

REQUEST FOR PROPOSAL



December 4, 2019

The Tata institute of Social Science, Saksham Prerak shall be conducting Training programs for government ANM, staff nurse and counsellors at Lucknow, Patna, Kolkata, Bhubaneswar and Ahmedabad. The training shall be residential trainings with possibility of some batches/ participants to be non-residential. 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 with breakfast and Dinner (per person)			
2	Day Package (mid-morning Tea/ coffee & biscuits, lunch and evening tea/coffee with snacks) per person who will not stay In the hotel but will be attending training/ meeting			
3	Training room facility for about 40 to 50 persons including projector and mike system (If inclusive of day package, specify so; if the cost is separate from day package, please fill amount in next columns)			
	PLEASE ALSO MENTION FOLLOWING AS SOME PARTICIPANTS MAY STAY ON SINGLE OR TRIPLE OCCUPANCY BASIS			
4	Single Occupancy with breakfast and Dinner (per person)			
5	Triple Occupancy with breakfast and Dinner (per person)			
	PLEASE ALSO MENTION FOLLOWING AS SOME PARTICIPANTS MAY NEED THESE SERVICES SEPARATELY FROM THE ABOVE			
6	Breakfast inclusive of tea per person			
7	Lunch/Dinner per person			
8	Tea/coffee with biscuits per person			
9	Tea/coffee with one snacks per person			
10	Mention time if not 24 hours.			
11	GSTN	Check in :	Check out :	
12	PAN			

*Include all applicable taxes and charges in the pricing to be mentioned above. Please specify

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

1. The rates quoted should be effective for period of one year. However, the Finance & Admin. Manager, Saksham may at sole discretion, allow extension of the tenure of agreement, subject to satisfactory services of the Hotel and if the same rates are offered.
2. Satisfactory service: The decisions of Finance & Admin. Manager, Saksham shall be final and binding on the Vendors for the purpose of determining satisfactory services.
3. **Eligibility Criteria for Service Provider:-**
 - i) The Service Provider may be a sole proprietary concern, partnership firm or a company and should be registered with Registrar of Firms/ Companies, whichever is applicable. (Please also see iv)
 - ii) The service provider should have Goods & Services Tax Identification Number (GSTIN) and PAN Number.
 - iii) The Service Provider Company / Firm / Agency shall submit an undertaking stating that the agency is / has not been black listed by Central Government/ State Government / any Public Organization. (Please find attached format)
 - iv) The service provider, may be an Aggregator Business Model but the applicant must have license to operate as an aggregator. In case, the service provider is registered as NGO, the NGO should have its own space for training venue, accommodation and catering service.
 - v) The property should be adequate for conducting the training: Rooms available at a time (Should accommodate 40-50 participants), training hall should not have obstructions and should not have fixed chairs, should have minimum 1500 sq. feet area
4. Saksham Prerak, 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.
5. **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).**
6. Check in and check-out time (please specify if 24 hours).
7. Bids incomplete in any respect will not be considered.
8. The Service Provider should furnish documents required by Saksham from time to time
9. All payment will be made through bank transfer only. Please mention your payment terms and conditions in the bid. You may also specify Cancellation Policy /Intimation time limit.
10. Any query for clarification on the bid can be cleared from the undersigned latest by **December 15, 2019**

11. The bid should quote and enclose copies of **PAN card and GST registration. BOTH are mandatory.** Payment will be released as per names registered on PAN card copy only. If payment required in another name please attach relevant documents.
12. In case, a service provider does not have GST, the service provider must submit all relevant exemption documents. Decision to award contract in such cases shall be sole discretion of Saksham Prerak, TISS in such cases.
13. TDS will be deducted on the bill amount as per the rule.
14. **Last date of quotation submission: - December 16 2019**
15. 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 at ----- (Specify name of city) and send to the below address in a sealed envelope. The envelope should also have Name of bidder, address of property, contact number, and email address of the bidder on the backside of envelope.**
16. Please find the additional information to be filled as per Annexure attached herewith.
17. Final price will be referred to for awarding the contract. Errors in price or GST columns or calculations if any, shall be the responsibility of the applicant.

MANISHA JADHAV,
SFAO, SAKSHAM
TATA INSTITUTE OF SOCIAL SCIENCES,
V N PURAV MARG, DEONAR, MUMBAI 400088
TEL: 022 25525496



Ms Smriti Acharya
Senior Prog Manager
Saksham Prerak

ANNEXURE

1. Licensed Grade of the Establishment.
2. Declaration (See next page)
3. Details of property
 - a. Details on total numbers of rooms kindly mention (sqmts), should have proper ventilation and windows
 - b. Availability of In-house catering/food facility.
 - c. Area of training hall and with open space without fixed chairs (un-obstructive view)
 - d. Transport and connectivity to airport, bus station and railway station.
 - e. Pick and drop services from transport hub (if available)
 - f. Electricity and water back up etc. in case of cut.
 - g. Fire NOC
 - h. Website and photos of rooms, entrances, halls, toilets etc.
4. Is the establishment empaneled by other companies & name of the companies for current FY.

(On Letter Head)

I, Mr. /Ms. _____ Son / Daughter / Wife of
Shri _____ Proprietor / Partner / Director, an
authorized signatory of the Company / Firm / Agency, namely M/s. _____
_____ is competent to sign this declaration and
execute this Request for Proposal (RFP);

I have carefully read and understood all the terms and conditions of this RFP and
undertake to abide by them;

The information / documents furnished along with the above application are true and
authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact
that furnishing of any false information / fabricated document would lead to rejection of
this RFP at any stage besides liabilities towards prosecution under appropriate law;

I do hereby undertake that the Company / Agency / Firm shall comply with all statutory
provisions relating to GSTIN (Goods & Services Tax Identification Number) and any
other taxes / Acts / Rules relevant to the matter and in case any liability arises on NBE
on this account, the Company / Agency / Firm shall bear the same;

It is also certified that the Company / Firm / Agency namely M/s. _____
_____ having its registered office at

has not been blacklisted by any Government Department / Public sector undertaking for
engagement as service provider for hotel booking services.

Signature of Authorized Signatory :

Full Name :

Seal of the Company / Firm :