



ALL NEPAL FOOTBALL ASSOCIATION

ANFA Complex, Satdobato, Lalitpur, Nepal

REQUEST FOR PROPOSAL (RFP)

for

Procurement of Hotel Services (with Banquet Hall and Catering Services) in Jhapa District for Upcoming Ordinary Congress

Issued on: 16th March 2026

Issued to: Hotel Service Providers with Banquet Hall (and without one)

Invitation for Bids No.: ANFA/RFP/24/082-083





Request For Proposal (RFP)

ALL NEPAL FOOTBALL ASSOCIATION

ANFA Complex, Satdobato, Lalitpur, Nepal

Date of publication: 16th March, 2026

Invitation for Bids No: ANFA/RFP/24/082-083

1. The **All-Nepal Football Association** Invites Proposals from eligible bidders for **Procurement of Hotel Services (with Banquet Hall and Catering Services) in Jhapa for Upcoming Ordinary Congress.**
2. Eligible Bidders may obtain further information and inspect the bidding documents at the office of All Nepal Football Association (ANFA), Satdobato, Lalitpur [Ph. no. 01-5201060 & Email: procurement@the-anfa.com] and/or download the bidding documents through ANFA Website www.the-anfa.com [more>downloads>general>RFP 24 (Jhapa Congress)]
3. Bidders submitting their bids, should deposit the cost of bidding document of NRs. 1000.00 in the following Rajaswa (revenue) account as specified below:

Information to deposit the cost of bidding document in Bank:

Name of the Bank: Nepal Investment Mega Bank Limited, Durbarmarg

Name of the Office: All Nepal Football Association

Office Account No.: 00101010031354

4. Proposals must be submitted to the office of **All Nepal Football Association (ANFA), Satdobato, Lalitpur** by hand/courier on or before **12.00 PM** on **20th March, 2026**. Bids received after this deadline will be rejected.
5. The bids will be opened in the presence of Bidders' representatives who choose to attend at **14.00 PM** on **20th March, 2026** at the office of All Nepal Football Association (ANFA), Satdobato, Lalitpur.
6. ANFA reserves the sole right for proposal/bid selection or rejection without assigning any reason whatsoever. Also, Bids/Proposal once submitted cannot be revised.





Request For Proposal (RFP) – Document ALL NEPAL FOOTBALL ASSOCIATION

ANFA Complex, Satdobato, Lalitpur, Nepal

Date of publication: 16th March, 2026

Invitation for Bids No: ANFA/RFP/24/082-083

Request for Proposal (RFP) for Procurement of Hotel Services (with Banquet Hall and Catering Services) in Jhapa for Upcoming Ordinary Congress

Name of Hotel/Service Provider	
Location	
Hotel Category	
RFP launch Date	16 th March, 2026
Deadline for Submission	20 th March, 2026 (12:00 PM) – by hand or by courier
RFP Submitted to	All Nepal Football Association (ANFA) Satdobato, Lalitpur, Nepal email: procurement@the-anfa.com [for any enquiry or any further information required] Tel :01-5201060 Web: the-anfa.com

1. Introduction

The **All-Nepal Football Association (ANFA)** invites proposals from qualified and reputable hotels — including **Hotels rated 3-star, 4-star, or 5-star** — located within the **Jhapa District** in close proximity to Bhadrapur Airport to provide accommodation and related hospitality services as outlined in this Request for Proposal (RFP).

The selected hotel(s) will be responsible for providing:

- Comfortable and secure **accommodation for all players (present or former), officials, ANFA guests, representatives and delegates.**
- **Meals and Fooding** as per the event-specific dietary requirements
- **Conference Hall (Minimum Capacity 350-400) and meeting rooms is a must**
- Laundry services, transportation facilitation (if available), and other standard hotel amenities

Hotels will be evaluated based on **location, proximity to Bhadrapur Airport, Quality of service, pricing structure, past experience, capacity, size of halls (which must be able to host 400 Pax Comfortable) and responsiveness to ANFA's requirements.**

We look forward to receiving proposals that demonstrate a commitment to excellence, hospitality, and service delivery aligned with ANFA's values and expectations.



2. Accommodation Services (with related hospitality Services) and Financial Proposals

The scope of services includes, but is not limited to following:

Bidding Category A: Hotel Services with Banquet Hall and Catering Services

Name of Hotel: _____

Self-Declared Hotel Category: _____

Location of Hotel: _____

Check Box; Three Star [], Four Star [], Five Star []

International Delegates, Officials and ANFA Official Representatives					
SN	Type of Room	Qty	Unit	Unit Cost Including of Taxes	Total Cost Including of Taxes
1	Single Occupancy Room	12	per night/room		
2	Double Occupancy Room	8	per night/room		
Total Amount Inc of Taxes Per Night (NRS)					
Amount in Words (NRS) for per night stay:					

Quantity above is indicative, and ANFA reserves the right for any deviation from quantity and duration of stay.

Minimum Requirement;

- a. Accommodation must be on full board Basis (B&B basis) – Suitable meal (breakfast to be provided once a day)
- b. Accommodation facilities (rooms, toilets, hand sanitizer, mask, etc.) and its surroundings must be clean and free from any smell.
- c. A minimum of two (2) litres of water per person per day.
- d. Ensuring privacy and security.
- e. Ensuring door locks, bathroom locks are functional.
- f. Ensuring no unauthorized person gets access to accommodation.
- g. Must Provide a proper banquet hall with dining facility (buffet breakfast and lunch) that is located within Hotel Premises.
- h. Ensure Availability of **Banquet Hall** for **Ordinary Congress on Chaitra 13, 2082** as per details below and must fill out the **Price Schedule of Banquet Hall** below:



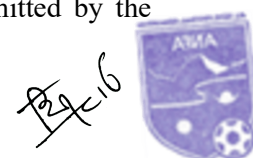
Price Schedule of Banquet Hall

SN	Particulars	Quantity*	Unit	Unit Price (in NRS)		Amount
				Rate In figures	Rate In words	
A	B	C	D	E		F = C X E
1	Buffet Breakfast at Banquet Hall	450	Pax			
2	Buffet Lunch at Banquet Hall	350	Pax			
Sub-Total						
Vat Added (13%)						
Grand Total						
Amount in words (including VAT):						

*Quantity above is indicative, and ANFA reserves the right for any deviation from quantity

Technical Requirement:

- Must Provide a proper banquet hall with dining facility (buffet breakfast and lunch) that is located within Hotel Premises.
- Must be able to provide buffet breakfast for 450 Pax during the opening session.
- Must be able to provide conference hall services including Lunch for 350 Pax after the opening session.
- Must be able to provide a separate dining area for Breakfast and Lunch with sufficient and comfortable seating space for the mentioned pax above.
- Must be able to provide Tea/Coffee and Sufficient Cookies throughout the day.
- The conference hall must be indoors and should have a stage upfront.
- The conference Hall setup must include comfortable chairs and tables (around 110 tables with 2-3 chairs each + table on stage for at least 15 ANFA Representatives) in theater style.
- Should facilitate the arrival of guests from around 8-9 AM (morning) till 5-6 PM (evening) during the ANFA ordinary congress.
- Must provide ANFA with Wireless Mics (4 nos) and proper sound system (coverage of whole hall).
- Must provide ANFA with proper internet coverage suitable for the event with proper distribution in the whole venue - Proper bandwidth speed for uninterrupted internet service.
- The lunch menu must have at least 2 separate items that is non-veg and other standard items associated with buffet breakfast and dinner. Offered food menu must be submitted by the



bidder along with this bid for evaluation purposes.

- Conference Hall and other facilities (rooms, attached toilets, shared spaces, general area and its surroundings) must be kept clean and free from any smell.
- Enough parking spaces to accommodate the pax mentioned above.
- Ensuring privacy during assembly (Closed session) and security is a must.
- Adequate lighting for both stage and audience areas.
- Availability of CCTV surveillance for security purposes.
- Availability of backup power supply (generator/inverter) in case of electricity failure.
- Adequate number of power outlets for laptops, cameras and other devices.
- Proper air conditioning or ventilation system, considering the capacity of the hall.

Bidding Category B: Hotel Services Only without Banquet Hall

The scope of services includes, but is not limited to following:

Name of Hotel: _____

Self-Declared Hotel Category: _____

Location of Hotel: _____

Check Box; Three Star [], Four Star [], Five Star []

For ANFA Officials and Locally Travelling ANFA Representatives					
SN	Type of Room	Qty	Unit	Unit Cost Including of Taxes	Total Cost Including of Taxes
1	Single Occupancy Room	10	per night/room		
2	Double Occupancy Room	25	per night/room		
Total Amount Inc of Taxes Per Night (NRS)					
Amount in Words (NRS) for per night stay:					

Quantity above is indicative and ANFA reserves the right for any deviation from quantity and duration of stay.

Minimum Requirement:

- Accommodation must be on full board Basis (B&B basis)
- Accommodation facilities (rooms, toilets, hand sanitizer, mask, etc.) and its surroundings must be clean and free from any smell.
- Accommodation must be located in an area that is safe from negative and noise pollution.
- A minimum of two (2) litres of water per person per day.
-

Important: If Available bidders are requested to separately attach costings along with details of



other standard hotel amenities (like airport transfers, laundry, hi-tea cost, segregated breakfast/launch/dinner, only seminar hall cost, projector rentals, led screen rentals etc. for all possible future references for ANFA and related incidental costs.

Important Notes:

- The above price should be valid for the current FY 2082/83.
- Bidders are allowed to bid in only one category (Either category A or category B) given the availability of their Banquet Hall however bidders can be offered contract from ANFA for hotel accommodation services only if bidder has only bid in category A based on technical and financial evaluation.
- Specific services required in the above dates.
- Prices should be in Nepalese Rupees.
- Cost should be inclusive of all applicable taxes.
- Quantity presented above is indicative, and ANFA reserves the right for any deviation from quantity and duration of stay. Such a deviation is based on actual requirements and
- Accommodation service provider to keep a proper rooming list with room numbers assigned and specific dates of check-in and check-outs.
- Delivery of order as per individual order issued to service providers. Hotels to bill ANFA as per actual basis based on the rooming list.
- Please Fill the Annex-I, as a part of this RFP Evaluation Criteria.
- Payment Term: Within 30 days after the completion of the individual order and final bill. submitted to ANFA to its satisfaction. Payment to be made by accounts division at ANFA.

3. Details Accommodation and Related Services Requirement for Upcoming Ordinary Congress

Bidding Category: A Only (Hotel Service with Accommodation and Banquet Hall)

For Jhapa Accommodation; Jhapa, Birtamod

Check-in Date: 26th March, 2026 (approx.)

Check-out Date: 14th March, 2026 (approx.)

Date of Event: 27th March, 2026.

Total Number of Nights: 2 nights (approx.)

Guest Type: International Delegates, Officials and ANFA Official Representatives

Number of Pax; 32 (approx.)

Able to provide buffet breakfast during the opening session and lunch for 350 Pax and 450 pax lunch in after the opening session.

Bidding Category: B Only (Hotel Service with Accommodation and Banquet Hall)

For Jhapa Accommodation; Jhapa, Birtamod

Check-in Date: 26th March, 2026 (approx.)

Check-out Date: 14th March, 2026 (approx.)

Date of Event: 27th March, 2026.

Guest Type: ANFA Official Representatives

Number of Pax; 32 (approx.)

Bidders are allowed to bid in only one category (Either category A or category B) given the availability of their Banquet Hall however bidders can be offered contract from ANFA for hotel accommodation services only if bidder has only bid in category A based on technical and financial evaluation.



4. Technical Proposal Requirements and Evaluation Criteria

➤ **Hotel Information and Details**

- Name and address of the hotel (company registration certificate)
- Hotel Category (with certification if available)
- Details of the Hotel, its rooms and overall premises.
- Experience of Accommodating Service provided for big groups of guests [preferred]
- Contact details of the person responsible for the proposal (Annex-I)

➤ **Compliance and Certifications**

- Adherence to all regulatory standards (Company Registration Certificate, Tax Clearance Certificate for FY 2080/81, VAT/PAN registration Certificate).

➤ **Other Terms and Conditions**

- Hotel must be situated in a suitable place as determined by ANFA considering the accessibility. ANFA has the right to evaluate the proposal depending on the location of the service provider.
- Having rooming details of officials available to the hotel and accessible for ANFA during the stay at the hotel is a must.
- Minimum Requirement criteria must be ensured by the service provider at no additional cost to ANFA.
- The selected hotel will be required to enter into a formal agreement with ANFA.
- For Evaluation purposes the bidder is required to fill out all the price details above in both packages for players and officials. It is also to be noted that the quantity mentioned above are indicative and deviation can be expected as per competition format, ANFA reserves the right for such deviations. In case of such deviations, Service providers must bill ANFA on actual basis.
- All costs associated with the preparation and submission of the proposal will be borne by the bidder.
- ANFA reserves the right to ask for the accommodation facilities to be changed or shifted to entirely another hotel, if ANFA decides that the accommodation service being provided does not fulfill the requirements as mentioned in this RFP.
- All Nepal Football Association (ANFA) reserves the right to reject any or all proposals without assigning any reasons whatsoever.
- ANFA reserves the right for the selection of hotel service provider from multiple service providers therefore it would not only be limited exclusively to a single service provider ANFA reserves the right to acquire accommodation services from other hotel service providers if deemed necessary to meet its requirements for any specific purpose without assigning any reasons whatsoever to any another hotel. This shall not constitute a breach of agreement derived through this RFP Procedure.

5. Declaration

I, the undersigned, declares that the company is eligible as per attached criteria under supplier self-certification of eligibility (Annex-II) to supply goods and related services to All Nepal Football Association and that all the above statements are accurate and factual.

Name of Authorized Person: _____

Role in the Company: _____

Contact Number: _____

Name of Service Provider Hotel Name: _____

Address: _____

Contact Number: _____

Primary Email ID: _____

Signature of Authorized Person: _____

Company Seal/Stamp _____

(All Offers, inclusive of supporting documents, including legal documents, must be submitted.)

We hereby agree with all the terms and conditions attached here with.

6. Submission Details

All interested hotel service providers must ensure that their offer is complete and meets ANFA's requirements. Failure to comply may lead to the offer being rejected. Therefore, please ensure that you have read this document carefully and answer fully all questions asked. Hotels must provide their financial and technical proposals as indicated in this document and sign/stamp each page of this document.

Deadline for Submission: 20th March, 2026 (12:00 PM)

Submission Method: Hand Submission or Through Courier

Submission Location: ANFA Complex, Satdobato, Lalitpur, Nepal (at ANFA Office)

All Bidders must seal their bids in accordance with the provisions of this RFP and submit the sealed envelope with the name of the hotel service provider and the reference bid number within the valid submission period.

If you have any queries in relation to your submission, or to any requirement of this request for proposal, please contact us at the address provided on the initial pages of this RFP Document.



Annex-I

All Nepal Football Association (ANFA)		
ANFA Complex, Satdobato, Lalitpur		
S.N.	Details	Please provide Yes/No or relevant details
1	Name of Hotel	
2	Address of the Hotel	
3	Category of the Hotel (Star Category)	
4	Valid Email ID of Hotel	
5	Please mention the total area of Hotel	
6	Total Numbers of Rooms in the Hotel	
7	Total Number of Double Occupancy Rooms	
8	Total Number of Single Occupancy Rooms	
9	Number of Meeting Halls	
10	Maximum Person Capacity of Meeting Halls	
11	Does the hotel have access to Wi-Fi for all Guests?	
12	Can the hotel provide vehicle facility in case of emergency to drop/pick up at nearest Hospital/Airport?	
13	Does the hotel have Air Conditioning System in the rooms?	
14	Does the hotel have Power Backup system?	
15	What is the maximum seating capacity in the restaurant?	
16	Does the hotel have dedicated security guards at entry and exit points?	
17	Does the hotel have CCTV cameras at different critical areas for security purposes?	
18	Does the hotel have enough parking facilities? Mention the maximum number of vehicles, the parking space can accommodate.	
19	Does the Hotel have the necessary evacuation route in case of an emergency?	
20	Name of Authorized Person/Persons	
21	Contact Number of Authorized Person/Persons	
22	Valid Email of Authorized Person/Persons	

Annex-II

Service Provider's Self-Certification of Eligibility

The Company hereby certifies that:

1. They are not debarred, suspended, or otherwise precluded from participating in major competitive bid opportunities.
2. They are not bankrupt or are being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
3. They have not been convicted of an offense concerning their professional conduct.
4. They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.
5. They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established in.
6. They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.
7. They maintain high ethical and social operating standards, including:
 - Working conditions and social rights: Avoidance of Child Labor, bondage, or forced labour; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and All Nepal Football Association beneficiaries.
 - Environmental aspects: Provision of goods and services with the least negative impact on the environment.
 - Humanitarian neutrality: Endeavouring to ensure that activities do not render civilians more vulnerable to attack or bring unintended advantage to any military actors or other combatants.
 - Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.
8. Company warrants that, to the best of its knowledge, no All Nepal Football Association (ANFA) employee, officer, consultant, committee members, or any other party related to All Nepal Football Association has a financial interest in the Company's business activities, nor is any All Nepal Football Association (ANFA) employee, officer, consultant, committee members or any other party related to All Nepal Football Association (ANFA) has any ownership of the company. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company's Authorized Vendor Registration status and disqualification of Company from participation in future procurement activities.
9. Supplier hereby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.
10. The company agrees to keep all information received from the All-Nepal Football Association (ANFA) during the procurement process confidential. Such information shall not be disclosed, shared, or used for any purpose other than participation in the procurement, without ANFA's prior written consent. This obligation remains in effect even after the procurement process ends.
11. Company hereby confirms that the organization is not conducting business with All Nepal Football Association under other names or alias's that have not been disclosed to All Nepal Football Association.

Hotel Name: _____

Name of Authorized Person: _____

Signature and Company Stamp: _____

