



# EXPRESSION OF INTEREST

**YASHWANTRAO CHAVAN ACADEMY OF  
DEVELOPMENT ADMINISTRATION**  
**Raj Bhavan Complex, Baner Road, Pune 411 007.**  
**Phone No. (020) 25608230 & 25608238**

## Proposals Details

### 1. Background:

- a) YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION (YASHADA) , Pune inviting proposal for Empaneling Training Facility Providers (Boarding/Lodging and Training Halls/Classrooms) in (i)Pune City/PMC Area & Pimpri Chinchwad Municipal Corporation (PCMC) Area and (ii)/Other than PMC and PCMC, ( in Pune District only) for outreach training programme. Course duration range from 1 day to 30 days . Total number of rooms / space available/ offered should accommodate minimum 40 to 50 officer trainee at one time . for use of YASHADA with double occupancy or single occupancy. There should be enough space for accommodating seating capacity and facilities etc. and compulsory standard facilities as per specification given in Annexure 1.

Institutions/Hotels has to furnish their information/Particulars about Institute/Hotel in Annexure 2

- b) **Institutions/Hotels those are having standard facilities as per Annexure 1 and those Institutions/Hotels interested to submit their proposal maximum upto Rs. 1500/- per day per person including GST** shall submit their proposal along with bifurcation / breakup of rates in Annexure -3 in the name of Registrar YASHADA so as to reach YASHADA, Pune in hard copies.
  - c) A Committee duly constituted by the Competent Authority would evaluate the proposal submitted by the Institutions/Hotels.
  - d) Members of the YASHADA Committee would visit for inspection of the premises/building/complex of only those shortlisted Institutions/Hotels proposals who meet the eligibility criteria as mentioned in Annexure 1.
  - e) Thereafter, based on the overall suitability of the premises offered, as determined by the Committee, the YASHADA would qualify the Institutions/Hotels
2. **Compulsory Requirement** : Refer Annexure-1, Institutions/Hotels shall fill complete information in annexure 1 and It shall be mandatory to submit proof of statutory Documents as mentioned in Annexure 1(1 A Sr No. 1 to 5).
  3. **Classroom Facilities:** Institute/Hotel shall provide following facilities.  
The classroom having at least 40 to 50 seating capacity for OFFICER TRAINEES in each classroom along with all the Facilities and amenities, as mentioned in Annexure 1.
  4. Notwithstanding anything contained above, the YASHADA reserves the right to reject all or any Proposal as recommended by YASHADA Committee and is not bound to divulge any reason to the rejected proposals.
  5. YASHADA reserves the right to accept or reject any or all the Proposal or cancel this process at any time, without assigning any reason whatsoever.
  6. Institutions/Hotels, who do not meet the eligibility criteria; or do not submit all the necessary documents in support of meeting the eligibility criteria; or submit documents that are incomplete and invalid; or do not submit Proposals with supporting documentation in time - shall be disqualified. As per the visit of YASHADA committee if any Institutions/Hotels do not fulfill the standard criteria shall be disqualified.
  7. Institutions/Hotels shall be an owner or competent/duly authorized to let/rent out the premises being offered. The proposals shall be accepted only from owners/lease holders of the property. Offers from brokers will not be entertained. No brokerage shall be paid for taking the property on rent.
  8. The properties offered for accommodation shall have clear title and shall be free from all encumbrances, liabilities, disputes, and litigations with respect to ownership; lease/rent and shall have all the required regulatory and statutory approvals/permissions from the competent authorities, for use as accommodation.

9. The Institute/Hotel shall provide electrical, sanitary and other fittings and fixtures (as described later) and maintain the same in good, working and useable condition at all times and replace such items as may be broken or malfunctioning, at its own cost. This includes any damages caused due to or arising out of flux of time or natural and reasonable wear and tear.
- 10 The YASHADA shall correspond only with the shortlisted Institute/Hotels.
11. Incomplete Proposals, Proposals received late, Proposals not conforming to the specifications and/or the instructions contained herein, will be rejected summarily.
12. Any form of canvassing/influencing will attract rejection of Proposal submitted by the Institute/Hotel and the YASHADA reserves the right to take such penal action (e.g. blacklisting the Institute/Hotel for the present and future etc.) as it deems fit.
13. Irrespective of the offers received or their competitiveness, the final decision on choosing accommodation or no accommodation at all, will vest in entirety with the Institution.
- 14 The Institute/Hotel is expected to examine all instructions, terms and specifications in the Proposals document. Failure to furnish all information required or to submit a Proposal not substantially responsive to the Proposals document in every respect will be at the Institute/Hotel's risk and may result in the rejection of the Proposal. Prior to detailed evaluation, the YASHADA will determine the substantial responsiveness of each Proposal to the Proposals document. A substantially responsive Proposal is **one** which conforms to all the terms and conditions of the Proposals document and is without any material defects and deviations. Deviations from, or objections or reservations to critical provisions such as those concerning qualification criteria, maintenance of premises, availability of regulatory/statutory approvals and clearances, ready and explicit willingness to accept and honor the terms and conditions of the Proposals for empanelment etc. will be deemed to be material deviations.
- 15 If a Proposal is not substantially responsive, it will be rejected by the YASHADA and may not subsequently be made responsive by the Institute/Hotel by correction of the non-conformity. The YASHADA will evaluate and compare the Price/Financial/Commercial Proposals of only those Technical Proposals which have been determined to be substantially responsive. The YASHADA will award the contract to the successful Institute/Hotel who has been determined to qualify to perform the Contract satisfactorily, and whose Proposal has been determined to be substantially responsive, and is the lowest evaluated Proposal.
- 16 Offers received from Government Bodies/Public Sector Undertakings/State Housing Boards, etc. and if those eligible in technical Proposal would be given preference.
17. The premises should have all required electrical fixtures and fittings, such as switches, power points, fans, lights, etc.
18. False ceiling, light fitting, power sockets, etc., should be provided as per standard designs by the Institute/Hotel.
- 19 The offered space should be in a ready for occupation with approved electricity, water, sewerage connections, etc.
20. Flooring should be standard quality. The internal and external walls and ceiling should be properly painted with standard quality paint.
21. YASHADA reserves the right to set up additional generator sets and other electrical fittings in the premises/common areas of the building as required from time to time for any of its additional/specific uses and the successful Institute/Hotel shall facilitate such installations at no additional cost.
22. If at any stage it is found that any of the details/documents furnished by the Institute/Hotel is/are false/ misleading/ fabricated, its Proposal would be liable for cancellation without intimation to the Institute/Hotel.
23. The offer should remain valid for One Year. During the validity period of the offer, the Institute/Hotel should not withdraw/modify the offer in terms of area and price and other terms and conditions quoted in the Technical Proposals. The Institute/Hotel is required to submit an undertaking on non-judicial stamp paper of required value duly signed by the rightful owner or its power of attorney holder that the Institute/Hotel shall not back out/cancel the offer/offers made during the validity period.
- 24 The hiring of space Grantable for one year or time to time will be for an initial period of One Year and could be extended further with mutual consent and on mutually acceptable terms and conditions, for further periods.

**25. Procedure for Opening & Evaluating of Proposals Proposals (Technical):**

- a) The Committee or a Sub-Committee constituted by the YASHADA will open the Technical Proposals in the presence of the Institute/Hotels or their duly authorized representatives (max two person/representative per Institute/Hotel), on the date and at the time herein specified.
- b) Detailed evaluation of the Technical Proposals then follows, about their conformity with the requirement specifications as well as other relevant factors. For the Proposals that qualify in the first stage of evaluation, the second stage (spot study) follows, wherein, inspection of the premises offered along with facilities and amenities would follow. This will lead to a third- stage, where the Price Proposals of the finally short-listed Institute/Hotels (only) would be opened and evaluated.

**26 Payments:**

Payments shall be made on Monthly basis after receiving Training/Course-wise bills from Accommodation provider. Payment shall be made by RTGS/ NEFT mode by YASHADA. Within 15 days after receiving bill/ Tax Invoice as per the agreement to be executed between the YASHADA and the Accommodation provider. TDS and other Taxes shall be deductible as applicable as per government rules.

The responsibility for payment of all types of taxes such as property tax, municipal tax, taxes for utilities etc. shall vest solely with the Institutions/Hotels. However, Rate should be inclusive of all taxes and GST would be separately give e-invoice for input credit , paid by the owner shall be reimbursed on actual basis. No advance payment shall be made by YASHADA. Please note that payment shall be made after completion of event (training/review meeting) .

- 27. Indemnity :** The Agency shall enter into agreement with YASHADA as soon as decision in this regard is taken on non-judicial stamp paper as per the value of the contract as per Government norms and execute an Indemnity Bond on non-judicial stamp paper of Rs.500/- indemnifying YASHADA against all Extraordinary Incidence, claims disputes, damages, costs etc.

**28. Terms of Termination of Empanelment Agreement**

The empanelment can be terminated by either side by giving a notice of not less than three months.

The Accommodation provider has to sign Indemnity Bond regarding Extraordinary Incidence or any emergency during Training period.

**29. Penalty Clause**

- a. Any non-conformity (in part or in full) of the terms and conditions, in letter or spirit, by the Institute/Hotel may result in YASHADA may levy commensurate penalties by the Competent Authority as may be articulated in the agreement at the sole discretion of the Competent Authority and failure by the Institute/Hotel to honor the same and make suitable amends may result in termination of agreement by the YASHADA. The YASHADA need not follow the requirement of notice period, in such cases.
- b. YASHADA shall be free to deduct Rs.1000/- per day as penalty in case the complaint by OFFICERS TRAINEE are not addressed within 24 hours of complaint being recorded in the register.

**30. Security Deposit**

YASHADA shall not pay any security deposits or advance etc. to the Accommodation provider. Performance security deposit of Rs.10,000/- shall be deposited by accommodation provider as one time non-interest bearing deposit in the form of DD/RTGS in favor of Director General YASHADA, Pune or Fixed Deposit Receipt of like amount with lien favor of Director General YASHADA, Pune for commensurate period.

**31. Settlement of Disputes**

All disputes or differences of any kind whatsoever that may arise between the YASHADA, and the successful Institute/Hotel in connection with or arising out of the contract or subject matter thereof, whether during the progress of contract or after its completion shall be settled as under:

**32. Mutual Settlement**

- a) All such disputes or differences shall in the first place be referred by the Institute/Hotel to the YASHADA in writing for resolving the same through mutual discussions, negotiations, deliberation etc. associating representatives from both the sides and concerted efforts shall be made for reaching amicable settlement of disputes or differences.
- b) Director General, YASHADA shall be the final authority for settlement of any dispute, and his/her interpretation of any clause/term/condition(s) of this document shall be final and binding,

### **33. Jurisdiction of Courts**

In the event of any dispute the legal matter shall be subjected to the jurisdiction of PUNE Court only

### **34. Force Majeure**

When an extraordinary event or circumstance beyond the control of the parties, such as a war, strike, riot, crime, or an event described by the legal term "act of God" (such as flooding, earthquake, or volcanic eruption), prevents one or both parties from fulfilling their obligations under the contract. In such situations decision of "Director General YASHADA " will be a final decision & binding on both the parties.

### **35. Miscellaneous**

- I. Due weightage shall be given to offers that have walking track/space/provision for Indoor and outdoor games for OFFICER TRAINEES.
- II. In case, due to technical reasons if any Training course is cancelled in such cases YASHADA shall intimate well in advance to the accommodation provider . If intimation of cancellation is given by YASHADA on the first day of Training, in such cases YASHADA shall pay only one day charges to accommodation provider.
- III. During the Training period if there will be outreach programme in such cases YASHADA shall intimate well in advance about the quantity of packed food required.
- IV. During Training period if there will be an outreach programme or Study Tour, in such case if breakfast and lunch will be skipped (Programme will be intimated well in advance to Accommodation provider by YASHADA) In Such cases YASHADA shall not pay for meals which are not provided for that particular Training day.
- V. Extra food items out of package if demanded by Officer Trainee, In such case amount of extra food items shall be paid by officer Trainee. YASHADA shall not pay for extra food items .
- VI. Payment of clothes washing and ironing shall be borne by Officer Trainee and shall not be paid by YASHADA.
- VII. Food Charges will be paid at actual for the field visit day.

**ANNEXURE-1**

**Compulsory and Standard Requirement along with Specifications and Documents**

[Institute/Hotels to fill in the information and submit proof with supporting documents]

| Sr. No.    | Required Specifications of the property  | Documentary Proof Page No.           |
|------------|--|--------------------------------------|
| <b>(1)</b> | <b>(2)</b>   | <b>(3)</b>                           |
| <b>A)</b>  | <b>Compulsory Requirements (Alongwith Proof of Documents)</b>  |                                      |
| 1.         | Certified/true copy of certificate of Registration under Shops & Commercial Establishments Act 1948, along with renewal entries or Intimation Receipt (सुचना पावती)  |                                      |
| 2.         | Certified/true copy of Service Tax/Goods and Service Tax registration certificate.   |                                      |
| 3.         | Certified/true Copy of Income Tax PAN/TAN/TIN of the Institute/Hotel   |                                      |
| 4.         | Income Tax return for the Financial year 2020-21, 2021-22 & 2022-23  |                                      |
| 5.         | Certified/true copy of License from Food and Drug Administration under FSS Act, 2006   |                                      |
| <b>B)</b>  | <b>Compulsory Requirements (No need to submit Documents)</b>   | <b>Specification /Remark if any;</b> |
| <b>1</b>   | Property shall be located within about 50 km radius from YASHADA, PUNE. (Mention distance in KM)   |                                      |
| <b>2</b>   | Mention No. of Clients for training /workshops purpose (Government/ semi-Government / Corporate/ Colleges and others if any)   |                                      |
| <b>3</b>   | <b>Classroom's facilities: -</b>   |                                      |
|            | a. White Board with marker and duster  |                                      |
|            | b. Projector with Screen and Laptop / Computer/Desktop facility with Internet or Wi-Fi facility and pointer  |                                      |
|            | c. Ceiling fan   |                                      |
|            | d. Air Conditioner   |                                      |
|            | e. LED lights/tube lights  |                                      |
|            | f. Table and Chairs  |                                      |
|            | g. Drinking water Jar with glasses.  |                                      |
| <b>4</b>   | Whether 24-hour running water supply for drinking and utility purposes/RO facility is available? (Y/N)   |                                      |
| <b>5</b>   | 24 hours electricity supply with Generator/battery backup  |                                      |
| <b>6</b>   | Adequate number of Bedrooms in the property offered to accommodate 30 to 40 OFFICER TRAINEES on double occupancy in each room.   |                                      |
|            | a. Available No. of Rooms - Nos.....   |                                      |
|            | b. Offered No. of Rooms - Nos.....   |                                      |
|            | c. Room Size (Minimum 130 Sq. Ft.) with attached bathroom  |                                      |
|            | d. <b>Facilities and amenities available in rooms: -Double occupancy with separate bed.</b><br>i. Bed, Bed sheets, Blankets, Pillows<br>ii. Mattress, Curtains<br>iii. Water holder<br>iv. Bath Towel<br>v. Geyser/ Centralized hot water system<br>vi. Cloth stand in Terrace/Balconies and washing/ Ironing facility<br>vii. Bathmat<br>viii. Ceiling fan<br>ix. Table & two Chairs<br>x. Internet or Wi-Fi facility<br>xi. Water Bottle 1 Ltr per day<br>xii. TV with cable connection<br>xiii. Electrical kettle and satches for making Tea/ Coffee<br>xiv Changes of Bed Sheet every alternate day. |                                      |

|           |  |               |                        |
|-----------|--|---------------|------------------------|
| 7.        | <b>Breakfast (Unlimited)</b> - While quoting Rates for Breakfast following menu shall be consider –<br>(Poha/ Upma, Idli Sambar/Medu Vada/Onion uttapa, Seasonal Fruit, Boiled Eggs/ Omelet, Bread Butter, Sabudana Khichadi, Fruits/ Fasting food )   |               |                        |
| 8.        | <b>Lunch (Unlimited)</b> – While quoting Rates for lunch following menu shall be consider –<br>(Dal-Rice, Chapati/ Puri, Two Sabji, Papad, Pickle, Salad, any Sweet Dish)  |               |                        |
| 9.        | <b>Dinner (Unlimited)</b> - While quoting Rates for Dinner following menu shall be consider –<br>(Soup, Fulke/Chapati, Two Sabji, Dal Fry-Rice, Papad, Pickle, Salad, Sweet Dish)<br><b>Non-veg shall be on the menu once in a Three days for dinner.</b>  |               |                        |
| 10.       | <b>Tea and Coffee</b> – Should be provided during Training sessions, in morning session break and afternoon session break <b>(2 times)</b>   |               |                        |
| 11.       | <b>Medical facility:</b> –<br>i) Accommodation provider should have a Doctor on call and should provide complimentary taxi facility to Officer Trainee in case of emergency for taking them to nearby hospital.<br>ii) Facilities as per the guidelines of State and Central Government regarding Covid-19 situation.  |               |                        |
| 12.       | <b>Firefighting:</b> -<br>i) Fire Extinguisher at each floor as per Government norms / Fire Clearance Certificate<br>ii) The property offer has fire protection and whether suitable equipment/arrangements to ensure the same are available in good working condition as mandated by the competent authorities<br>iii) Maintaining fire-fighting equipment in good working condition and ensuring their validity at all times |               |                        |
| 13.       | CCTV is compulsory for common areas such as corridors, parking area etc.   |               |                        |
| <b>C)</b> | <b>Standard Requirements</b>   | <b>Yes/No</b> | <b>Specify details</b> |
| 1.        | Proper and adequate steps and care should be taken for maintaining cleanliness, sanitation etc. in the room, kitchen, public area, other external common area the trainees use as well as in preparation of food in the hotel. It should be compromised under no circumstances   |               |                        |
| 2.        | A Cloak room should be provided within the premises of the hotel/ guest house to store heavy personal luggage of Trainee's during Study Tour.  |               |                        |
| 3.        | Other Facilities available<br>i. Swimming pool<br>ii. Gym facility<br>iii. Sports Ground/Outdoor games<br>iv. Indoor Games   |               |                        |
| 4.        | Whether specious Lounge available for Trainees to meet their friends/ Guest?   |               |                        |
| 5.        | Does every room have telephone with intercom facility?   |               |                        |
| 6.        | Does each room have enough storage space?(dress-luggage )  |               |                        |
| 7.        | Whether the offer property is in an area with clean and hygienic surroundings?   |               |                        |
| 8.        | Mosquito-proof mesh for all external doors, windows, ventilators and openings or mosquito repellent availability.  |               |                        |
| 9.        | Do you have enough parking space ? Mentioned number of Two and Four-wheeler parking capacity?  |               |                        |
| 10.       | Neat and clean service person in proper uniform  |               |                        |
| 11.       | The property offer has adequate privacy and security and whether facility of watch and ward staff exists   |               |                        |
| 12.       | The accommodation offer is well-connected & easily accessible by a motorable road<br>i) Whether Institute/Hotel is ready to give transportation facility for pickup from YASHADA/Pune Railway Station/Bus Stand?<br>ii) If Institute/Hotel is having transport facility, then transport charges shall be excluded in Price Proposal regarding accommodation and classroom.   |               |                        |
| 13.       | Door locks with keys for each room   |               |                        |

|     |   |  |  |
|-----|---|--|--|
| 14. | Offer accommodation is in contiguous buildings within the same premises / complex<br><i>(Please specify distance between the buildings)</i> |  |  |
| 15. | Proper dining hall to accommodate at least 50 people at a time within the Institute/ Hotel is required.                                     |  |  |
| 16. | Whether Computer with Printer facility is available at Reception of Institute/Hotel?  |  |  |

**(Signature of Authorized Person)**

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address: \_\_\_\_\_

Seal \_\_\_\_\_



**Annexure -2**  
**Institute/Hotel's Particulars**

| Sr. No | Particulars  | Details |
|--------|--|---------|
| 1.     | Institute/Hotel's name/ Organization Name  |         |
|        | Whether Owner or Power-of-Attorney (POA) Holder  |         |
|        | If POA holder, whether POA specifically mentions authorization to lease/rent out the property  |         |
|        | Is the POA registered?   |         |
|        | Is the POA valid currently?  |         |
| 2.     | Address for communication  |         |
| 3.     | Whether Property is located within PUNE CITY /PCMC/Other than PMC and PCMC (Pune District, MAHARASHTRA) ? If yes, mention Distance from YASHADA, Pune ( in K.M.) |         |
| 4.     | <b>Contact Details</b>   |         |
|        | Name of the Owner/POA Holder   |         |
|        | Designation  |         |
|        | Telephone Number office:   |         |
|        | Mobile Number :  |         |
|        | Email Id :   |         |
|        | Web Site Address :   |         |
| 5.     | Service Tax registration number  |         |
| 6.     | Aadhar Number  |         |
| 7.     | <b>Bank Particulars</b>  |         |
|        | Account name   |         |
|        | Type of Account : (Saving /current)  |         |
|        | Account No.  |         |
|        | IFS Code   |         |
|        | Name of the Bank   |         |
| 8.     | GSTIN No   |         |
| 9.     | PAN No   |         |
| 10.    | Food License No  |         |

(Signature of Authorized Person)

Place: \_\_\_\_\_

Date : \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address: \_\_\_\_\_

Seal \_\_\_\_\_

(Annexure-3)  
PUNE CITY (Pune District, MAHARASHTRA)  
Institute/Hotel shall mention Break up of Rates  
for Accommodation including Classroom Facility  
Area : Pune city, PMC Area/PCMC Area/Pune District(other than PMC & PCMC)

| Item No  | Description of Item  | Per Person<br>per Day<br>Charges<br>In Rs | GST in Rs | Total in Rs |
|----------|--|---|-----------|-------------|
| (1)      | (2)  | (3)                                       | (4)       | (5=3+4)     |
| <b>A</b> | <b>Per Person Per Day Charges<br/>Rooms (AC Rooms) with attached toilet<br/>bathroom (Twin Sharing):</b>         |   |           |             |
| <b>B</b> | <b>Per Person Per Day<br/>Total Food &amp; Beverages :-</b>  |   |           |             |
|          | <b>Break up of Item No B<br/>(Break up amount should be match with Item No<br/>B Total Food &amp; Beverages)</b> |   |           |             |
|          | 1. Bed Tea   |   |           |             |
|          | 2. Breakfast with Tea / Coffee   |   |           |             |
|          | 3 Lunch (Veg)  |   |           |             |
|          | 4 Tea/Coffee (Twice a day)   |   |           |             |
|          | 5. Dinner ( Veg) / ( Non Veg- only Chicken)  |   |           |             |

(Signature of Authorized Person)

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address: \_\_\_\_\_

Seal \_\_\_\_\_