

NATIONAL TESTING AGENCY

(An Autonomous Organisation under Department of Higher Education, Ministry of Education, Government of India)

PROCUREMENT DIVISION

NOTICE INVITING QUOTATION (NIQ)

FOR EMPANELMENT OF HOTELS IN THE VICINITY OF MINTO ROAD, NEW DELHI

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Contact / Queries	Procurement Division, National Testing Agency, Fifth floor, Government of India Minto Road, New Delhi - 110002 Email: Procurement@nta.ac.in ; dir-procurement@nta.gov.in

1. Introduction

National Testing Agency (NTA), an autonomous organisation under the Department of Higher Education, Ministry of Education, Government of India, is setting up its new office in the Minto Road, New Delhi area. NTA requires a panel of hotels in the vicinity of the new office for accommodation of outstation officials, examination observers/City Coordinators, Governing Body/Committee members, resource persons, and other official visitors, on an as-and-when-required basis.

NTA invites quotations from eligible and interested hotels located in the vicinity of Minto Road, New Delhi, for empanelment on the terms and conditions specified in this Notice Inviting Quotation (NIQ).

2. Scope of Empanelment

- Empanelled hotels shall provide room accommodation on a room-only or room-with-breakfast basis, as booked, to NTA officials/guests as and when required, at the rates finalised through this process.
- Bookings shall be made by NTA's Administration/Con-Ops Division directly with the empanelled hotel(s), specifying dates, number of rooms, and category required. There is no minimum guaranteed business committed to any empanelled hotel; bookings shall be placed purely on the basis of actual requirement, availability, and suitability.
- Empanelled hotels may also be required to provide, on request and at mutually agreed additional rates, conference/meeting room facilities and airport/railway station pick-up, where specified by NTA at the time of booking.

3. Eligibility Criteria

Hotels meeting ALL of the following criteria are eligible to apply:

- Located within approximately 3-5 km radius of Minto Road, New Delhi.

2. Minimum category: 3-star or equivalent, with a minimum of 20 rooms available for empanelment.
3. Valid and current registration/licenses, including: GST registration; Fire Safety NOC/clearance; FSSAI license (if catering/F&B is to be provided); and any applicable local/municipal/police clearances for running a hotel/guest house.
4. Minimum 2-3 years of continuous operation in the hospitality business as on the date of this NIQ.
5. Should not have been blacklisted or debarred by any Central Government Ministry/Department, State Government, or Public Sector Undertaking as on the date of submission. A self-declaration to this effect (Annexure C) must be submitted.
6. Should have a valid PAN and active bank account in the name of the firm/entity for receipt of payments.

4. Instructions for Submission

1. This NIQ is being processed outside GeM (Government e-Marketplace) and is published on NTA's website for wide publicity and transparency.
2. Interested and eligible hotels shall submit their application by e-mail only, to the e-mail ID specified on the cover page, on or before the last date and time indicated. Applications received after the deadline, or through any mode other than e-mail, shall not be considered.
3. The e-mail must contain two separate attachments, clearly named and self-contained PDF files:
 - (a) Technical Bid — containing all eligibility documents and declarations as per Annexure A and Annexure C.
 - (b) Financial Bid — containing the rate quotation strictly in the format at Annexure B, and no other format.
4. The subject line of the e-mail must read: "Application for Empanelment of Hotels - NIQ Ref. No. [] - [Name of Hotel]".
5. Bidders will receive an e-mail acknowledgement of receipt. Non-receipt of acknowledgement should be flagged to the contact given on the cover page well before the deadline; NTA shall not be responsible for non-delivery due to technical/network issues at the bidder's end.
6. Conditional, incomplete, or unsigned applications, and applications not accompanied by the required declarations, are liable to be rejected.
7. NTA reserves the right to seek clarifications from any bidder, to verify submitted information/documents at the hotel premises, and to reject any or all applications without assigning reasons, at its sole discretion.

5. Rate Quotation and Empanelment Methodology (L1 Rate-Matching Basis)

1. All technically eligible bids (i.e., meeting the eligibility criteria at Section 3, verified through Annexure A/C and supporting documents) shall be taken up for financial evaluation.
2. Financial bids (Annexure B) of technically eligible bidders shall be compared category-wise (e.g., Standard Single, Standard Double, Deluxe, Suite). The lowest quoted rate for each room category shall be identified as L1.
3. All other technically eligible bidders shall be given a written opportunity to match the L1 rate discovered for the relevant room category, within a time-bound period (typically 3-5 working days) as communicated by NTA.

4. Bidders who confirm in writing their willingness to match the L1 rate shall be empanelled at that rate for the relevant category. Bidders unwilling, or not responding within the stipulated time, shall not be empanelled for that category.
5. This process results in a panel of multiple empanelled hotels, all offering a common, most-competitive (L1-matched) rate per room category, providing NTA flexibility of location and availability while ensuring uniform pricing across the panel.
6. The decision of the Tender Evaluation Committee (TEC) on eligibility, L1 determination, and rate-matching shall be final.

6. Empanelment Period

Empanelment shall be valid for a period of 2 (two) years from the date of issue of the Empanelment Letter, extendable by mutual consent for a further period not exceeding 1 (one) year, subject to satisfactory performance and periodic rate/market reasonableness review by NTA. NTA reserves the right to review, renegotiate, or discontinue empanelment of any hotel at any time on account of unsatisfactory service, without any liability.

7. Terms and Conditions

1. Rates quoted shall be inclusive of all applicable taxes, unless GST is indicated separately as required under law, and shall remain firm for the entire empanelment period, subject to the rate-reasonableness review at Section 6.
2. Payment shall be made by NTA (or by the individual official, for subsequent reimbursement, as applicable) against actual stay, on submission of original bills/invoices, generally within 30 days of receipt of a correct and complete bill, subject to standard government payment/GFR procedures.
3. No advance payment shall be made. No fixed/minimum business is guaranteed to any empanelled hotel; bookings shall depend entirely on actual requirement.
4. The empanelled hotel shall honour confirmed bookings communicated by NTA and shall not deny rooms on account of overbooking, festival/peak season, or otherwise, except for reasons beyond reasonable control, of which prior written intimation must be given to NTA.
5. Cancellation/no-show terms, as quoted by the bidder and matched under the L1 process, shall apply uniformly across the panel.
6. NTA reserves the right to remove any hotel from the panel at any time, with notice, in case of poor service, repeated non-availability, over-charging, or any breach of these terms, without prejudice to any other remedy available to NTA.
7. The empanelled hotel shall comply with all applicable laws, including labour, safety, GST, and local municipal regulations, throughout the empanelment period.
8. Any dispute arising out of or in connection with the empanelment shall be subject to resolution as per applicable law, with the courts at Delhi having exclusive jurisdiction.
9. NTA reserves the right to amend, withdraw, or cancel this NIQ, in part or in full, at any stage, without assigning any reason and without any liability to bidders.

8. List of Documents to be Submitted with Technical Bid

(Each item should be submitted as a scanned, self-attested copy)

- (a) Duly filled and signed Technical Bid / Eligibility Format (Annexure A).
- (b) Certificate of Incorporation/Registration of the firm/hotel entity.
- (c) GST Registration Certificate.
- (d) PAN Card of the firm/entity.
- (e) Fire Safety NOC/clearance, valid as on date.
- (f) FSSAI license, if catering/F&B is proposed to be offered.
- (g) Proof of operational track record (e.g., trade license/registration date, or equivalent).
- (h) Self-Declaration regarding non-blacklisting (Annexure C).
- (i) Cancelled cheque/bank details for payment purposes.

ANNEXURE A - TECHNICAL BID / ELIGIBILITY FORMAT

Name of Hotel	
Name of Firm/Owning Entity	
Complete Address (with distance from Minto Road, New Delhi)	
Star Category	
Total No. of Rooms / No. of Rooms Offered for Empanelment	
Year of Commencement of Operations	
GST Registration No.	
PAN No.	
Fire NOC Validity	
FSSAI License No. (if applicable)	
Contact Person, Phone & E-mail	
Conference/Meeting Room Available (Y/N, capacity)	

I/We certify that the above information is true and correct to the best of my/our knowledge, and that the hotel meets all eligibility criteria specified in this NIQ.

Signature: _____ Name & Designation: _____

Date: _____

ANNEXURE B - FINANCIAL BID (RATE QUOTATION FORMAT)

Name of Hotel: _____

Room Category	Single Occupancy (₹/night)	Double Occupancy (₹/night)	Extra Bed Charge (₹/night)	GST (%)
Standard Room				
Deluxe Room				
Suite				

Note: Rates quoted above are inclusive of breakfast. [Delete/modify as applicable.]

Cancellation/No-show Policy: _____

Signature: _____ Name & Designation: _____ Date: _____

ANNEXURE C - SELF-DECLARATION / UNDERTAKING

I/We, the undersigned, on behalf of [Name of Hotel/Firm], hereby declare and undertake that:

1. Our firm/hotel has not been blacklisted or debarred by any Ministry/Department of the Central Government, any State Government, or any Public Sector Undertaking, as on the date of this application.
2. No investigation/inquiry by any statutory or regulatory authority is pending against our firm/hotel that would affect our eligibility to participate in this empanelment.
3. All information and documents furnished along with this application are true and correct to the best of our knowledge; we understand that furnishing false information/documents shall render our application liable for rejection and empanelment (if granted) liable for termination, without prejudice to any other action NTA may take.
4. We agree to abide by all terms and conditions specified in this NIQ, and by the rate finalised through the L1 rate-matching process, if empanelled.

Signature: _____ Name & Designation: _____

Seal of the Firm/Hotel:

Date: _____