes/No		



5	<b>Location</b>	
	Whether the hotel is located on the main road/state highway/ village road	
	Distance from nearest Railway Station /ST stand	
	Details of other hotel in and around the hotel	
	Proximity to tourist spots / market	
6	<b>Floor and area of each room in sq.ft.</b>	
	Carpet area of each room offered in sq.ft.	
	Area of the toilet in Sq. ft.	
	Areas of the balcony / verandah in sq. feet, if any	
	Floor on which the rooms are located	
	Room on numbers offered	
	Total rooms in the hotel	
	Is the Lift, common area lighting connected to standby generator?	
	Any other information	
7	<b>AMENITIES AVAILABLE</b>	

I/We confirm that the above particulars are correct to the best of our knowledge.  
I/We will give the consent if you find our premises suitable.

Place:  
Date:

Signature  
Name: \_\_\_\_\_

### ATTACHMENTS

- 1) Documents of proof of ownership (Tax Receipt/Electricity Bill)/Power of attorney details.
- 2) Copy of GST certificate
- 3) Copy of PAN Card
- 4) Location Map
- 5) Photograph showing interior and exterior



**DECLARATION (Annexure 2)**

I/We confirm that the above particulars are correct to the best of our knowledge. I/We will give the consent if you find our premises suitable.

**Place:**

**Signature**

**Date:**

**Name**

- Encl:**
- 1] Documents of proof of ownership (Tax Receipt/Electricity Bill)
  - 2] Location Map
  - 3] Photograph showing interior and exterior
  - 4] Copy of GST certificate
  - 5] Copy of PAN Card





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THE NEW INDIA ASSURANCE CO. LTD. MUMBAI (H.O.)

(Proforma for Financial Bid)



To,

The Deputy General Manager,  
HRM Dept,  
The New India Assurance Co Ltd,  
87, M.G. Road, Fort  
Head Office,  
Mumbai-400001

Reg : Financial Bid for Holiday Home at Katra.

Ref: Your advertisement dated / / published in \_\_\_\_\_ Newspaper and on  
Company's website.

Dear Sir,

In continuation with the Technical Bid submitted by me / us in respect of hotel situated at  
.....

I / We hereby offer the rooms on night consumption basis as under:-

1. Rent per room per night  
Rs. \_\_\_\_\_ (Rupees: \_\_\_\_\_  
\_\_\_\_\_ ) for 300 nights
2. GST on total rent for 300 nights @ \_\_\_\_\_ (%) Rs. \_\_\_\_\_
3. Total of 1 & 2 Rs. \_\_\_\_\_

The rate quoted is inclusive of all local taxes and also the amenities for the rooms as detailed in the  
Technical bid. GST has been shown separately.

Yours faithfully,

Name: .....

Place: .....

Date: .....