



DURG VISHWAVIDYALAYA, DURG (C.G.)

(A State Government University established under Chhattisgarh Act No. 16 of 2015)

Raipur Naka, Durg (C.G.) – 491001

Email: registrar@durguniversity.ac.in Website: www.durguniversity.ac.in Phone: 0788-2359100

**NOTICE INVITING
EXPRESSION OF INTEREST
FOR
EMPANELMENT OF HOTELS**

Eol Document No.- 115/Estt./2017 Dated-08-12-2017

ऋते ज्ञानात् न मुक्ति :

Issued By

Registrar

Durg Vishwavidyalaya

Raipur Naka

Durg, C.G.

PIN-491001

Signature of Authorized Signatory:

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Note: This document contains a total of 21 (twenty one) pages. No change in the document by the bidder is permissible.



Signature of Authorized Signatory:



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SECTION-1

Notice Inviting

Expression of Interest (Eol)

For

Empanelment of Hotels

No.- 115/Estt./2017

Dated-08-12-2017

Durg University, Durg is looking for **hotel accommodation** for its Visiting Faculty, Experts, and other guests at Durg (C.G) The Eol document along with the technical details, terms and conditions can be downloaded from the University Website <http://durguniversity.ac.in/notice/Eol> as per details below. Eols shall be received only through speed post / registered post / courier. The undersigned reserves the right to cancel /amend the Eol at any stage without assigning any reason thereof.

Last date of Submission of Eol	30-12-2017 till 3.00 PM
Date of Opening of Eol	30-12-2017 at 4.00 PM
Cost of Eol Document	Rs. 500=00
Venue of the opening of the Eol	Office of Registrar, Durg Vishwavidyalaya, Durg,

Only hotels having at least 30 (Thirty) rooms should submit their bids along with all supporting documents and Cost of Tender document Rs. 500=00 (Non-Refundable) from a nationalized bank in favour of "The Registrar, Durg Vishwavidyalaya, Durg, Payable at Durg till the date notified above. Price Bid of successful bidders will be opened after evaluation of Technical bid and Physical visit of hotel premises (if required) by the Eol Committee.

Registrar

Durg Vishwavidyalaya, Durg (C.G.)

Signature of Authorized Signatory:

SECTION-2

Eol Information

Though adequate care has been taken while preparing the Eol Document, the Bidders shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any Bidder within **seven (07) days from the date of notification of Eol Document**, it shall be considered that the Eol Document is complete in all respects.

Registrar, Durg Vishwavidyalaya, Durg reserves the right to modify, amend or supplement this Eol Document.

Eol Information Sheet

Document Description	Expression of Interest (Eol) For Empanelment of Hotels
Eol Document No.& Date	No.- 115/Estt./2017 Dt: 08-12-2017
Last date & Time of Submission of Response to Eol Document	30-12-2017 (3.00 PM)
Eol Opening (Technical)	30-12-2017 (4.00 PM)
Declaration of bidders qualified for opening commercial bid	To be declared after scrutiny of Technical Bid and Visit of Premises if necessary.
Validity of Eol	180 (One Hundred Eighty) days from the date of opening of Eol
Cost of Eol Document (non-refundable)	₹ 500.00 (₹ Five Hundred only) Please attach a DD of ₹ 500.00 in favour of Registrar, Durg University payable at Durg (C.G.)
Name, Designation, Address and other details (For Submission of Response to Eol Document)	Registrar, Durg Vishwavidyalaya, Durg C.G. PIN-491001 Phone-0788-2359100

Important Note: Prospective Bidders are requested to remain updated for any notices / amendments / clarifications etc. to the Eol Document through the websites www.durguniversity.ac.in No separate notifications will be issued for such notices / amendments / clarifications etc. in the print media or individually.

Signature of Authorized Signatory:

Section-3

General Terms and Conditions

1- Obtaining Eol Document

The Eol Document can be downloaded from the website of the university, www.durguniversity.ac.in from the date mentioned in the **Bid Information Sheet**. Please refer Tender section on the Home Page of the Website. The Eol Document should be submitted with a Demand Draft of Rs. 500.00 only. Please keep visiting our website for any corrigendum / amendments and submit the bid documents accordingly.

2- Bidding Methodology

The bidding methodology adopted for this Eol shall be Two envelop system i.e. The Bidders shall submit their proposal, both Technical and Financial Bids at the same time in separate sealed envelopes. The last date for submission of bids is as mentioned in the **Bid Information Sheet**. No bids shall be accepted after the date and time mentioned above. Financial bids shall be opened after physical visit (if required). The shortlisted firms shall be informed about the date and time of opening of financial bids.

3- The bid shall be signed by the individual legally authorized to enter into commitments on the behalf of the firm. Only one submission of response to Eol Document by each bidder will be permitted.

4- The documents required under the Eol conditions for submission along with the Eol are listed below. The bidder/s are advised to examine the various conditions and submit necessary documents accordingly. In case of non-submission of any of the desired information, the bid(s) may be considered non-responsive and are liable to be rejected outright.

Basic documents:

A. DD of Rs. 500/- towards Cost of Eol Document.

C. Eol Document duly signed on every page and stamped (as required) (with amendments if any) by the Authorized signatory.

The University is looking for hotel accommodation for its Visiting Faculty, Staff and other visitors.

Eols are invited in prescribed format along with documentary proof from registered hotels situated in Durg and Bhilai (C.G); having at least 30 (Thirty) fully furnished rooms with catering & restaurant.

Signature of Authorized Signatory:

Eligibility Criteria for Intending Hotel Empanelment and Rate Contract:

The eligibility criteria will be as per the supporting documents and details required to be filled in Section-4.

Terms & Conditions:

1. The EoIs are invited from reputed hotels for rate contract for the period of two years.
2. We are looking for hotels where per day room tariff is for 24 hours from the time of check-in with complimentary breakfast and free wi-fi / internet services. The expenses related to room rent and food on actual consumption basis will only be paid to the hotel. The hotel will have to collect all other expenses such as laundry, telephone usage charges and other expenses of personal nature from the room guest directly.
3. The period of contract will be two years with a provision for extension of validity after review of the performance at the end of each year along with a provision for annual price escalation for maximum limit up to 10% per annum to absorb the increase in the input costs. The increase in tariff will be decided mutually. The activation of escalation clause must be requested by the hotel. However, the rates quoted shall remain fixed during the first year of the contract.
4. The University shall book different categories of rooms on the basis of requirement. The hotel shall be intimated for advance booking.
5. The food (Breakfast, Lunch, Dinner) may be provided as per requirement for accommodating guest on the intimation of University's authorized officials. If any limit is set towards the food charges, it will be intimated by the Institute.
6. Based on the actual booking of rooms during the month, the empanelled hotel has to submit the bills to "Registrar, Durg University" with details on monthly basis. The bill if found correct for payment, will be paid within 30 days subject to bill being in order as required.
7. EoI should be accompanied by Demand Draft for Rs. 500/-, drawn in favour of "Registrar, Durg University, Durg", towards the cost of the

Signature of Authorized Signatory:

Tender Documents. This amount is non-refundable. Application without the prescribed tender submission fee will not be considered.

9. The University accepts no responsibility for any loss/delay/non-receipt of offers. Offers received late/incomplete are liable for rejection.

10. The offers will be scrutinized by the committee constituted for the purpose. If required, the committee will visit the hotels to inspect the facilities and amenities claimed in the offer. The committee will recommend the names of hotels suitable for empanelment for each location. The decision of the committee will be final and binding to the bidders.

11. After inspection of facilities and evaluation of financial offers, the committee will recommend the names of hotels suitable for empanelment. While recommending the names, the committee will put great emphasis on amenities (as prescribed in Section-5) available in the hotel at competitive rates.

13. The University reserves the right to modify the conditions of the EoI, at any time, without assigning any reasons for the same.

14. The University reserves the right to accept/reject any offer in part or full, without assigning any reason whatsoever.

15. If the last date of receiving/opening of the offer coincides with a holiday, then the next working day shall be the receiving/opening date.

16. The final selection of hotel will be as per the following selection process:

(i) Verification of documents by committee constituted for the purpose in support of eligibility criteria as mentioned in Section-5;

(ii) Physical visit of hotel premises (if required) to check the services, amenities and credentials of the hotel by the committee constituted for this purpose for recommending the names of suitable hotels.

(iii) Evaluation of financial offers by committee in view of amenities and competitiveness of rates;

(iv) Recommendation of names of hotels suitable for empanelment; and

(v) Approval of names of hotels suitable for empanelment by competent authority. The University may empanel one or more hotels as per requirement.

(vi) The decision of the University in the matter will be final and binding to all the bidders.

17. Penalty

The hotel should ensure regular and uninterrupted quality services at all times. In case of failure in services or negligence (as defined below), appropriate punitive action shall be taken by the University, which also includes monetary penalty not exceeding 5% of total monthly bill payable to the hotel.

Failure of service and negligence shall be measured in terms of the following:

1. Not providing accommodation and services as per the booking;
2. Any other matter which is an act of negligence or breach of ethics by the hotel.

18. Arbitration and Dispute Resolution

Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities / representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to the Vice Chancellor.

19. Jurisdiction of Court

The courts at Durg CG shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

5- Technical Bid

- i) The envelop consisting of Technical Offer shall be marked as “**Technical Bid**” The specifications mentioned in the technical bid should be without any conditions.
- ii) The technical bid must be filled in completely, without any error, erasures or alterations as per the specified format given in **Section 5 Format A**.
- iii) The specifications should be mentioned in clearly readable format without any overwriting.
- iv) The technical bid shall be on a fixed basis and, no variation in any specifications shall be considered.
- v) Technical bid written with vague and conditional expression(s) will be treated as being at variance and shall be liable for rejection.
- vi) It is the responsibility of the Bidder to clearly identify all specifications associated with any item or series of items in this EoI Document and submit the details in the technical bid.
- x) The bidder shall ensure that there is no discrepancy in the details mentioned in technical bid.
- xi) The bidder must fill and submit the details as per instructions given above. If the bidder does not mention any specification for any item in the technical bid, his EoI may be summarily rejected.
- xi) The bidder must enclose the brochure of the hotel.

6- Financial Bid

- i) The envelop consisting of Financial Offer shall be marked as “**Financial Bid**” The prices quoted in the financial bid should be without any conditions.
- ii) The price bid must be filled in completely, without any error, erasures or alterations as per the specified format given in **Section 6 Format B**.
- iii) The prices should be mentioned in Indian Rupees only in clearly readable format without any overwriting.
- iv) The Financial bid shall be on a fixed price basis and, no price variation on any account shall be considered for the first year.
- v) Price quotation accompanied by vague and conditional expression(s) will be treated as being at variance and shall be liable for rejection.
- vi) The taxes payable should be mentioned separately with details thereof.
- vii) The bidder shall ensure that there is no discrepancy in the rates mentioned in figures and words. In case of any discrepancy, the unit rate mentioned in the words shall be taken as final and binding.

- 7- Neither the contract nor any rights granted under the contract may be sold, leased/sublet, assigned, or otherwise transferred, in whole or in part, by the vendor, and any such attempted sale, lease, assignment or otherwise transfer shall be void and of no effect. The vendor shall not subcontract or permit anyone other than its personnel to perform any of the work, service or other performance required of the vendor under the contract.
- 8- The bid duly filled must be received by the University at the address specified not later than the date and time mentioned in the “Bid Information Sheet”. Bid received later than the deadline prescribed for submission of EoI will be rejected.
- 9- Bids will be opened at the address mentioned in “Bid Information Sheet” in presence of bidders or authorized representatives of bidders who wish to attend the opening of Eols. University reserves the right to open the bid/s even if only one bid is received. Bidders or their authorized representatives who are present shall sign register in evidence of their attendance.
- 10- University shall determine whether each bid is of acceptable quality, is generally complete and is substantially responsive to the bidding documents. For purposes of this determination, a substantially responsive bid is one that conforms to all the terms, conditions and specifications of the bidding documents without material deviations, objections, conditionally or reservation. If a bid is not substantially responsive, it shall be rejected by the University. In case of Eols containing any conditions or deviations or reservations about contents of EoI document, University may ask for withdrawal of such conditions/deviations/reservations. If the bidder does not withdraw such conditions/deviations/ reservations, the EoI shall be treated as non-responsive. University’s decision regarding responsiveness or non-responsiveness of a EoI shall be final and binding.
- 11- The University reserves the right to accept, split, divide, negotiate, cancel or reject any bid or to annul and reject all bids at any time prior to the award of the contract without incurring any liability to the affected bidders or any obligation to inform affected bidder, the grounds of such action. If the bidder, as individual or as a partner of partnership firm, expires after the submission of his bid but before award of services, the University shall deem such bid as invalid.
- 12- The University shall issue Work Order in duplicate to the successful bidder in writing by a Registered Letter or Speed Post. Duly signed and

Signature of Authorized Signatory:

stamped duplicate copy of the work order has to be returned by the selected bidder within a week of receipt as token of acknowledgement. Issuance of work order against an offer made shall constitute a legal and binding contract between the University and the selected bidder.

13- The response to EoI Document is to be in the following manner: -

i) **“Technical Bid Envelope”** - Super scribed as “Technical Bid in response to EoI Document 115/Estt./2017 ” at the top of the Envelope; and “Name & Address of the Bidder” on the left hand side bottom;

This envelope shall be sealed and shall contain the required documents as mentioned in the EoI Document along with Technical bid as per the format mentioned in Section 5 – Format A.

ii) **“Financial Bid Envelope”** - Super scribed as “Financial Bid in response to EoI Document 115/Estt./2017 ” at the top of the Envelope; and “Name & Address of the Bidder” on the left hand side bottom;

It shall be sealed and shall contain the Financial Proposal as per the format mentioned in Section 6 - Format B

The Sealed Technical Bid envelope and the Financial Envelope shall be placed in a bigger Covering envelope.

iii) **Covering Envelope** – Super scribed as “EoI Document for Empanelment of Hotels” at the top of the Envelope; and “Name & Address of the Bidder” on the left hand side bottom;

It should be addressed to

The Registrar, Durg University, Durg (CG) PIN 491001 and shall contain:

A. Covering Letter as per Format - 1.

B. DD of Rs. 500/- towards Cost of EoI Document.

14- Clarifications if any, on EoI Document may be sought at the address mentioned in the Bid Information Sheet not later than one week after publication of EOI DOCUMENT.

15- Clarification/Amendment/s if any will be uploaded in the website of the University for information of all concerned i.e. www.durguniversity.ac.in. All are requested to remain updated with the website. No separate reply/intimation will be given for the above, elsewhere.

- 16- The University reserves the right to reject any or all of the responses to EoI Document or cancel the EoI Document without assigning any reasons whatsoever and without any liability.
- 17- All pages of the response to EoI Document submitted must be signed and stamped by the authorized person on behalf of the Bidder.
- 18- Only Durg Court(s) shall have exclusive jurisdiction in all matters pertaining to this EoI.
- 19- The University reserves the right to delete items from the schedule of requirements specified in the EoI and also reserves the right to alter the quantity and vary specifications.
- 20- The University reserves the right to make any changes in the terms and conditions of the EoI.
- 21- The University shall be under no obligation to accept the lowest or any other offer, including those received late or incomplete offers, without assigning any reason whatsoever.
- 22- The University will not be obliged to meet and have discussions with any bidder, and or to listen to any representations.

Signature of Authorized Signatory:

SECTION-4

Technical Details

Sr. No.	Particulars	Description in details
1	Name of the Hotel	
2	Number of Rooms- (Single / Double Occupancy)	
3	Complete Contact details of Authorized Person	
	Name	
	Complete Postal Address	
	Telephone	
	Mobile number	
	Email id	
	Website (if any)	
	Year of Registration / Establishment of Hotel	
	PAN No	Please enclose self-attested copy of documents
	GST Registration No.	Please enclose copy
	Details of Health/Food License No	Please enclose copy
	Details of any other license	Please enclose copy
4-Please specify availability of these amenities and facilities by writing Yes/No against it.		
	a) Standard Toiletries	
	(i) Soap	Yes/No
	(ii) Tooth Paste	Yes/No
	(iii) Tooth Brush	Yes/No
	(iv) Comb	Yes/No
	(v) Bath Towel	Yes/No
	(vi) Hand Towel	Yes/No
	(vii) Toilet Roll	Yes/No
	(viii) Shampoo	Yes/No
	(ix) Sewing Kit	Yes/No
	(x) Shower Cap	Yes/No
	(xi) Shower Gel	Yes/No
	(xii) Shaving Kit	Yes/No
	(xiii) Moisturiser	Yes/No

Signature of Authorized Signatory:

(xiv) Shoe Shiner	Yes/No
(xv) Room Slippers	Yes/No
(xvi) Any other please specify	
b) Press Iron & Stand	Yes/No
c) Daily Housekeeping of room	Yes/No
d) 24 Hrs Room Service	Yes/No
e) 24 Hrs Hot and Cold Water Service	Yes/No
f) 24 Hrs power backup for all amenities	Yes/No
g) Restaurant	Yes/No
h) In House Laundry Facility	Yes/No
i) Digital Locker	Yes/No
j) Unlimited Wi-fi /Internet Service	Yes/No
k) Doctor (on emergency call)	Yes/No
l) Parking facility	Yes/No
m) TV with cable connection	Yes/No
n) Refrigerator	Yes/No
q) News Paper	Yes/No
r) Tea/Coffee Maker with Accompaniments	Yes/No
s) Packaged Water facility (one bottle of 1000 ml)	Yes/No
t) Any other facility (Please specify).	
o) Distance in Kilometres from Railway Station	
p) Distance in Kilometres from Airport	

Please enclose brochure of your hotel (if any).

Date:

Signature & Seal

Signature of Authorized Signatory:

SECTION-5

Format A- Technical Details for Submission of Bid

1. EoI Ref. No:

2. Name of Hotel:

3. Complete address:

4. Contact details of authorized person:

a. Name-

b. Designation-

c. Phone (Office)-

d. Phone (Mobile)-

e. E mail-

5. Due date & Time of submission of bid:

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6. DD number & bank details-

Signature of Authorized Signatory:

Name:

Designation:

Name of the hotel:

Seal:

Note: The right to reject / accept any deviation, minor or major in technical specifications is reserved with the Registrar, Durg University, Durg.

Signature of Authorized Signatory:

SECTION-6

Format B- Financial Details for Submission of Bid

FINANCIAL PROPOSAL
Covering Letter
(On Bidder's letter head)
[Date and Reference]

To,

The Registrar
Durg Vishwavidyalaya,
Durg (C.G.)
491001

Sub: Response to EoI Document for Empanelment of Hotels vide EoI No.115/Estt. /2017

Sir,

I/ We, _____ (Applicant's name) enclose herewith the Financial Proposal for selection of my / our hotel for Empanelment of Hotel as a Bidder.

I/ We agree that this offer shall remain valid for a period of 180 days from the date of opening of EoI or such further period as may be mutually agreed upon.

Yours faithfully,

(Signature, name and designation of the Authorized Signatory)

Seal of the Hotel

Note: The Financial Proposal is to be submitted as per form given in the EoI Document.

Signature of Authorized Signatory:

**FORMAT- B
FINANCIAL BID**

**Subject: - Response to EoI Document No-115/Estt./2017 Dated-08/12/2017 for
Empanelment of Hotels**

Sl. No.	Room Type	Rate per day / night (24 hrs)
1		
2		
3		
4		
	GST	
	Discount (if any)	

All figures are to be rounded off to the nearest Rupee only. Any figures given in paisa will be not considered.

Signature of Authorized Signatory:

Name: ऋते ज्ञात् न मुक्ति :

Designation:

Name of the Hotel:

Address:

Seal of the Hotel:

Signature of Authorized Signatory:

SECTION-7

FORMAT C-COVERING LETTER

(The covering letter should be on the Letter Head of the Hotel)

Date:

Reference No:

To

The Registrar
Durg Vishwavidyalaya,
Durg (C.G.)
491001

Sub: Response to Eol Document for Empanelment of Hotels vide Eol No.-115/Estt. /2017

Sir,

We, the undersigned [*insert name of the 'Bidder'*] having read, examined and understood in detail the Eol Document hereby submit our response for Empanelment of Hotels. We confirm that in response to the aforesaid Eol Document, we have not submitted more than one response to Eol Document.

1. We give our unconditional acceptance to the Eol Document No. 115/ Estt. /2017, dated -08-12-2017 issued by Durg University. In token of our acceptance to the Eol Document, the same have been initialled by us and enclosed with the response to Eol Document.
2. We have enclosed DD of Rs. 500=00 in the form of DD No..... dated Towards cost of Eol Document.
3. We have submitted our response to Eol Document strictly as per Formats, Terms and Conditions of this Eol Document, without any deviations, conditions and without mentioning any assumptions or notes in the said Formats.
4. We hereby unconditionally and irrevocably agree and accept that the decision made by the University in respect of any matter regarding or arising out of the Eol Document shall be binding on us.
5. We are enclosing herewith our response to the Eol Document with formats duly signed as desired by you in the Eol Document for your consideration.

Signature of Authorized Signatory:

6. It is confirmed that our response to the EoI Document is consistent with all the requirements of submission as stated in the EoI Document and subsequent communications from the University.

7. The information submitted in our response to the EoI Document is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our response to the EoI Document.

8. We hereby declare that our hotel has not been debarred / black listed by any Central/State Govt. Ministry or Department/Public Sector company/Government autonomous body.

9. We confirm that all the terms and conditions of our Bid are valid up to _____ (Insert date in dd/mm/yyyy) for acceptance (i.e. a period of 180 days from the date of opening of EoI).

10. We have neither made any statement nor provided any information in this Bid, which to the best of our knowledge is materially inaccurate or misleading. Further, all the confirmations, declarations and representations made in our Bid are true and accurate. In case this is found to be incorrect after our selection as Successful Bidder, we agree that the same would be treated as our event of default.

Date:

Yours faithfully,

Signature of Authorized Signatory:

Name:

Designation:

Name of the Hotel:

Address:

Seal of the Hotel:

Signature of Authorized Signatory:

SECTION-8

PROVISIONS REGARDING FRAUDULENT PRACTICES AND INTEGRITY PACT

Durg University requires that the Bidders under this EoI observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, the University

- a. Defines for the purposes of this provision, in the terms set forth as follows:
- *Corrupt practice* means the offering, giving, receiving or soliciting of anything of value to influence the action of any Durg University official in the procurement process or in contract execution; and
 - *Fraudulent practice* means a misrepresentation of facts in order to influence a procurement process or execution of a contract to the detriment of Durg University and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the University of the benefits of free and open competition.
- b. Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- c. Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.
- d. The past performance of the Bidder will be crosschecked if necessary. If the facts prove the same to be dubious, the Bidders EoI will be ineligible for further processing.

For the purpose of this EoI the provisions of Integrity Pact as described in the order dated 6th July 2013 of Dept. of Finance, Govt. of CG shall be abided by all the parties.

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Signature of Authorized Signatory:

Name:

Designation:

Name of the Hotel:

Address:

Seal of the Hotel:

Signature of Authorized Signatory:

SECTION-9

UNDERTAKING PROFORMA

It is certified that my/our hotel has never been **black listed** by any of the Departments / Autonomous Institutions / Universities / Public Sector Undertakings of the Government of India or any other State Government or Public Sector Banks or Local Bodies / Municipalities and no criminal case is pending against the said firm/agency/ hotel as on date -----

Signature of the Authorized Person

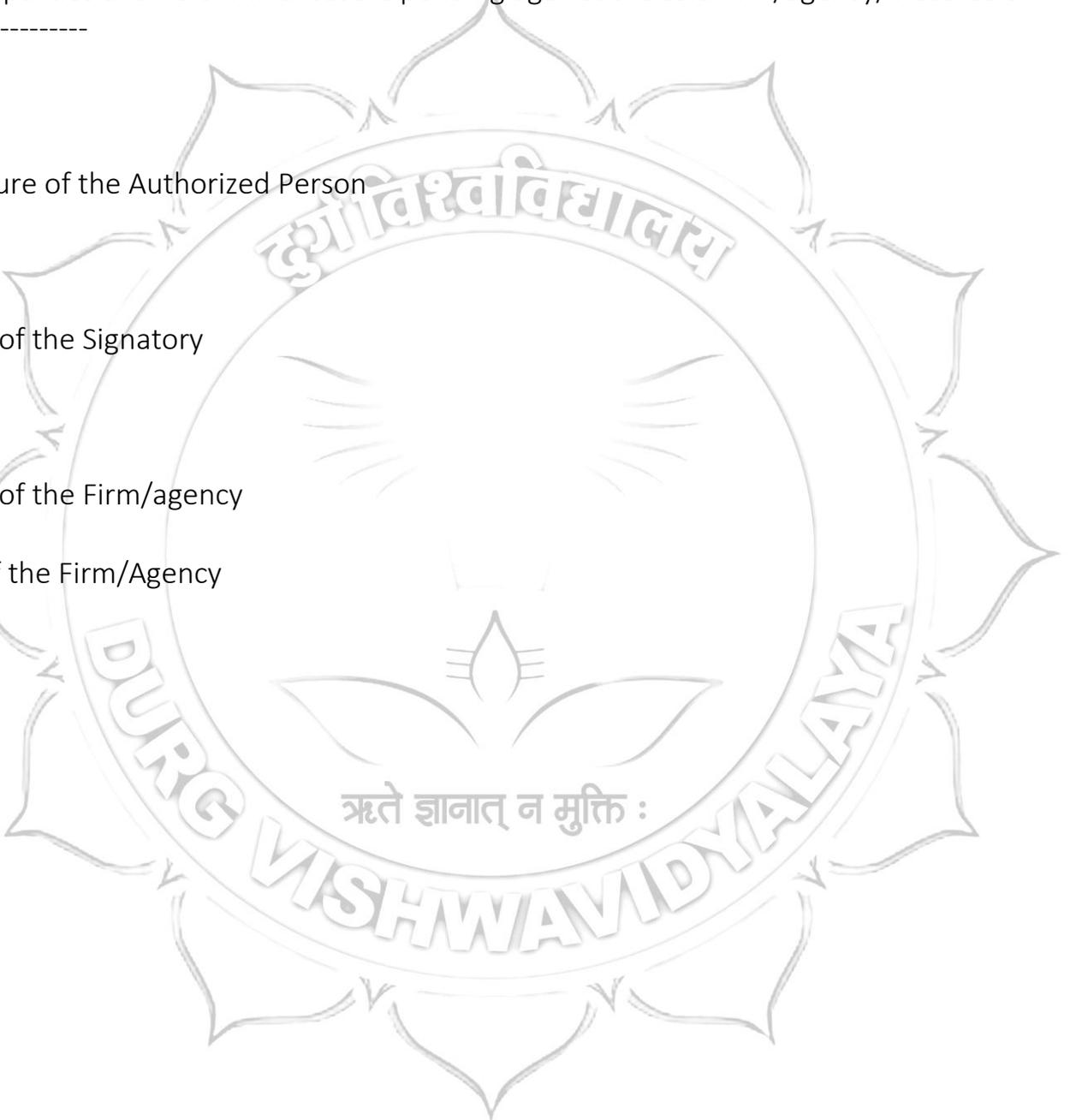
Place:

Name of the Signatory

Date:

Name of the Firm/agency

Seal of the Firm/Agency



Signature of Authorized Signatory: