



OFFICE OF THE COMMISSIONER COOPERATION & REGISTRAR,
COOPERATIVE SOCIETIES, CHHATTISGARH

Short Term E-Tender for Selection Of Hotel(S) for Accommodation of
Delegates and Conference Venue

Introduction

The Government of India has envisioned “**Sahakar Se Samriddhi**” (**Prosperity through Cooperation**) with the objective of strengthening the cooperative movement and enhancing the role of cooperatives in inclusive economic development, livelihood generation and rural prosperity.

As part of various initiatives being undertaken for strengthening the cooperative sector, the **Ministry of Cooperation, Government of India** is organizing a **National Conference/Workshop with all States/UTs on various initiatives of the Ministry of Cooperation**, under the Chairmanship of the **Secretary, Ministry of Cooperation**, on **08 and 09 October 2026 at Bastar, Chhattisgarh**.

Senior officers from the Ministry of Cooperation, Government of India and Cooperation Departments/Offices of the Registrar of Cooperative Societies of States and Union Territories are expected to participate in the Conference.

The Office of the Commissioner Cooperation & Registrar, Cooperative Societies, Chhattisgarh is making necessary arrangements for smooth conduct of the Conference.

Accordingly, online proposals are invited from eligible hotels/hotel operators for providing **quality accommodation to delegates from 07 October 2026 to 10 October 2026** and for providing a suitable **Conference Venue and associated facilities** for conduct of the National Conference/Workshop.

Selection under both categories shall be through **Quality and Cost Based Selection (QCBS)**, taking into consideration the quality and suitability of the hotel as well as the financial proposal.

Brief Details for Application are as below:

Tender Application Fees	Rs.1000/- (Rupees One Thousand Only excluding GST) + processing fees Rs.311/- through online mode
Date of Tender Publication	18.09.2026
Last Date for submission of queries / clarifications	23.09.2026
Last Date for online submission of Tender along with EMD	29.09.2026
Date and Time of Opening of Technical Proposal	30.09.2026
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Any kind of amendment / corrigendum will be published at https://coop.cg.gov.in Only.	

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1. OBJECTIVE

- The objective of this RFP is to select suitable hotel(s) at Jagdalpur, Bastar for providing:
 - accommodation, conference venue and technical arrangements, food and catering, delegate hospitality, traditional welcome and cultural programme support for the National Conference/Workshop on Cooperation scheduled on 08–09 October 2026 at Bastar, Chhattisgarh.
- The services shall be commensurate with a National Conference involving senior officers of the Government of India and States/UTs.

2. CATEGORIES OF REQUIREMENT

2.1 Category A - Main Conference Hotel

- Minimum 50 rooms per night;
- Conference Hall/Auditorium for approximately 150 delegates or more; and
- Conference, catering, hospitality, technical and event-support services as specified in this RFP.

2.2 Category B - Additional Accommodation Hotel

- Minimum 30 rooms per night; and
- Accommodation, breakfast and associated hotel facilities.

2.3 Participation

- A bidder may participate in Category A, Category B or both, provided it independently satisfies the requirements of the respective Category.
- Category A and Category B shall be evaluated separately. The Department may select separate hotels for the two Categories. Where the same hotel is successful in both Categories and has adequate room inventory, the Department may consolidate accommodation in the same property.

3. SCOPE OF WORK

3.1 Accommodation

Particular	Requirement
Check-in	07 October 2026
Stay	Nights of 07, 08 & 09 October 2026
Check-out	10 October 2026
Occupancy	Primarily Single Occupancy
Indicative Requirement	Approx. 125 rooms/night

- The room requirement is indicative and may increase or decrease depending upon final participation, travel schedules and administrative requirements.

- Each room shall be a regular, properly maintained air-conditioned guest room with attached bathroom, clean linen/towels, toiletries, drinking water, Wi-Fi, housekeeping and adequate power backup.
- Buffet Breakfast shall be included in the room tariff.

Where the required number of rooms cannot be accommodated within the selected hotel, the bidder may arrange additional rooms in another suitable hotel/accommodation of comparable standard within Jagdalpur, subject to prior approval of the Department. The selected bidder shall remain responsible for coordination and satisfactory accommodation of such delegates.

3.2 Additional Scope for Category A - Conference Venue

- Stage/dais and appropriate seating arrangement;
- Registration/Help Desk area;
- VIP holding/meeting room;
- foyer/open space suitable for exhibition/display stalls;
- adequate washrooms;
- parking and suitable access for cars/SUVs/buses;
- adequate power backup; and
- other normal infrastructure required for smooth conduct of the Conference.

The Conference Hall and related areas shall be available on 07 October 2026 for setup, installation, testing and rehearsal, and on 08-09 October 2026 for the Conference.

3.3 Conference Audio-Visual & Technical Arrangements - Category A

- suitable LED screen(s)/video wall;
- presentation laptop/computer and necessary connectivity;
- professional sound system;
- adequate wireless/cordless microphones;
- lapel/collar microphones, wherever required;
- speakers, mixer and associated equipment;
- necessary stage/podium lighting;
- professional photography and videography;
- all necessary cabling, accessories and backup equipment; and
- adequate technical manpower for installation, operation and troubleshooting.

All equipment shall be installed and tested before commencement of the Conference. The bidder may engage specialized service providers; however, the Category A bidder shall remain fully responsible for satisfactory delivery of the complete Conference package.

3.4 Food & Catering – Category A

The bidder shall provide catering as per the approved menu and final headcount, including:

- **07 October:** Hi-Tea and Dinner;
- **08 October:** Breakfast, refreshments/Hi-Tea, Lunch and Dinner;
- **09 October:** Breakfast, Lunch at Chitrakote and Dinner, if required;
- **10 October:** Breakfast for resident delegates, as applicable.

Breakfast for resident delegates shall form part of the room tariff. Lunch at Chitrakote shall include necessary off-site catering, service and logistical arrangements.

3.5 Traditional Welcome & Cultural Support – Category A

The bidder shall provide suitable arrangements for **traditional welcome of delegates reflecting Chhattisgarh/Bastar culture** and necessary logistical/technical support for cultural programmes, in coordination with the Department.

4. ELIGIBILITY CRITERIA

- The bidder shall be the owner, operator or duly authorised management entity of the offered hotel. Travel agents, online booking intermediaries and similar agencies **shall not be eligible**.
- Consortium/Joint Venture bids shall not be permitted.
- The hotel shall be located within Jagdalpur and shall have suitable road access for movement of delegates and vehicles.
- The hotel shall possess a valid 3-Star or higher classification of the Ministry of Tourism, Government of India, or possess facilities broadly equivalent to such standard, as assessed by the Technical Evaluation Committee through physical inspection.
- The hotel should have been operational for at least one year as on the last date of bid submission.
- Minimum committed room availability shall be: Category A - 50 rooms per night; Category B - 30 rooms per night.
- The bidder/hotel shall possess applicable statutory registrations/licenses including PAN, GST Registration, FSSAI License and Fire Safety NOC/Certificate.
- The hotel should have provided accommodation/conference/hospitality services to at least one Government Department/PSU/Autonomous Body/reputed institution during the preceding one year.
- The bidder shall not be presently blacklisted/debarred by any Central/State Government Department, PSU or statutory authority.

5. BID SUBMISSION

- Bids shall be submitted online through the Government e-Marketplace (GeM) in accordance with the procedure and timelines specified on GeM under a Two-Cover System:
 - Cover-I - Technical Bid
 - Cover-II - Financial Bid
- The Technical Bid shall contain the documents/information prescribed in the RFP and Annexures. The Financial Bid shall be submitted only in the prescribed Price Bid format.
- **No financial information shall be disclosed in the Technical Bid.**
- RCS CG reserves the right to extend the date of submission of applications subject to uploading

notifications on such extensions on the GeM website & <https://coop.cg.gov.in>

- RCS CG reserves the right to carry out any later amendments to the clauses of the Tender
- RCS CG may, in its sole discretion, extend the Bid Due Date by issuing an Addendum / Corrigendum.
- RCS CG reserves the right to cancel the Tender at any stage, without any liability and without assigning any reasons. The decision of RCS CG shall be final
- Conditional, incomplete or materially non-responsive bids shall be liable to rejection.
- The bid shall remain valid for 45 days from the last date of submission.

6. EVALUATION OF BIDS

Stage I - Eligibility Evaluation

- The documents and mandatory eligibility conditions shall be scrutinized. Only eligible bidders shall proceed to technical evaluation.

Stage II - Physical Inspection & Technical Evaluation

- Physical inspection of the offered hotel shall be mandatory for both Categories. The Technical Evaluation Committee shall assess the facilities actually available at the hotel. Brochures, online ratings, website descriptions and photographs shall not substitute physical verification.
- The Committee will also inspect: restaurant/dining facilities, food preparation/service capacity and the bidder's proposed arrangements for Conference catering and off-site catering at Chitrakote

Stage III - Technical Qualification

- Technical evaluation shall be out of 100 marks. The minimum qualifying score shall be 60 marks out of 100. Only bidders obtaining 60 marks or above shall qualify for opening of their Financial Bids.

Stage IV - QCBS Evaluation

- Technically qualified bids shall be evaluated through QCBS with Technical Weightage - 30% and Financial Weightage - 70%.

7. TECHNICAL EVALUATION - CATEGORY A

Parameter	Maximum Marks
Quality, upkeep and suitability of rooms	20
Conference Hall/Auditorium	20
LED, sound, microphones and technical setup	15
Food, kitchen, dining & catering capability	15
Registration/Foyer/Stall/VIP facilities	7
Traditional welcome & overall hospitality arrangements	5
Photography/Videography & cultural-programme support capability	5
Reception/Common areas	4
Parking/approach/vehicle movement	4
Safety, security and power backup	5
TOTAL	100

The Committee shall record brief observations supporting the marks awarded.

8. TECHNICAL EVALUATION - CATEGORY B

Parameter	Maximum Marks
Quality, upkeep and suitability of rooms	45
Restaurant/Breakfast facilities	15
Reception/Lobby/Common areas	10
Parking and accessibility	10
Safety, security and power backup	10
Location and operational convenience	10
TOTAL	100

The Committee shall record brief observations supporting the marks awarded.

9. QCBS METHODOLOGY

- Only bidders obtaining at least 60/100 marks in Technical Evaluation shall be considered for Financial Evaluation.

9.1. Technical Score

The technically qualified bidder obtaining the highest technical marks shall receive a normalized Technical Score of 100. For other technically qualified bidders:

$$TS = (T / T\text{-high}) \times 100$$

T = Technical Marks obtained by the bidder; T-high = Highest Technical Marks amongst technically qualified bidders.

9.2 Financial Score

The bidder having the lowest Evaluated Financial Cost shall receive a Financial Score of 100. For other bidders:

$$\text{FS} = (\text{F-low} / \text{F}) \times 100$$

F-low = Lowest Evaluated Financial Cost; F = Evaluated Financial Cost of the bidder.

9.3 Combined QCBS Score

$$\text{Combined Score} = (\text{TS} \times 0.30) + (\text{FS} \times 0.70)$$

The bidder obtaining the highest Combined QCBS Score (H-1/Most Advantageous Bidder) shall ordinarily be considered for award. In case of a tie, the bidder having the higher Technical Score shall rank higher.

10. FINANCIAL EVALUATION

10.1 Category A

The Evaluated Financial Cost shall be calculated on the basis of the predetermined quantities of room accommodation, food/catering services and the lump-sum Conference, Technical, Hospitality & Cultural Support Package, as specified in Annexure-IV.

The quantities specified for evaluation are not guaranteed and actual payment shall be based on services/quantities duly authorised and availed.

10.2 Category B

The Evaluated Financial Cost shall be calculated on the basis of the predetermined room-night quantity specified in Annexure-V.

The quantity specified for evaluation is indicative only and shall not constitute a guaranteed quantity.

GST shall be indicated separately and treated as prescribed in the Price Bid.

11. AWARD OF CONTRACT

- Category A and Category B shall be awarded on the basis of the respective QCBS evaluation.
- The successful bidder shall accept the Letter of Award/Work Order within the stipulated period and shall make the committed facilities and room inventory available for the event.
- The Department may increase or decrease the indicative requirement depending upon actual participation, without alteration of the accepted unit rates.

12. ROOM BLOCKING AND ROOMING LIST

- Upon issuance of the Work Order, the selected hotel shall block the committed room inventory for 07, 08 and 09 October 2026.
- The Department shall provide/update the Rooming List based upon confirmed participation and travel schedules.
- The indicative quantity mentioned in the RFP shall not constitute guaranteed business. Rooms confirmed by the Department shall not be released for conflicting commercial bookings without prior approval of the authorised officer.

13. ROOM TARIFF AND INCLUDED SERVICES

- The accepted room tariff shall include accommodation, buffet breakfast, Wi-Fi, drinking water, housekeeping, linen/towels, toiletries, power backup and normal hotel amenities.
- The quoted rates shall include all compulsory charges except applicable GST. No mandatory service charge, resort fee or similar surcharge shall be payable separately.

14. CONFERENCE TECHNICAL, HOSPITALITY & CULTURAL SUPPORT PACKAGE - CATEGORY A

- The quoted Complete Conference venue, technical, hospitality, traditional welcome and cultural programme support services.
- No separate charges shall be payable for any equipment, manpower, installation or incidental arrangements required for satisfactory delivery of the package.
- The Category A bidder shall remain responsible for the entire package irrespective of whether any component is arranged through another service provider.

15. CHECK-IN / CHECK-OUT AND COORDINATION

- The selected hotel shall facilitate smooth and expeditious check-in/check-out and nominate a responsible 24x7 Single Point of Contact (SPOC) during the event period.
- The hotel shall coordinate with the designated Nodal/Liaison Officers regarding room allocation and arrival/departure of delegates.
- Reasonable early check-in/late check-out shall be facilitated subject to availability. Any additional charge shall be payable only where specifically authorised.

16. CANCELLATION / NO-SHOW

- Cancellation/no-show charges, if any, shall apply only to rooms specifically confirmed by the Department and in accordance with the cancellation terms accepted in the Work Order.
- No cancellation charge shall arise merely due to reduction from the initial indicative requirement before final confirmation of rooms.

17. QUALITY AND SERVICE STANDARDS

- The selected hotel shall maintain throughout the event the same or better standard as assessed during physical inspection.
- All committed rooms, facilities and services shall be maintained at the inspected/committed standards throughout the event. In case of Category A, this shall also include Conference, technical, catering, hospitality and cultural support arrangements. Any material deviation shall constitute service deficiency.

18. OVERBOOKING / FAILURE TO PROVIDE CONFIRMED ACCOMMODATION

- Confirmed accommodation shall not be denied due to overbooking or other commercial commitments.
- Where the hotel fails to provide a confirmed room for reasons attributable to it, it shall immediately arrange equivalent or superior accommodation, together with necessary transportation, at no additional cost to the Department. This shall be without prejudice to action for service deficiency.

19. FOOD AND PERSONAL EXPENSES

- Buffet breakfast shall be included in the room tariff. Other meals and refreshments shall be provided as specified in the Scope of Work and billed at the accepted rates against actual authorised quantities.
- Personal expenses such as minibar, laundry, spa, personal room service and other personal expenditure shall be borne by the concerned delegate.

20. PAYMENT TERMS

- An **advance payment**, as specified in the Work Order, may be released against confirmed booking, subject to applicable rules.
- The balance payment shall be made **within 30 days** of satisfactory completion of services and submission of complete GST-compliant invoice, supporting records and certification by the authorised Nodal Officer
- Payment shall be limited to services actually authorised and availed, subject to applicable cancellation/no-show provisions and statutory deductions.

21. SERVICE DEFICIENCY

- In case of deficiency such as non-provision of confirmed rooms, unauthorized downgrade, material deterioration in room/hotel standards, failure of Conference equipment, inadequate technical support or other material non-performance, the Department may require immediate rectification.
- Depending upon the nature of deficiency, the Department may make proportionate deduction, recover reasonable cost of alternate arrangements and/or take other action permissible under the Work Order/applicable rules.

22. EMD / BID SECURITY

- Each bidder shall submit an **EMD of Rs 2,00,000 (Rupees Two Lacs only)** in the prescribed manner. Exemptions, wherever applicable under Government rules, shall be allowed on submission of valid supporting documents. EMD of unsuccessful bidders shall be refunded without any interest as per applicable rules.

23. MISREPRESENTATION / FALSE INFORMATION

- Any material misrepresentation, suppression of facts or false/fabricated document relating to eligibility, room inventory, statutory approvals, hotel facilities or services may result in rejection/cancellation of the bid/award and other action permissible under applicable rules.

24. FORCE MAJEURE

- Neither party shall be liable for failure to perform due to circumstances genuinely beyond its reasonable control, subject to prompt intimation and reasonable mitigation measures.
- Overbooking, commercial commitments, ordinary staff shortage, equipment shortage/failure without adequate backup, or failure of a service provider engaged by the hotel shall not constitute Force Majeure.

25. TERMINATION

- The Department may terminate the Work Order wholly or partly in case of material breach, persistent service deficiency, material misrepresentation or failure to provide committed services.
- Where necessary, alternate arrangements may be made and reasonable additional cost attributable to the default may be recovered in accordance with applicable rules.

26. GENERAL CONDITIONS

- The bidder shall comply with all applicable statutory requirements during the contract period.
- The Department may verify any information/document furnished by the bidder and may inspect/re-inspect the offered facilities.
- Canvassing or improper attempt to influence the evaluation process may result in rejection.
- The Department may seek clarification regarding the bid without permitting material alteration thereof.
- The Department reserves the right to cancel the procurement process or reject non-responsive bids for recorded reasons in accordance with applicable rules.
- The contract shall remain valid until completion of the event and discharge of contractual obligations.

DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID

1. Proof of ownership/operation/authorised management of offered hotel
2. Registration/Incorporation document, as applicable
3. PAN
4. GST Registration Certificate
5. Hotel/Establishment Registration/License
6. Ministry of Tourism Star Classification Certificate, if applicable
7. FSSAI License
8. Fire Safety NOC/Certificate
9. Details of total operational room inventory
10. Room Availability Undertaking for 07, 08 & 09 October 2026
11. Conference Hall and associated facility details - Category A
12. Documentary proof of relevant experience
13. Non-Blacklisting/Non-Debarment Declaration
14. Tender Acceptance & Declaration
15. EMD/Bid Security document or valid exemption, as applicable

HOTEL INFORMATION & ROOM AVAILABILITY FORM

Name of Hotel: _____

Complete Address: _____

Owner/Operator/Management Entity: _____

Authorised Contact Person: _____

Mobile / E-mail: _____

Category Applied For (A / B / Both): _____

Year of Commencement: _____

Star Classification, if any: _____

Total Operational Rooms: _____

A. Room Availability

Night	Rooms Committed
07 October 2026	
08 October 2026	
09 October 2026	

B. Category A - Conference Facilities

Particular	Details
Conference Hall Capacity	
LED Screen(s)/Video Wall proposed	
Sound System	
Wireless Microphones	
Lapel/Collar Microphones	
Photography Arrangement	
Videography Arrangement	
Registration Area	
Foyer/Stall Area	
VIP Holding/Meeting Room	
Parking/Bus Access	

I/We confirm that the above room inventory and facilities shall be available for the event in accordance with the RFP/Work Order.

Authorised Signatory: _____ Signature & Seal: _____

DECLARATION AND UNDERTAKING

1. The information and documents furnished with the bid are true and correct;
2. We have read and accepted the terms and conditions of the RFP;
3. We are duly authorised to offer the hotel specified in the bid;
4. We are not presently blacklisted/debarred as prescribed in the RFP;
5. The room inventory and facilities declared in the bid are actually available;
6. We consent to physical inspection and verification by the Department; and
7. If selected, we shall provide the committed services and maintain the prescribed standards throughout the event.

Name: _____ Designation: _____ Date: _____

Signature & Seal: _____

PRICE BID - CATEGORY A: MAIN CONFERENCE HOTEL

Name of Hotel: _____

A. Accommodation

S. No.	Particular	Unit	Rate excluding GST (₹)	GST %
1	AC Room - Single Occupancy including Buffet Breakfast	Room/Night		
2	AC Room - Double Occupancy including Buffet Breakfast for Two	Room/Night		
3	Executive/Suite Room including Breakfast	Room/Night		
4	Extra Bed including Breakfast	Bed/Night		

B. Food & Catering

S. No.	Particular	Unit	Rate excluding GST (₹)	GST %
5	Hi-Tea / Tea & Refreshments	Per Person/Serving		
6	Lunch at Hotel	Per Person		
7	Dinner at Hotel	Per Person		
8	Lunch at Chitrakote, including complete off-site catering and service arrangements	Per Person		

C. Conference Venue & Technical Package

S. No.	Particular	Unit	Rate excluding GST (₹)	GST %
9	Complete Conference, Technical, Hospitality & Cultural Support Package, as per Scope of Work	Lump Sum		

Financial Evaluation

For uniform comparison, the Department shall apply the following predetermined quantities:

Item	Evaluation Quantity
Single Occupancy Room	150 Room-Nights
Hi-Tea / Refreshments	___ Servings
Lunch at Hotel	___ Persons
Dinner at Hotel	___ Persons
Lunch at Chitrakote	___ Persons
Complete Conference Package	1 Lump Sum

Evaluated Financial Cost = Total of the above items at the quoted rates.

The evaluation quantities are for **bid comparison only** and do not constitute guaranteed quantities. Payment shall be based on actual authorised services/quantities availed at the accepted rates.

Note: Breakfast shall be included in the room tariff and shall not be billed separately. GST shall be indicated separately.

PRICE BID – CATEGORY B: ADDITIONAL ACCOMMODATION HOTEL

Name of Hotel: _____

S. No.	Particular	Unit	Rate excluding GST (₹)	GST %
1	AC Room - Single Occupancy including Buffet Breakfast	Room/Night		
2	AC Room - Double Occupancy including Buffet Breakfast for Two	Room/Night		
3	Executive/Suite Room including Breakfast, if available	Room/Night		
4	Extra Bed including Breakfast	Bed/Night		

Evaluated Financial Cost**90 x Single Occupancy Rate at S. No. 1**