



EMPANELMENT OF HOTELS

(29th January 2026)
RFQ: ReBIT/CPO/2025-26/PR444/657/116

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Reserve Bank Information Technology Pvt. Ltd.
502, Building No 1, Mindspace Juinagar, Nerul, Navi Mumbai – 400706

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1. About ReBIT

Reserve Bank Information Technology Private Limited (ReBIT) is RBI's subsidiary for **Enterprise Technology and Allied Service** which has been set up by the Reserve Bank of India (RBI), to take care of the IT requirements, including the cyber security needs of the Reserve Bank and its regulated entities. ReBIT advises, implements and monitors internal or system-wide IT projects (both existing & new) of the Reserve Bank of India and manages its critical IT systems as wholly owned subsidiary of Reserve Bank.

2. Objectives

ReBIT intends to empanel reputed 3, 4 and 5 star category Hotels serving specific locations in India (as per **Annexure B**) for providing "Hotel services" for officials of ReBIT. Competitive offering is expected in line with the corporate discounted rates offered to Reserve Bank of India for the same services across PAN India.

3. Minimum Eligibility Criteria

Only those bidders who fulfil the eligible criteria mentioned at **Annexure – G** shall be empanelled for hotel accommodation for the calendar year 2026 for period of 12 months. For subsequent years, the contract with individual empanelled hotel may be renewed on mutual consent and approval of the competent authority of ReBIT.

4. Submission of proposal

Bidder shall submit the proposal on or before **19th Feb 2026 up to 3:00 pm** through email to procurement@rebit.org.in as per **Annexure H** format, which shall be addressed to:

The CEO,
Reserve Bank Information Technology Pvt. Ltd.
502, Building No 1, Mindspace Juinagar, Nerul,
Navi Mumbai, Maharashtra – 400706.

Proposal validity: Proposals must remain valid up to 60 (Sixty) days from the last date of submission.

5. Scope of Work

The scope of work under empanelment is for providing accommodations to ReBIT officials under the below terms and conditions:

- 1.1. The empanelled hotel / hotel chain should have either PAN India / Zonal / Local presence covering all / either of the listed metro, tier I, II, III cities within the particular zone) as per details shown in **Annexure B**:
- 1.2. Bidder shall provide their details as per **Annexure F** format.
- 1.3. The rates quoted w.r.t. hotel services shall be most competitive in terms of rates and prices prevalent in the market and within the reference rates shown below:

Category of employee	Type of Room		
	A (INR – Excl. GST)	B (INR – Excl. GST)	C (INR – Excl. GST)
Grade 1 (Senior Management)	6,000 - 10,000/-	6000 - 8000/-	4000 - 6000/-
Grade 2	4,000 - 6,000 /-	2000 - 4000/-	2500 - 3500 /-

- 1.4. The Rates should be quoted for Single and Double occupancy basis and should include the following:
 - A. Room rent.
 - B. CP (inclusive of breakfast) and MAP (including breakfast, lunch or dinner).
 - C. Arrangement of tea, coffee and mineral water in the room.
 - D. High speed internet/ Wi-Fi connection
 - E. Long stay – 7 to 14 days.
- 1.5. The Hotel should have in-house restaurants to provide meals to the ReBIT officials.
- 1.6. The empanelled hotel will be responsible to make room booking for the ReBIT officers on the request from an authorized officer of ReBIT.
- 1.7. The period of empanelment of Hotel Services would be for one year from the date of receipt of letter, which may be extendable on the basis of performance.
- 1.8. The prospective hotels should have the compliance of all the relevant Laws, Acts and regulations as applicable from time to time.
- 1.9. The properties of hotel should be fire compliant and must have functional fire alarm and fire-fighting systems in place.
- 1.10. The empanelment may be terminated on account of breach of any one or more of above

clauses and the ReBIT shall have exclusive rights to cancel / terminate the services of empanelled agency at any time and without any notice at ReBIT's discretion without assigning any reason thereof.

- 1.11. The hotel management should undertake that, they will be courteous and polite in their behaviour/ attitude towards the guests.
- 1.12. The hotel management should undertake the safety and security of officials send by ReBIT.
- 1.13. The hotel would provide clean and hygienic room to the officials of ReBIT.

SLA :

1. Unclean & unhygienic room.
2. Cancellation of confirm room without cancel request.
3. Overcharging beyond agreed corporate rates
4. Non-availability of basic amenities (Wi-Fi, water hot cold, ac power backup)

6. Selection Process

The empanelment contract will be awarded to the successful bidder (s) who qualify the MEC and whose bid is determined to be most responsive and have been evaluated to be the competitive prices on PAN India / zonal / local basis.

The decision of ReBIT shall be final in this regard and any misrepresentation of facts may lead to outright rejection of the Bid.

7. Commercial Terms & Conditions

- 1.1. Payment Terms: ReBIT will endeavour to make all payments in relation to the Hotel services, within a period of 30 days from the date of submission of Tax invoice by hotel & acceptance by ReBIT.
- 1.2. The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes & levies).
- 1.3. Service Tax on F&B shall be borne by the hotel.
- 1.4. Hotel should obtain signature of the officer/guest at appropriate place and should be accompanied with a copy of the booking order duly issued by authorized signatory or received from authorized mail id of Reserve Bank of India, Mumbai.
- 1.5. The Hotel shall submit the bills at the address given at the time of booking by 15th of following month.

- 1.6. The ReBIT will empanel the hotel/hotel chain for calendar year 2026 for period of 12 months. For subsequent years, the contract with individual empanelled hotel/hotel chain may be renewed on mutual consent and approval of the competent authority of ReBIT.
- 1.7. As far as possible, payment of bills will be made to the hotel within one month of submitting the bills.

8. Confidentiality / NDA

The Bidder must undertake that they shall hold in trust any Information received by them, under the Contract/Purchase Order, and the strictest of confidence shall be maintained in respect of such Information. The Bidder has also to agree:

- i. To maintain and use the Information only for the purposes of the Contract/Agreement and only as permitted by ReBIT.
- ii. To only make copies as specifically authorized by the prior written consent of ReBIT and with the same confidential or proprietary notices as may be printed or displayed on the original;
- iii. To treat all Information as Confidential Information.

9. Jurisdiction

Notwithstanding anything contained herein above, in case of any dispute, claim and legal action arising out of this empanelment document, the parties shall be subject to the jurisdiction of courts at Mumbai, Maharashtra State, India only.

Annexure A - Submission Checklist

Submission Checklist for Technical Bid

The Bidder must ensure that the following have been submitted as a part of the Technical Bid submission process. Failure to provide any of the documents as detailed below could lead to the disqualification of the Bidder from the bid.

The following documents/items need to be submitted:

Items	Submitted (Bidder)	Verified (REBIT)	Page No.
Index of all the documents, letters, signed RFQ etc. submitted in response to this document along with page numbers.	☐	☐	
Annexure D: Self-Declaration to comply with Prevention, Prohibition and Redressal Sexual Harassment of Women at Workplace as per Act, 2013	☐	☐	
Annexure F: Bidder's Details on Bidder's letter head	☐	☐	
Annexure J: Escalation Matrix on Bidder's letter head	☐	☐	
Annexure O: Confidentiality & Non-Disclosure Agreement	☐	☐	
Copy of the Bid document along with all clarifications released by ReBIT duly stamped and signed on all the pages of the document for having noted the contents and testifying conformance to the terms and conditions set out therein. The proposal should be prepared in English in MS Word / PDF format.	☐	☐	

Submission Checklist for Commercial Bid

The following documents need to be provided by the Bidder for the Commercial

Commercial Bid Documents	Submitted (Bidder)	Verified (ReBIT)	Page No.
Annexure H: Commercial Bid Format (in excel and .pdf format)	☐	☐	

Annexure B - Locations: PAN India

TIER 1	Ahmedabad	Bangalore	Chennai	Hyderabad	Kolkata	Mumbai	Navi Mumbai	New Delhi/Gurugram	N/A	Thane
TIER 2	Pune	Ahmedabad	Jaipur	Nagpur	Bhopal	N/A	N/A	N/A	N/A	N/A
TIER 3	Other locations that are not mentioned in Tier 1 and 2 are all a part of Tier 3									

Annexure D - Self-Declaration to comply with Prevention, Prohibition and Redressal Sexual Harassment of Women at Workplace as per Act, 2013

(On letterhead of the Bidder)

Strictly Private and Confidential

To
The Chief Executive Officer
Reserve Bank Information Technology Pvt Ltd. (ReBIT),
502, Building No 1, Mindspace Juinagar,
Nerul, Navi Mumbai – 400706

[Date]

Dear Sir / Madam,

Sub: Request for Proposal ref. no. ReBIT/CPO/2025-26/PR444/657/116

Further to our proposal, in response to the Request for with reference number RFQ (hereinafter referred to as “RFQ”) issued by Reserve Bank information technology Pvt Ltd (hereinafter referred to as “REBIT”) we hereby covenant, warrant and confirm as follows:

1. Full compliance with the provisions of the “the sexual harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaint of sexual harassment against any of our employee within the premises of the ReBIT, the complaint will be filed before the Internal Complaints Committee constituted by the Bidder and the Bidder shall ensure appropriate action under said Act in respect to the complaint.
2. Any complaint of sexual harassment from any aggrieved employee of the Bidder against employee of the ReBIT shall be taken cognizance of by the Regional Complaints Committee constituted by the ReBIT.
3. The Bidder shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the Bidder, for instance any monetary relief to ReBIT’s employee, if sexual violence by the employee of the Bidder is proved.
4. The Bidder shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
5. The Bidder shall provide a complete and updated list of its employees who are deployed within the ReBIT’s premises.

Yours faithfully,

Authorised Signature [In full and initials]:

Name and Title of Signatory:

Name of Company:

Contact Details:

[Please mark this letter with your company seal]

Annexure F - Bidders Details:

1	Name of the hotel	
2	Hotel address with Fax /Telephone Number/ e-mail id/ website details	
3	Star Category (enclose certificate)	
4	Important offices and commercial areas nearby with distance	
5	Details of the owner/proprietor/ partner/ promoter/company	
6	Address of the owner/proprietor/partner/ promoter/company	
7	Residential address of the owner/proprietor/ Partner/company	
8	Address of registered office with Telephone Number/fax/e-mail id	

Yours faithfully,

Authorised Signature [In full and initials]:

Name and Title of Signatory:

Name of Company:

Contact Details:

[Please mark this letter with your company seal]

Annexure G: Minimum Eligibility Criteria

In order to become eligible, the Hotels should have the following qualifications & documents to be furnished.

#	Qualifications	Documents	Yes / No
1	Registration of ownership	Photo Copy of the ownership certificate.	
2	Registration for GST	Photo Copy of GST Registration certificate in the name of registered owner.	
3	Income Tax Registration	Photo Copy of PAN certificate in the name of registered owner.	
4	Registration with Local Police / other authorities for Health License	Self-attested declaration must be submitted on the bidder's letterhead	
5	Registration with Local Police / other authorities for Trade License	Photocopy of Trade License issued by Local Police / other authorities.	
6	Registration with Fire Department for Fire License Clause	Self-attested declaration must be submitted on the bidder's letterhead	
7	Star Category (Three, Four or Five)	Photocopy of star category certificate, if any	

Yours faithfully,

Authorised Signature [In full and initials]:

Name and Title of Signatory:

Name of Company:

Contact Details:

[Please mark this letter with your company seal]

Annexure H: Commercial format:

(On letterhead of the Bidder) Total Cost of the Contract should be calculated in below format:-

Hotel/ Property Name	City	Hotel/ Property address	Distance from railway (KM)	Distance from airport (KM)	Room category	Room Tariff per day (for single occupancy) in Rs.		Room Tariff per day (for double occupancy) in Rs.	
						CP	MAP	CP	MAP

1. The room tariff should be excluding all the taxes as applicable.
2. Service Tax on F&B shall be borne by the hotel.
3. No other charge will be payable.

Yours sincerely,

Authorised Signature [In full and initials]:

Name and Title of Signatory:

Name of Company:

Contact Details:

[Please mark this letter with your company seal]

Annexure J: Escalation Matrix

Bidder is required to share the Escalation Matrix on company's letter head.

Level	Name	Designation	Mobile # and Email ID
L1			
L2			
L3			
L4			
CEO / Head of Organisation			

Yours faithfully,

Authorised Signature [In full and initials]:

Name and Title of Signatory:

Name of Company:

Contact Details:

[Please mark this letter with your company seal]

Annexure O - Confidentiality and Non-Disclosure Agreement Undertaking

(Letterhead of the Bidder)

Strictly Private and Confidential

The Chief Executive Officer
Reserve Bank Information Technology Pvt Ltd. (ReBIT),
502, Building No 1, Mindspace Juinagar,
Nerul, Navi Mumbai – 400706

[Date]

[Salutation]

Confidentiality Undertaking

We acknowledge that during bidding process and contract engagement for the subject RFQ#Empanelment of Hotels_ReBIT ReBIT/CPO/2025-26/PR444/657/116 ,we shall have access to and be entrusted with Confidential Information. In this letter, the phrase "Confidential Information" shall mean any information (whether of a commercial, technical, scientific, operational, administrative, financial, marketing, business, or intellectual property nature or otherwise), whether oral or written, relating to REBIT and its business that is provided to us at any time before, during or after the implementation.

In consideration of you making Confidential Information available to us, we agree to the terms set out below:

1. We shall treat all Confidential Information as strictly private and confidential and take all steps necessary (including but not limited to those required by this Agreement) to preserve such confidentiality.
2. We shall use the Confidential Information solely for the preparation of our response to the RFQ and not for any other purpose.
3. We shall not disclose any Confidential Information to any other person other than as permitted by item 5 below.
4. We shall not disclose or divulge any of the Confidential Information to any other client.
5. This undertaking shall not prohibit disclosure of Confidential Information:
 - To our partners/ directors and employees who need to know such Confidential Information to assist with the bidding for the scope envisaged under this RFQ document with your prior written consent;
 - To the extent that such disclosure is required by law, in which case we undertake to duly notify you;
 - To the extent that such disclosure is required by any rule or requirement of any regulatory authority with which we are bound to comply, in which case we undertake to duly notify you; and
6. Upon your request we shall arrange delivery to you of all Confidential Information, and copies thereof, that is in documentary or other tangible form, except:
 - For the purpose of a disclosure permitted by item 5 above, subject to your prior written consent; and
 - To the extent that we reasonably require to retain sufficient documentation that is necessary to support any advice, reports, or opinions that we may provide subject to your prior written consent.
7. This undertaking shall not apply to Confidential Information that:
 - Is in the public domain at the time it is acquired by us;

- Enters the public domain subsequent to our acquisition, otherwise than as a result of unauthorised disclosure by us; and
 - Is independently developed by us.
8. We warrant that we are acting as principal in this matter and not as agent or broker for any person;

We have read this Agreement fully and confirm our agreement with its terms.

Yours sincerely

Signature and Stamp of Company

Authorised Signatory (same as signing the proposal)

Name:

Position:

Date: