



REQUEST FOR PROPOSAL

Dear Sir/Madam,

Date: 23.12.2016

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The Tata institute of Social Science, Saksham Pravaah would like to organize Annual Review Meeting on March 14, 2017 in Mumbai. All our staff (counselors, Project Officers, Project Managers) will attend the meeting. Total room requirement is 35 to 40. We, in order to achieve our stated objectives are in need of the following products/services:

Description of Product/Service:

Sr. no	Particular	Price
1	Single Occupancy room charges (AC)	
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, If exclusive (please specify cost and items served)	
9	Dinner cost Inclusive of above rate, If exclusive (please specify cost and items served)	
10	Complimentary – If any (please specify service)	
11	All applicable taxes , applicable percentage : Inclusive or exclusive of above tariff	
12	Cancellation Policy /Intimation time limit	
13	Rooms available at a time	
16	Check in and check-out time (please specify if 24 hours)	

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

1. The basic rates quoted should be effective for period of 6 months.
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.
6. Any query for clarification on the bid can be had from the undersigned latest 04.01.2017
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 **service tax** is charged on above services , please mention service tax registration number.(enclose Copy)
9. Last date of quotation submission: - 05.01.2017.
10. Please address the quotation on the top and underline as : **Quotation for Hotel Accommodation for TISS-Saksham Pravaah.**

23/12/16

Prepared By
Ms. Manisha Jadhav
Sr. Finance Officer.
TISS-Saksham

Checked By
Mr. S. Phanse
Dy. F. & A. Manager
TISS-Saksham

Approved By
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TISS-Saksham