

REQUEST FOR PROPOSAL

Dear Sir/Madam,

Date: March 21, 2022

The Tata institute of Social Science, Saksham Pravaah would like to conduct their training programme in the city of Kolkata. The event is planned to be held over a period of 5 Days in the fourth week of May 2022. Our staff will attend the meetings. A total of 15 rooms are required, Three (3) Rooms are required are on Single sharing basis and Twelve (12) Rooms are required on a twin sharing basis for the period – Check-in 22nd May 2022 and Checkout on 27th May 2022. A Conference hall is required to accommodate about 30 participants with audio visual facilities to conduct the meeting during business hours from 23rd May to 27th May 2022. 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	Single Occupancy room charges (AC)			
2	Double Occupancy room charges (AC)			
3	Breakfast cost -Inclusive of above rate(mention Yes or no), If exclusive (please specify cost and PLEASE MENTION FOOD ITEMS SERVED)			
4	Lunch (Veg/Non-Veg) cost Inclusive of above rate (pl mention Yes or No), If exclusive (please specify cost and PLEASE MENTION FOOD ITEMS SERVED)			
5	Dinner (Veg/Non-Veg) cost Inclusive of above rate (pl mention Yes or No), If exclusive (please specify cost and PLEASE MENTION FOOD ITEMS SERVED)			
6	Complimentary – If any (please specify service)			
7	All applicable taxes , applicable percentage : Inclusive or exclusive of above tariff			
8	Cancellation Policy /Intimation time limit			
9	Check in and check-out time (please specify if 24 hours)			
10	Charges for the Conference Hall and Audio-Visual facility for the period of event (Mention if included)			

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

1. The basic rates quoted should be effective for period of till 31st March 2024.
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. (In the given above mentioned format only otherwise it will be disqualified).
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 solved from the undersigned through email at fam.saksham@gmail.com latest by 7th April, 2022.
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 and attach GST certificate
9. TDS will be deducted on the bill amount as per the rule.
10. Last date of quotation submission: - 9th April, 2022
11. Please address the quotation on the top and underline as: **Quotation for Hotel Accommodation at Kolkata for TISS-Saksham Pravaah** 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 Pratiksha Singh
Sect to PD/Admn Asst
TISS, Saksham Pravaah

Ms Manisha Jadhav
Sr F&A Officer
TISS, Saksham Pravaah

Mr AVS Viknesh
F&A Manager
TISS, Saksham Pravaah

Prof Shalini Bharat
Director, TISS
PD, Saksham Pravaah