

REQUEST FOR PROPOSAL

Dear Sir/Madam,

July 30, 2019

The Tata institute of Social Science, SakshamPrerak would like to conduct Training programmes Financial Year 2019-2020 at **Trichy, Jammu, Shimla, Ranchi and Vijaywada**. All our nurses and staff will attend the meetings. **Room requirements are for Single, Double and Triple Sharing**. 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	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	Breakfast cost -Inclusive of above rate(mention Yes or no), If exclusive (please specify cost and PLEASE MENTION FOOD ITEMS SERVED)			
8	Lunch Veg -Inclusive of above rate(mention Yes or no), If exclusive (please specify cost and PLEASE MENTION FOOD ITEMS SERVED)			
9	Lunch Non veg -Inclusive of above rate(mention Yes or no), If exclusive (please specify cost and PLEASE MENTION FOOD ITEMS SERVED)			
10	Tea/ coffee & breakfast, non veg 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	High Tea/Coffee, biscuits and one snacks			
13	Dinner Veg cost Inclusive of above rate (pl mention Yes or No), If exclusive (please specify cost and PLEASE MENTION FOOD ITEMS SERVED)			
14	Dinner Non-veg cost Inclusive of above rate (pl mention Yes or No), If exclusive (please specify cost and PLEASE MENTION FOOD ITEMS SERVED)			
15	Complimentary – If any (please specify service)			
16	Meeting /training room facility for 40-50 pax including overhead projector and mike system.			
17	All applicable taxes , applicable percentage : Inclusive or exclusive of above tariff			
18	Cancellation Policy /Intimation time limit			
19	Rooms available at a time (should accommodate 40-50 participants in Triple Occupancy)			
20	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 one 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. (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 cleared from the undersigned latest by **Aug 6, 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 and attach GST certificate**
9. TDS will be deducted on the bill amount as per the rule.
10. **Last date of quotation submission: - Aug 13, 2019**
11. Please address the quotation on the top and underline as : **Quotation for Hotel Accommodation for TISS-Saksham Prerak for conducting ANM's and Counsellors training (Respective Place to be mentioned) and send to the below address**
12. Please find the additional information to be filled as per Annexure attached herewith.

MR S S PHANSE
F&A MANGER, SAKSHAM
TATA INSTITUTE OF SOCIAL SCIENCES,
V N PURAV MARG, DEONAR, MUMBAI 400088
TEL: 022 25525491

for ref 30/7/19

Mr S S Phanse
F&A Manager
Saskham Prerak, TISS
022 25525491

ANNEXURE

1. Licensed Grade of the Establishment.
2. Minimum numbers of rooms kindly mention (sqmts), should have proper ventilation and windows.
3. Availability of In-house catering/food facility.
4. Minimum area of training hall and with open space without fixed chairs (un-obstructive view)
5. Transport and connectivity to airport, bus station and railway station.
6. Pick and drop services from transport hub.
7. Electricity and water back up etc in case of cut.
8. Is the establishment empaneled by other companies & name of the companies for current Financial Year.
9. To attach Photos of rooms, entrances, conference halls, toilets etc.
10. Mention the website.