

**EMBASSY OF INDIA**

Kirchenfeldstrasse 28,
CH-3005 Bern (Switzerland)

Tel: 00-41-31-350 11 30

Fax: 00-41-31-351 15 57

E-mail: hoc.berne@mea.gov.in

Bern/Admn/122/02/2025-26/(A)

Dated:- 08.07.2025

NOTICE INVITING QUOTATION

Starting date of Bid : 23 July 2025

Closing Date of Submission of Bid: 12 September 2025

Closing Date of Submission of Bid (Extended): 22 September 2025

Subject: Hiring of Hotel Rooms / Serviced Apartments during World Economic Forum Annual Meeting 2026

The Embassy of India, Berne, Switzerland invites sealed quotations from reputed and registered Hospitality Providers, Hotels, and Property Management Agencies/owners/lessors of Hotels/Apartments located in Switzerland for providing accommodation (Hotel Rooms / Serviced Apartments) for Officials of the Embassy during the Annual Meeting (AM) of the World Economic Forum (WEF) 2026 (18-25 Jan 2026) and for empanelment for future requirement of similar nature. The number and type of accommodations required may vary, and may be up to 15-20 rooms/apartments (single/double/triple or more) during the WEF week. The offer (Financial bid) shall include:

Type of Accommodation (Including Category)	Per Night Rate (CHF)	Minimum Nights Required	Meal Options (Breakfast)	Parking Availability	Distance from WEF Venue (Congress Centre)	Cancellation Policy
Hotel Single Room						
Hotel Double Room						
Serviced Apartment (1 BHK)						
Serviced Apartment (2 BHK)						
Serviced Apartment (3 BHK)						

2. The terms and conditions of the Tender are as follows:

- a. All accommodations must be fully furnished, centrally heated, clean, and in excellent condition.
- b. Quoted rates should exclude VAT (**as the Embassy is exempted from payment of VAT**), but include applicable tourist taxes, cleaning charges, and Wi-Fi.
- c. Accommodations must be available during the entire WEF AM week (including one day prior and one day after the event).
- d. Properties must comply with fire safety regulations and local hospitality laws.
- e. Priority will be given to hotel rooms in Davos/Klosters. In case enough hotel rooms are not available in Davos/Klosters, second preference will be given to apartments near the Congress Centre, Davos or area with easy connectivity.
- f. English-speaking front desk or support staff must be available.
- g. The accommodation provider should designate a main coordinator and one assistant coordinator for round-the-clock liaising with the Embassy.

3. **Mode of Submission:**

The bid shall be submitted online at Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app>. Offline bids submitted to the Embassy would also be accepted. **A detailed profile of the property and agency and list of similar past services provided for events/clients must be enclosed with the Technical Bid.** Bidders are requested to submit their **Technical Bids** and **Financial Bids** in **two separate sealed envelopes** (hard copy, signed on each page in blue/black ink) to the Embassy of India, Berne, on or before **22.09.2025**. The sealed cover should be addressed to the **Head of Chancery, Embassy of India, Kirchenfeldstrasse 28, CH-3005 Berne**. Sealed envelope should be superscribed as **‘Tender for hiring of Accommodation for WEF-2026 by Embassy of India, Berne’**.

4. **The Technical Bid should include the following:**

- a. Detailed Profile of the company, indicating Registration No. and VAT No.
- b. Summary of relevant experience, especially in providing accommodation or hospitality services for high-profile international events.
- c. Complete accommodation details, including:
 - (i) Type and size of units offered (whether apartment or hotel room)
 - (ii) Number of rooms and beds
 - (iii) Location and distance from Congress Centre
 - (iii) Minimum period for which the rooms can be provided during the WEF Week.
- d. List of amenities and services offered, if any, (e.g., Wi-Fi, daily housekeeping, shuttle service, breakfast, etc).
- e. Supporting documents to be enclosed:
 - (i) Photographs of the accommodations

- (ii) References or testimonials from previous clients, if available
- (f) Cancellation Policy of the Company
- (g) Every bidder has to provide an undertaking that there is no financial or business relation between the vendor and any official of the Embassy of India in Berne and that there is no conflict of interest involved.

5. Tender Evaluation:

- a. The sealed bids will be open at **11.00 AM** on **24.09.2025**, by Tender Evaluation Committee of Embassy of India, Berne. The vendors may send their representative at the time of opening of bids. Based on the evaluation for fulfilling the criteria, as stated in the Technical Bid, the authority reserves the right at its sole discretion to seek additional information, documents etc. from the bidders, as it may consider necessary for the purpose of evaluation of bids.
- b. Financial Bids of only those bidders who qualify and are short-listed on evaluation of their Technical Bids would be opened. The date and time of opening of Financial Bids would be intimated in advance to the bidders who have qualified in the Technical Bid Evaluation, and their authorized representatives only would be permitted to participate in the opening of financial bids.

6. Other Important Conditions:

- a. The bidders should have good experience in the relevant field of work and submit recent list of jobs done with specific names of clients.
- b. The bids received after the due date & time of submission shall not be entertained, and shall be returned to the Tenderer unopened.
- c. Incomplete tenders or tenders not fulfilling the prescribed condition are liable to be rejected.
- d. The bids should be strictly as per the conditions laid down by of Embassy of India, Berne. Bids with any additional condition(s)/modification shall be rejected.
- e. The Embassy of India, Berne reserves the right to accept or reject any or all bids in part or full without assigning any reason thereof.
- f. In case the conditions mentioned above are found violated at any time before opening of bids, the bid shall be summarily rejected.
- g. The company/firm shall only submit one proposal. If a company submits or participates in more than one proposal, such proposals shall be disqualified.
- h. The bid proposals, all related correspondence exchanged by the company/firm and the contract to be signed with the winning company shall be written in the English Language.

- i. Even though the bidder may satisfy the above requirements, bids would be liable to disqualification, if bidder has made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures.
- j. This notice inviting tender/e-tender is not a Contract, offer or an agreement by Embassy of India, Berne.

7. **Bid Security (EMD)**

In accordance with the Government of India, Ministry of Finance, Department of Expenditure Office Memorandum No. F.9/4/2020-PPD dated 12.11.2020 and subsequent guidelines, submission of Bid Security (Earnest Money Deposit) is hereby waived. However, all bidders are required to submit a Bid Security Declaration in the prescribed format (**Annexure-I**), accepting that if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and fail to sign the contract or submit the required Performance Security, they will be suspended from participating in any future tenders issued by the Embassy.

8. **Performance Security:**

The successful bidder shall be required to furnish a Performance Security for an amount equivalent to **3%** of the estimated value of the contract, within 15 days of award of contract. The Performance Security shall be deposited into the official bank account of the Embassy of India, Berne, and remain valid for a period of 60 days beyond the completion of all contractual obligations. The Performance Security shall be forfeited in case of breach of contract or failure to deliver services as per agreed terms.

9. **Confidentiality**

Information relating to evaluation of bids and recommendations concerning awards shall not be disclosed to the firm/company who submitted the tender or to other persons not officially concerned with the process, until the publication of the award of contract.

10. **Settlement of Disputes**

The resultant contract shall be governed by and construed in accordance with the Laws of India. All matters arising under or in connection with the contract shall be subject to the exclusive jurisdiction of the courts situated in the State of Delhi. In the event of any dispute or difference arising out of or in connection with the resultant contract, including any question regarding its existence, validity, interpretation, execution, or termination, the same shall be settled amicably through mutual discussions and as per Indian Laws.

11. **Award of Contract**

The contract shall ordinarily be awarded to the lowest evaluated bidder whose bid has been found responsive and who is eligible and qualified to perform the contract satisfactorily, as per the terms and conditions specified in the bidding document. However, in case of ad-hoc or urgent requirements, if the lowest acceptable bidder is unable to supply the full quantity required, the remaining quantity may, as far as

practicable, be ordered from the next higher responsive bidder at the rates quoted by the lowest responsive bidder.

12. **Proposal Validity**

The firm/company's bid must remain valid for 6 months from the closing date for submission of bids. **However, the bidder which qualify for the Technical bid criteria will be empaneled with Embassy for providing similar accommodation requirement in future for WEF AM.**

13. **Inquiry/Clarification**

For any inquiry/clarification please contact by Email to hoc.berne@mea.gov.in, admn.berne@mea.gov.in or by phone +41(0)31-350-1138.

Head of Chancery

**Annexure-I:
Bid Security Declaration Format**

Bid Security Declaration

I/We hereby declare that if we withdraw or modify our bid during the period of validity, or if we are awarded the contract and fail to sign the agreement or submit the required Performance Security, we will be suspended from participating in future tenders of the Embassy of India, Berne.

Name of Bidder:
Signature of Authorised Signatory:
Date:
Seal of the Company/Firm: