

REQUEST FOR PROPOSAL

Dear Sir/Madam,

Date: 1st Dec. 2022

The Tata institute of Social Science, Saksham Pravaah would like to conduct their Annual General Meeting at Kochi, Kerala. The event is planned from 13th March to 17th March 2023. All our staff (counselors, Project Officers, Project Manager, HQ staff and Dignitaries) will attend the meetings. Room requirements are for triple sharing, twin sharing and single occupancy in **3 Star and above** hotel/resort. We, in order to achieve our stated objectives are in need of the following products/services:

Description of Product/Service: (*)

Sr. no	Particular	Price	GST %	Final price
1	Suite / Deluxe room charges (AC) for Dignitaries			
2	Single Occupancy room charges (AC)			
3	Double Occupancy room charges (AC)			
4	Triple Occupancy room charges (AC)			
5	Breakfast cost -Inclusive of above rate(mention Yes or no), If exclusive (please specify cost and PLEASE MENTION FOOD ITEMS SERVED)			
6	Lunch Veg -Inclusive of above rate(mention Yes or no), If exclusive (please specify cost and PLEASE MENTION FOOD ITEMS SERVED)			
7	Lunch Non veg -Inclusive of above rate(mention Yes or no), If exclusive (please specify cost and PLEASE MENTION FOOD ITEMS SERVED)			
8	Tea/ coffee & breakfast, lunch and evening tea/coffee snacks per person who will not stay In the hotel but will be attending meeting. - Day Package per person			
9	Tea/Coffee and biscuits cost			
10	High Tea/Coffee, biscuits and one snacks			
11	Dinner Veg cost Inclusive of above rate (pl mention Yes or No), If exclusive (please specify cost and PLEASE MENTION FOOD ITEMS SERVED)			
12	Dinner Non-veg cost Inclusive of above rate (pl mention Yes or No), If exclusive (please specify cost and PLEASE MENTION FOOD ITEMS SERVED)			
13	AC Meeting / Conference Hall for 250 pax including overhead projector and mike system for 2 days. <i>Hotels with former AC meeting / Conference hall (not wedding hall) with capacity of 250 to 300 only should apply and experience of undertaking meeting will be given preference).</i>			

14	Complimentary – If any (please specify service) Bisleri small bottle, Wi-Fi, (Pen and writing pad at the time of conference).			
15	Attach detail name of Conference Organizer, type of event (AGM / Share Meeting) & Pictures of previous Conferences conducted.			
16	All applicable taxes , applicable percentage : Inclusive or exclusive of above tariff			
17	Cancellation Policy /Intimation time limit			
18	Check in and check-out time (please specify if 24 hours)			
19	Vehicle hiring service facility - (the cost of this service will be paid to hotel/ resort directly)			

Occupancy	Description	13th March	14th March	15th March	16th March
Single	Leadership & Dignataries	3	12	12	3
Double	PM, PO, HQ Team	2	11	11	2
Triple	Counselors and Saathi	0	0	55	0
	Total Rooms Required	5	23	78	5
Conference Hall		NO	NO	YES	YES
** Date as on Night Basis					

***Subject to and conditional on Government SoPs for COVID 19**

Please note that this offer is subject to the following terms and conditions:

- The basic rates quoted should be effective for period of One Year**
- TISS reserves the right to cancel the bidding before or after the receipt of bids or also after opening of bid and call for fresh bids. TISS also has the right to reject any bid without assigning any reason. Please note that any enquiry received from any bidder will be sent to all bidders without disclosing the source of enquiry.
- All the information to be provided by the bidder should be on the Letterhead of the bidder and all pages to be signed and stamped by the authorized signatory. (In the given above mentioned format only otherwise it will be disqualified).**
- Bids incomplete in any respect will not be considered.
- Please mention your payment terms and conditions in the bid. (All payment will be made through bank transfer only. Payment will be released within 15 days after receipt of bill)
- Any query for clarification on the bid can be solved from the undersigned latest by **10th Jan., 2023.**
- The bid should quote and enclose **PAN Card copy**. Payment will be released as per names registered on Pan card copy only. If payment required in another name, please attach relevant copies.
- If GST/SGST is charged on above services, please mention GST/SGST registration number and attach GST certificate**
- TDS will be deducted on the bill amount as per the rule.
- Last date of quotation submission: - 15th Jan., 2023.**

11. Please address the quotation on the top and underline as : **"Quotation for Hotel Accommodation for TISS-Saksham Pravaah for conducting AGM"** and send to the below address

Mr. AVS Viknesh
Finance & Admin Manager, Saksham
Tata Institute of Social Sciences,
V N Purav Marg, Deonar,
Mumbai 400088
022-25525491.



Ms Manisha Jadhav
Sr F&A Officer
TISS, Saksham



Mr AVS Viknesh
F&A Manager
TISS, Saksham