

Terms & Conditions:

1. The Service provider should have experience in Hotel bookings service PAN India for a minimum period of 5 years and executing the similar works with High Professional standards.
2. The Service provider shall have an average annual turnover of Rs. 1 Crore or above for last 5 Financial Years.
3. The Company must have one registered office in the State of Punjab with PAN No. and GST.
4. The Bidder should submit the copy of Registration Certificate with GST and PAN No. along with Technical & Financial Bids.
5. Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh only) in the form of D.D., Banker's Cheque of any Scheduled Bank drawn in favour of "PUNJAB CRICKET ASSOCIATION" payable at Mohali, shall accompany the technical bid.
6. The above Earnest Money will be returned to the Unsuccessful bidders, without interest. The Earnest Money of Successful bidder will be returned, without interest, after submission of Bank Guarantee as mentioned in clause 7 below.
7. The Interested parties must submit the Technical Bid and Financial Bid along with documents as mentioned in **Annexure- 'A'** and **Annexure- 'B'** annexed. The Bidders must submit the proposal in a main envelope titling "Proposal for Hotel Booking Services" along with Technical Bid and Financial Bid in a separate sealed envelope under it. Any non- submission of documents/date/information/billing process by the Bidders would render the bid as Ineligible.
8. The successful bidder has to submit Bank Guarantee amounting to Rs. 2,00,000 (Rupees Two Lakhs only) in favor of 'Punjab Cricket Association' within 3 days from the date of awarding of contract of successful bid as 'Security Deposit'. The format of the Bank Guarantee will be finalised by PCA.
9. In case of opting out of the process by the successful bidder, the earnest money shall stand forfeited and PCA will be at liberty to negotiate with the second highest bidder. Further the PCA is also entitled to encashment of Bank Guarantee, in case the EMD was returned to the successful bidder.
10. The whole amount or part thereof of the security deposit can be forfeited by PCA in case of any penalty/loss of the Association.
11. Multiple bids are not allowed.
12. In case of more than one bid received from any Agency, the same will be summarily rejected without further scrutiny.
13. The Agency may give 3 options at each location and PCA will finalise the hotel and confirm to the Agency for execution.
14. The agency will confirm the booking of the hotels, as recommended by PCA.
15. The rates quoted by Agency for different hotels shall be competitive. The PCA can directly ask for the rates from hotels and negotiate to if required and agency to get the same finalized and raise the invoice with GST.
16. The agency has to give credit of 15 days to PCA from date of Checkout/raising of invoice.
17. After the confirmation of the booking on agreed terms, the Agency fails to deliver, the PCA will get the rooms confirmed and the difference of amount will be charged to the Company

- as penalty. The Company has to provide all other services including Credit for such bookings as in other regular bookings.
18. The PCA reserves the right to negotiate, grant or shelve the bidding process for Engagement of vendors for “Hotel Booking” in the best interest of the Association.
 19. The contract shall be valid for 2 years to be extended for one year on mutually decided Terms & Conditions.
 20. Termination:
 - 2 Month Notice period.
 - Confirmed bookings prior to notice period, have to be executed.
 - In case of failure to provide service as above, PCA can terminate the agreement and security will be forfeited.
 21. Any liability arising out of GST input will be the sole responsibility of the Agency. The Interested parties must note that the billing process should be in such a way that the PCA is entitled to take GST credit on Hotel bookings as well as above amount to be charged by Interested parties.
 22. The Service provider having experience with Government Institution will be given preference.
 23. The Service provider having ‘No Conflict of Interest’, as enshrined in the Punjab Cricket Association (PCA) Memorandum and Rules & Regulations.
 24. The competent authority of Punjab Cricket Association, I.S. Bindra Stadium, Sector-63, SAS Nagar, Mohali will award the contract to the successful evaluated bidder whose bid found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.

Annexure-‘A’

Technical Bid:

The Bidders must submit the following documents in the Technical Bid

- a) Earnest Money in the form of Demand Draft, Banker’s Cheque, of any Scheduled Bank in favour of Punjab Cricket Association amounting to Rs.1,00,000/- payable at Mohali.
- b) Experience certificate in the format attached as per **Annexure- ‘A-1’**. Further, the copies of Work Orders/Contracts/agreements signed by Service providers to justify the experience credentials must be attached.
- c) CA Certificate of Average Turnover of Rs.1 Crore in the past five years must be submitted as per format attached as **Annexure- ‘A-2’** The Format must be certified and signed by a Chartered Accountant with UDIN.
- d) The Copy of self-attested GST Certificate and PAN number must be provided.

Annexure- 'A-1' to Technical Bid

S.no	Name of Company	Period of Contract/Work Order/Agreement	Total Value of Work Executed under this Contract till 30 th September, 2022	Copy of Work Order/Contract/Agreement
	The Interested parties have to mention the name of Company with whom they have contract of Hotel Booking Service	The Interested parties have to mention the period for which the Contract is valid	The Interested parties have to mention the total amount billed to the Company under the Contract for Hotel booking service	The Copy of Contract/Work order/Agreement must be attached.

Annexure- 'A-2' to Technical Bid

This is to certify that the average Turnover of ----- Company is Rs.----- in the past five Financial Years. The year wise Audited Turnover in the past five financial years are as under-:

S.no	Financial Year	Annual Audited Turnover (in Rs.)
1	2017-18	
2	2018-19	
3	2019-20	
4	2020-21	
5	2021-22	

The above Certificate of Turnover must be on the letter head of a Chartered Accountant firm signed by a CA with UDIN.

Annexure-‘B’

Financial Bid:

- The Interested parties must submit the Financial Bid in the following format:-

S.no	% to be charged on the Hotel bookings
	The Interested parties must quote the amount to be charged to PCA as % of amount of Hotel Bookings

- The Interested parties must provide the billing process, in detail, for providing Hotel Booking services, to PCA. Further the billing process should be in such a way that the PCA is entitled to take GST credit on Hotel bookings as well as above amount to be charged by Interested parties.

Both the above details must be provided in the Financial Bid.