

## कोल इण्डिया लिमिटेड

(भारत सरकार भारत का उपक्रम)  
(एक महारत्न कंपनी)  
ब्लॉक 3-प्लेट ए, तीसरा तल  
पूर्वी किदवाई नगर ऑफिस कॉम्प्लेक्स  
नई दिल्ली 110023 -  
फोन: +91-11-24624622  
फैक्स: +91-11-24346475  
ईमेल : [cil.delhi@coalindia.in](mailto:cil.delhi@coalindia.in)



## COAL INDIA LIMITED

(A Government of India Undertaking)  
(A Maharatna Company)  
Block-3, Plate-A, 3<sup>rd</sup> Floor,  
East Kidwai Nagar Office Complex  
New Delhi- 110023  
Phone: +91-11-24624622  
Fax: : +91-11-24346475  
Email: [cil.delhi@coalindia.in](mailto:cil.delhi@coalindia.in)

Ref No.: CIL/Delhi/Hotel/2026-28/

Date: 01 July 2026

To,

All Concerned Hotels  
Delhi/NCR

### Sub: Empanelment of Hotels for the period from 01.09.2026 to 31.08.2028

Dear Sir/Madam,

Coal India Limited, Delhi Office, intends to empanel hotels of various categories in Delhi and NCR for accommodation of visiting officials/guests during the period from 01.09.2026 to 31.08.2028.

In this connection, you are requested to submit your competitive offer for various categories of accommodation available at their hotel in the enclosed prescribed format (**Enclosed**). Details of complimentary facilities/services offered by the hotel may also be indicated clearly in the remarks column along with the quoted rates.

Hotel may also include any additional category of accommodation available by adding suitable rows in the enclosed format. **A single consolidated rate for each category of Room and Suite on MAP plan (One Breakfast and One Major Meal) may be offered for the entire empanelment period from 01.09.2026 to 31.08.2028. No seasonal escalation in rates shall be accepted during the empanelment period.** Applicable taxes shall be payable as per Government rules. However, service charges and taxes on complimentary facilities/services offered by the hotel shall not be borne by Coal India Limited.

**Bookings shall be made on "Bill to Company (BTC)" basis and payment shall be released after submission of duly signed original bills along with supporting documents as required by Coal India Limited.**

**The following self-attested/duly signed documents are required to be submitted along with the offer:**

1. Rates in the prescribed enclosed format.
2. Valid Category/Star Rating Certificate issued by the competent authority.

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3. Vendor Data Form along with cancelled cheque.
4. Copy of GST Registration Certificate.
5. Copy of PAN Card.
6. Trade License/Hotel Registration Certificate.
7. FSSAI License, wherever applicable.
8. Contact details of authorized representative including mobile number and e-mail ID.
9. Letter regarding acceptance of bookings on BTC basis along with extension of minimum 45 days credit facility.
10. MSME Certificate, if applicable.
11. Any other relevant supporting document(s).

The offer complete in all respects in prescribed formats and supporting documents, may be submitted either in-person or by post/courier to the office of the undersigned before 10.07.2026.

Coal India Limited reserves the right to accept or reject any or all offers without assigning any reason thereof.

Thanking you,

Yours faithfully,

Senior Manager  
Coal India Limited  
Plate-A, 3rd Floor, Block-3  
East Kidwai Nagar  
New Delhi – 110023

Encl.:

1. Prescribed Rate Format
2. Vendor Data Form

Copy to :

1. HoD(F),CIL Delhi

**Coal India Limited Delhi Office**  
**Vendor Data Updation/Registration Form**

Title Proprietorship/ Company/Partner/JV/LLP	
Name of Firm	
Name Of Partner	
MSME Registered	
Country	
OrderCurrency	
Address-Line-1	
Address-Line-2	
Address-Line-3	
Street	
Postal Code	
City	
District	
Region	
Telephone No.	
Fax No.	
Mobile No.	
Email ID	
GST Number	
Permanent Account Number	
Lower Rate Of TDS Applicable	
Vendor Bank Country	
Vendor Bank Name	
Vendor Bank City	
Vendor Bank Name	
Vendor Bank Branch	
Vendor A/C Holder	
Vendor Bank IFSC Code	
Vendor Bank A/C No.	

Enclosure:-

1. Cancelled Cheque.
2. Self Attested Pan Card Copy.
3. Self Attested GST Certificate Copy.
4. Self Attested Valid MSME Certificate.

Note: Vendor is responsible to bring to the notice of management for updation of any field above.

**COAL INDIA LTD - NEW DELHI**  
**Rate Sheet Format**

Name of the Hotel	
Hotel Address	
Contact Person Name	
E-Mail	
Mobile No.	
Star Category	

Our Nomenclature	Your Nomenclature	Single Occupancy Offered Rates (Excluding Tax)	Double Occupancy Offered Rates (Excluding Tax)	Breakfast (Y/N)	Major Meal (Y/N)	Laundry (Pcs/day)	Airport Transfer (1 or 2) (Y/N)	Any other facilities offered	Remarks
Standard Room									
Deluxe Room									
Club Room									
Executive Suite									
Deluxe Suite									
Luxury Suite									
Any other Room category									

**Note: 1. Rates to be offered by the Hotel on MAP Plan (One Breakfast and One Major Meal)**  
**2. All taxes will be payable as per Government rules and no service charge will be payable by CIL.**

Signature: \_\_\_\_\_  
Name : \_\_\_\_\_  
Contact no. : \_\_\_\_\_