

REQUEST FOR PROPOSAL

Dear Sir/Madam,

January 31, 2019

The Tata institute of Social Science, Saksham Prerak would like to conduct ANM's and Counsellors Training during February 2019 to March 2020 at Kerala (i.e. Thrissur, Kottayam, Kozhikode, Malappuram, Ernakulam, Palakkad, Trivandrum). All our nurses and staff will attend the meetings. Room requirements are for triple and twin 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	Double Occupancy room charges (AC)			
2	Double Occupancy room charges (Non -AC)			
3	Triple Occupancy room charges (AC)			
4	Triple Occupancy room charges (Non-AC)			
5	Breakfast cost -Inclusive of above rate(mention Yes or no), If exclusive (please specify cost and PLEASE MENTION FOOD ITEMS SERVED)			
6	Lunch Veg -Inclusive of above rate(mention Yes or no), If exclusive (please specify cost and PLEASE MENTION FOOD ITEMS SERVED)			
7	Lunch Non veg -Inclusive of above rate(mention Yes or no), If exclusive (please specify cost and PLEASE MENTION FOOD ITEMS SERVED)			
8	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			
9	Tea/Coffee and biscuits cost			
10	High Tea/Coffee, biscuits and one snacks			
11	Dinner Veg and Non-veg cost Inclusive of above rate (pl mention Yes or No), If exclusive (please specify cost and PLEASE MENTION FOOD ITEMS SERVED)			
12	Dinner Non-veg 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 for 35-40 pax including overhead projector and mike system.			
15	All applicable taxes , applicable percentage : Inclusive or exclusive of above tariff			
16	Cancellation Policy /Intimation time limit			
17	Rooms available at a time			
18	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 for effective for period of six 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. (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: - 31/01/2019.
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 certificate.
9. TDS will be deducted on the bill amount as per the rule.
10. Last date of quotation submission: - 12/02/2019.
11. Please address the quotation on the top and underline as : **"Quotation for Hotel Accommodation and food Services for TISS-Saksham Prerak for conducting ANM's and Counsellors training at Kerala",** and send to the below address.

Ms. Manisha Jadhav
31.1.19

Ms. Manisha Jadhav
Finance & Admin Officer, Saksham
Tata Institute of Social Sciences,
V N Purav Marg, Deonar,
Mumbai 400088
022-25525491.