

REQUEST FOR PROPOSAL

Dear Sir/Madam,

Date: 1st Dec. 2020

The Tata institute of Social Science, Saksham Pravaah would like to conduct **Annual General Meeting during the last week of February to 1st week of March 2021 at Delhi**. 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	GST %	Final price
1	Suite / Deluxe room charges (AC) for Dignitaries			
2	Single Occupancy room charges (AC)			
3	Single Occupancy room charges (NON AC)			
4	Double Occupancy room charges (AC)			
5	Double Occupancy room charges (NON AC)			
6	Triple Occupancy room charges (AC)			
7	Triple Occupancy room charges (NON AC)			
8	Breakfast cost -Inclusive of above rate(mention Yes or no), If exclusive (please specify cost and PLEASE MENTION FOOD ITEMS SERVED)			
9	Lunch Veg -Inclusive of above rate(mention Yes or no), If exclusive (please specify cost and PLEASE MENTION FOOD ITEMS SERVED)			
10	Lunch Non veg -Inclusive of above rate(mention Yes or no), If exclusive (please specify cost and PLEASE MENTION FOOD ITEMS SERVED)			
11	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			
12	Tea/Coffee and biscuits cost			
13	High Tea/Coffee, biscuits and one snacks			
14	Dinner Veg cost Inclusive of above rate (pl mention Yes or No), If exclusive (please specify cost and PLEASE MENTION FOOD ITEMS SERVED)			
15	Dinner Non-veg cost Inclusive of above rate (pl mention Yes or No), If exclusive (please specify cost and PLEASE MENTION FOOD ITEMS SERVED)			

16	AC Meeting / Conference hall for 250-300 pax including overhead projector and mike system. <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>			
17	Complimentary – If any (please specify service) Bisleri small bottle, Wi-Fi, (Pen and writing pad at the time of conference).			
18	Attach detail name of Conference Organiser, type of event (AGM / Share Meeting) & Pictures of previous Conferences conducted.			
19	All applicable taxes , applicable percentage : Inclusive or exclusive of above tariff			
20	Cancellation Policy /Intimation time limit			
21	Rooms available at a time (should accommodate 50-75 participants in Triple Occupancy)			
22	Check in and check-out time (please specify if 24 hours)			

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

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 sloved from the undersigned latest by 15th Dec ., 2020.
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: - 15th Dec., 2020.



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

Pratiksha

Ms Pratiksha Singh
Sect to PD/Admn Asst
TISS, Saksham Pravaah

Manisha

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

Anil Vasaya

Mr Anil Vasaya
F&A Manager
TISS, Saksham Pravaah

Shalini

Prof Shalini Bharat
Director, TISS
PD, Saksham Pravaah