



REQUEST FOR PROPOSAL

Dear Sir/Madam,

Date: 07.02.2019.

The Tata institute of Social Science, Saksham Prerak would like to conduct Training programmes from January 2019 to March 2020 in **Bhubaneswar(Odisha)**. (stay will be required for 1 to 3 days approx.) . 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. We, in order to achieve our stated objectives are in need of the following products/services:

Description of Product/Service:

Sr. no	Particular	Price	IF GST APPLICABLE MENTION RATE
1	Single Occupancy room charges (AC) (please mention the no. of rooms available)		
2	Single Occupancy room charges (Non -AC)		
3	Double Occupancy room charges (AC)		
4	Double Occupancy room charges (Non -AC)		
5	Triple Occupancy room charges (AC)		
6	Triple Occupancy room charges (Non-AC)		
7	Extra Bed Charges		
8	Breakfast cost -Inclusive of above rate(mention Yes or no), If exclusive (please specify cost and PLEASE MENTION FOOD ITEMS SERVED)		
9	Lunch cost -Inclusive of above rate(mention Yes or no), If exclusive (please specify cost and PLEASE MENTION FOOD ITEMS SERVED)		
10	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		
11	Tea/Coffee and biscuits cost		
12	Tea/Coffee, biscuits and one snacks		
	Dinner cost Inclusive of above rate (pl mention Yes or No), If exclusive (please specify cost and PLEASE MENTION FOOD ITEMS SERVED)		
13	Complimentary – If any (please specify service)		
14	Meeting /training room facility including overhead projector and mike system (pl mention capacity of training /meeting room)		
15	Two mikes system and overhead projector with curtain.		
16	All applicable taxes , applicable percentage : Inclusive or exclusive of above tariff		
17	Cancellation Policy /Intimation time limit		
18	Rooms available at a time		
19	Check in and check-out time (please specify if 24 hours)		

Parties are supposed to apply having facility to accommodate 30/35 participants in Triple occupancy and Training Conference Hall for 35 people.

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

1. The basic rates quoted should be for effective for period of one and half year.
2. 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.
3. 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.
4. Bids incomplete in any respect will not be considered.
5. 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)
6. Any query for clarification on the bid can be had from the undersigned latest by 14.02.2019.
7. 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.
8. If GST /SGST is charged on above services, please mention GST/SGST registration number.
9. TDS will be deducted on the bill amount as per the rule.
10. **Last date of quotation submission: - 20.02.2019.**
11. Please address the quotation on the top and underline as : **Quotation for Hotel Accommodation for TISS-Saksham Prerak.**

for vef 7/2/19

Checked By
Mr. S. Phanse
Sr. Finance & Admin. Manager
TISS-Saksham- Prerak