



LTE No. IPFT/AD/CSG/ASDC/35/2026-27 dated 29.07.2026

Short Notice Limited Tender Enquiry

for

**Hotel Accommodation, Food and Transportation for
ASDC Training 2026 at IPFT, Gurugram**

Last Date for Submission of Bid/s by 03:00 PM on 03.08.2026

**कीटनाशक सूत्रीकरण प्रौद्योगिकी संस्थान
सेक्टर - 20, उद्योग विहार, गुरुग्राम - 122 016 (हरियाणा)**

Institute of Pesticide Formulation Technology

Sector-20, Udyog Vihar, Gurugram - 122 016 (Haryana)

Email : admin.ipft@gov.in, Website : www.ipft.gov.in

दूरभाष : 0124-2455403 (निदेशक सचिवालय) / 2455405 (प्रशासन अनुभाग)



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**Hotel Accommodation, Food and Transportation for
ASDC Training 2026 at IPFT, Gurugram**

Institute of Pesticide Formulation Technology (IPFT) is a premier Research Institute in the field of pesticide formulation under administrative control of Department of Chemicals & Petrochemicals, Ministry of Chemicals and Fertilizers pleased to invite interested hotels to submit their technical and financial bids for providing various hospitality and transport services to the foreign delegate/participants visiting to participate in **“Analytical Skills Development Course (ASDC)” during the period 6-19 September, 2026**. The category for services required with other details are as under :

Sr. No.	Category	Requirements
1.	Accommodation (13 Nights)	1. Participants : 20 (expected number) 2. Room Type : Single occupancy room (standard/superior) with complimentary breakfast, Wi-Fi, packaged drinking water bottle etc. 3. Check In : 06th September, 2026 4. Check Out : 19th September, 2026
2.	Arrangement & catering services (for-2 days as per date specified)	7th Sept, 2026 and 18th Sept, 2026 (2 days) (a) Conference hall with cluster sitting arrangement for minimum 35 personnel with complete audio-video set up (projector, display screen, collar mic, podium). (b) AMT/High Tea for 35 personnel (1-Veg and 1-Non-Veg snacks, tea and coffee, cookies, assorted breads etc.) in hotel only. (c) Buffet lunch for 35 personnel : 01 Veg Snack; 03 Veg Salads; Curd Preparation; Dal, Rice, with minimum main course of Two Veg and Two Non-Veg (HALAL MEAT), Assorted breads, Papad, Rassam, Sambhar, Three Desserts etc. (d) PMT (One Veg/Non-Veg(HALAL) snacks, tea and coffee, cookies) for 35 personnel in hotel only.

-2-



Sr. No.	Category	Requirements
3.	Arrangement & Catering services (for – 08 days) as per date specified.	a) From : 8th Sept to 17th Sept, 2026 (8 days-except 12-13 Sept., 2026 being Saturday and Sunday): b) Food-Out Door Catering (ODC): c) AMT for 30 personnel (1-Veg/1-Non-Veg snack, tea and coffee, cookies, assorted breads etc.) at IPFT, Gurugram. d) Buffet lunch for 30 personnel: 01 Veg Snack; 03 Veg Salads; Curd Preparation; Dal, Rice, with minimum main course of Two Veg and Two Non-Veg (HALAL MEAT), Assorted breads, Papad, Rassam, Sambhar, Three Desserts etc. at IPFT Gurugram. e) PMT for 30 personnel (One Veg/Non-Veg (HALAL) snacks, tea and coffee, cookies at IPFT Gurugram.
4.	Transportation (8 days)	Pick and drop : 8th September, 2026 to 17th September, 2026 : 8 days (except Saturday and Sunday for at-least 25 foreign delegates in a single AC tempo traveler (seating capacity of not less than 25 persons) with good operational condition vehicle not more than 03-year-old having comfortable and clean seating facility with all relevant documents under the law to be available at hotel so as to reach IPFT by 9 AM and leaving IPFT premises by 5.30 PM on working days. Any change in the timings shall be followed as per the instructions of IPFT, Gurugram.

Interested hotels may submit their competitive bids either by post or in person to the **Director-IPFT, Sector-20, Udyog Vihar, Gurugram – 122 016 (Haryana)**, so as the same will reach latest by **03:00 P.M. on 03.08.2026**. Both technical bid and financial bid should be kept in separate envelopes superscribing “Technical and Financial Bids for the Tender of **“Hotel Accommodation, Food and Transportation for ASDC Training 2026 at IPFT, Gurugram”**”. The tender bids may be sent by post/in person only, other form of forwarding the tender bids by email shall not be considered and liable to rejected straightway.

The technical bids will be opened at **04:00 P.M. on 03.08.2026** and financial bids will be opened on the same date i.e. 03.08.2026 in presence of representative of bidders, if they wishes.



Kartik Yadav
29/07/2026

(Kartik Yadav)
Establishment Officer
for Director, IPFT

TERMS & CONDITIONS

TECHNICAL BID

1. The Technical bid must be submitted in the Proforma mentioned at **Annexure-I**.
2. The hotel should not less than 3 Star Rating Category.
3. The Hotel must either be situated at Delhi OR Gurugram only.
4. The team from IPFT, Gurugram may visit hotel (s), facilities available for the guests. The hotel will be considered for opening of financial bid, if, the IPFT team is satisfied with the location of the hotel, appearance and facilities of the hotel.
5. The Bidder should have valid registration number for GST & Income Tax, where his business is located.
 - (a) GST Registration
 - (b) Income Tax/PAN Number
6. Earnest Money Deposit (EMD) : Bidder shall submit along with tender Earnest Money of Rs. 30,000/- (Rupees Thirty Thousand only) in the form of a Demand Draft / Banker's Cheque, drawn in favour of **Institute of Pesticide Formulation Technology** payable at Gurugram, together with technical bid. Technical bid not accompanied with the requisite amount of earnest money shall be rejected. The EMD shall be refunded/returned without interest as under :-
 - (a) After completion of the tendering process to the unsuccessful bidders.
 - (b) After successful/satisfactory completion of the event to the successful bidder.
 - (c) In case bidding process is terminated by IPFT, Gurugram for any reason immediately.

FINANCIAL BID

1. The financial bid will be opened only of those hotels which are found eligible under of the technical bid. Any hotel not qualifying on these parameters will not be considered for the opening of financial bid. The financial bid must be submitted in the proforma mentioned at **Annexure-II**.
2. The successful bidder will be responsible for ensuring standard quality.
3. Any kind of complaint from the participants will invite cancellation of the work-order.
4. Payment will be released through NEFT only after satisfaction of the services extended by the Hotel to the ASDC Participants. The payment



will be released after successful completion of the stay of the participants at the Hotel.

5. The IPFT, Gurugram, at its discretion, reserves the right to reject or accept any or all the tenders without assigning any reasons thereof.

OTHER CONDITIONS

1. The number of rooms may decrease/increase at the time of arrival of the delegates. In case of increase/decrease of rooms, the hotel will charge on actual basis.
2. There will be field visit (may be outside Gurugram) in between the mentioned dates and the participants may be out of Delhi NCR for one /two nights. In this case, hotel will reserve the assigned rooms without any charges for the participants where they were staying and will allot the same room when the participants come back to Delhi NCR from the visit. The hotel will arrange safeguard of the luggage if the participants want to leave luggage at the hotel.
3. A nodal officer from engaged hotel must be deputed for coordination purpose. The person must be senior officer who can coordinate with the IPFT, Gurugram team and offer his/her assistance when required by the IPFT, Gurugram team throughout the programme beginning from Airport pick up and drop after completion of the programme.
4. Both Technical and Financial bids should be sent in separate envelopes **on or before 03:00 PM on 03.08.2026** to the **Director-IPFT, Sector-20, Udyog Vihar, Gurugram – 122 016 (Haryana)** super-scribing "Technical & Financial Bids for **Hotel Accommodation, Food and Transportation for ASDC Training 2026 at IPFT, Gurugram**".
5. Both Technical & Financial bids received in the same envelope and after due date & time shall not be considered for evaluation.
7. The bidders make sure that all requisite documents irrespective to the technical eligibility must be enclosed, failing which the bids shall not be considered for further evaluation.
8. The IPFT, Gurugram reserves the right to engage one/more than one hotel for stay of the participants.
9. The decision of IPFT, Gurugram will prevail in case of any dispute arising out of the conditions.
10. The IPFT, Gurugram also reserves rights to cancel tender at any time without any prior notice to the hotel. In case, tender is cancelled in between the period mentioned for stay of accommodation, the payment will be released to the hotel on pro-rata/actual basis towards stay of the participants in the hotel.

-5-



11. The check-in/out time should clearly have mentioned in the bid. Last day of the Programme i.e. 18.09.2026 must be provide late check-out facility on the next day.
12. There must be no hidden charges. IPFT, Gurugram will pay only the charges towards items included in the tender notice.
13. The hotel has to quote all-inclusive rate.
14. The payment will be payable only after satisfactory completion of event within 30 days after submission of original GST invoice to IPFT.
15. Contract with the lowest bidder will be entered into based on the requirement and services intended to be availed as per above document.
16. Hotel Management will be solely responsible for the safety and security of the guests during their stay in the Hotel and in transit.
17. The lowest bidder will intimate the name and other detail like mobile number etc. of their responsible officer to act as a Coordinator for duration of the event.
18. The lowest bidder will have to arrange the required medical facility on need/call basis.
19. Each page of this tender document should be signed and stamp by the authorized person.
20. For any technical query, may contact by email to admin.ipft@gov.in (0124-2455405).



16

TECHNICAL BID FORMAT

Name of the Hotel with Star Rating and Address : _____

Please provide following Information by Company

Sr. No.	Information Particular	Response
1.	The hotel should must be 3 Star or above category	Copy of Star Rating
2.	Registration Certificate	Copy of Registration Certificate
3.	Trade license	Copy of Trade license
4.	Fire License from Fire Department	Copy of fire license from fire department
5.	Tax Registration	Copy of 1. GST Registration 2. Income Tax/PAN number
6.	Earnest Money Deposit	DD/BC No. Date : Amount : Rs. 30,000/- (Rupees Thirty Thousand only)

We confirm that, all the details mentioned above are true and correct and if IPFT, Gurugram observes any misrepresentation of facts on any matter at any stage of evaluation, IPFT, Gurugram has the right to reject the proposal and disqualify us from the process.

We hereby acknowledge and unconditionally accept that IPFT, Gurugram can at its absolute discretion apply whatever criteria it deems appropriate, not just limiting to those criteria set out in the tender document, in short listing of vendors for providing the service.

Signature of vendor with seal Name of the Authorized Signatory



-7-

FINANCIAL BID FORMAT

Sr. No.	Type of Facility	Requirements	Total Base Rate	Taxes, as applicable	Total Cost (inclusive of all taxes, duties)
1.	Accommodation (13 Nights)	1. Participants : 20 (expected number) 2. Room type : Single room (standard/superior) with complimentary breakfast, Wi-Fi, packaged drinking water bottle etc. 3. Check In : 06 th September, 2026 4. Check Out : 19 th September, 2026	For 20 Rooms for 13 nights		
2.	Arrangement & catering services (for-2 days as per date specified)	07th September and 18th September (2 days) (a) Conference hall with cluster sitting arrangement for minimum 35 personnel with complete audio-video set up (projector, display screen, collar mic, podium). (b) AMT/High Tea for 35 personnel (1-Veg and 1-Non-Veg snacks, tea and coffee, cookies, assorted breads etc.) in hotel only. (c) Buffet lunch for 35 personnel : 01 Veg Snack; 03 Veg Salads; Curd Preparation; Dal, Rice, with minimum main course of Two Veg and Two Non-Veg (HALAL MEAT), Assorted breads, Papad, Rassam, Sambhar, Three Desserts etc. (d) PMT (One Veg/Non-Veg(HALAL) snacks, tea and coffee, cookies) for 35 personnel in hotel only.			
3.	Arrangement & Catering services (for - 08 days) as per date specified.	a) From : 08th September to 17th September, 2026 (8 days-except 12-13 September, 2026 being Saturday and Sunday): b) Food-Out Door Catering (ODC): c) AMT for 35 personnel (1-Veg/1-Non-Veg snack, tea and coffee, cookies, assorted breads etc.) at IPFT, Gurugram. d) Buffet lunch for 35 personnel: 01 Veg Snack; 03 Veg Salads; Curd Preparation; Dal, Rice,			



Sr. No.	Type of Facility	Requirements	Total Base Rate	Taxes, as applicable	Total Cost (inclusive of all taxes, duties)
		with minimum main course of Two Veg and Two Non-Veg (HALAL MEAT), Assorted breads, Papad, Rassam, Sambhar, Three Desserts etc. at IPFT Gurugram. e) PMT for 35 personnel (One Veg/Non-Veg (HALAL) snacks, tea and coffee, cookies at IPFT Gurugram.			
4.	Transportation (8 days)	Pick and drop : 8 to 17 September, 2026 : 8 days except Saturday and Sunday for at-least 25 foreign delegates in a single AC tempo traveler (seating capacity of not less than 25 persons)with good operational condition vehicle not more than 03-year-old having comfortable and clean seating facility with all relevant documents under the law to be available at hotel so as to reach IPFT by 9 AM and leaving IPFT premises by 5.30 pm on working days. Any change in the timings shall be followed as per the instructions of IPFT, Gurugram.			

The bids will be evaluated based on the Grand Total figure. The bidder quoting the lowest will be declared the L-1 bidder.

Note :

1. The bidders have to quote the rates inclusive of all service charges and taxes.
2. The bidders have to quote the rates as per given financial bid format and based on the requirement of the Institute.
3. The bidders may go through the entire tender to get the full scenario of the requirement and quote accordingly.
4. The bidder who quotes lowest in total shall declare the L-1 and consider for awarding the work order.
5. Additionally, one complementary room for the purpose of Control Room will also be required for the programme, for entire period.
6. The number of participants, consequently the number of room required, may vary at the time of actual programme/actual arrival of the participants. The billing will be done on actual basis.

Signature of vendor with seal Name of the Authorized Signatory

