

## REQUEST FOR PROPOSAL

Dear Sir/Madam,

Date: 18/11/2024

The Tata Institute of Social Sciences, Saksham Pravaah, plans to conduct Soft Skills training for NTEP staff in Chennai, Tamil Nadu for 30 batches, with each batch consisting of 30-38 participants (refer to the Excel sheet). The event is scheduled to take place from December 2024 to February 2025.

All NTEP/DPC/DPS/STS/STLS/TBHV/DR TB Counselors will attend the training. Room requirements include twin-sharing and single-occupancy options. To achieve our stated objectives, we require the following products/services:

**Description of Product/Service: (\*)**

Sr. no	Particular	Price	GST %	Final price
1	Single Occupancy room charges (AC) (American Plan)			
2	Double Occupancy room charges (AC) (American Plan)			
3	Breakfast cost -Inclusive of above rate (mention Yes or no), If exclusive (please specify cost and <b>PLEASE MENTION FOOD ITEMS SERVED</b> )			
4	<b>Lunch Veg</b> -Inclusive of above rate (mention Yes or no), If exclusive (please specify cost and <b>PLEASE MENTION FOOD ITEMS SERVED</b> )			
5	<b>Lunch Non-veg</b> -Inclusive of above rate (mention Yes or no), If exclusive (please specify cost and <b>PLEASE MENTION FOOD ITEMS SERVED</b> )			
6	Tea/ coffee & breakfast, non-veg lunch and evening tea/coffee with one snack per person who will not stay in the hotel but will be attending the training- <b>Day Package per person</b>			
7	Tea/Coffee and biscuits cost per person			
8	High Tea/Coffee, biscuits, and one snack cost per person			
9	<b>Dinner Veg</b> cost Inclusive of above rate (pl mention Yes or No), If exclusive (please specify cost and <b>PLEASE MENTION FOOD ITEMS SERVED</b> )			
10	<b>Dinner non-veg</b> cost Inclusive of above rate (pl mention Yes or No), If exclusive (please specify cost and <b>PLEASE MENTION FOOD ITEMS SERVED</b> )			
11	<b>AC Meeting / Conference Hall for 40 pax including overhead projector and mike system for 2 days.</b>			
12	Complimentary -- If any (please specify service) Bisleri small bottle, Wi-Fi, (Pen and writing pad at the time of conference).			
13	All applicable taxes, applicable percentage: Inclusive or exclusive of the above tariff			
14	Cancellation Policy /Intimation time limit			
15	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 valid for one year.
2. TISS reserves the right to cancel the bidding process before or after the receipt of bids, as well as after the opening of bids, and to call for fresh bids. TISS also reserves the right to reject any bid without assigning a reason. Please note that any inquiry received from a bidder will be shared with all bidders without disclosing the source of the inquiry.
3. All information provided by the bidder should be on the bidder's letterhead, with all pages signed and stamped by the authorized signatory, and submitted in a sealed envelope. (Only submissions in the above-mentioned format will be considered; otherwise, they will be disqualified).
4. Incomplete bids will not be considered.
5. Please specify your payment terms and conditions in the bid. (All payments will be made via bank transfer only, and payment will be released within 15 days of receipt of the bill.)
6. The bid should quote and enclose a **PAN Card copy**. Payment will be released as per names registered on the PAN card copy only. If payment is required in another name, please attach relevant copies.
7. If GST/SGST is charged on the above services, please mention **GST/SGST registration number and attach the GST certificate**
8. TDS will be deducted from the bill amount as per the rule.
9. **Last date of quotation submission: - 28/11/2024.**
10. Please address the quotation at the top and underline it as follows: "**Quotation for Hotel Accommodation for TISS-Saksham Pravaah**" and send it to the address below:

Ms. Pratiksha Singh  
Assistant Manager, HR & Administration  
Tata Institute of Social Sciences, Saksham Pravaah  
Old Campus, Opp. Deonar Depot, Sion Trombay Road  
Mumbai – 400088

**Please Note:** For any queries, please contact Ms. Pratiksha Singh at 022-25525490 (Monday–Friday, 11 am–5 pm).



**Prof. Shankar Das**  
Pro-Vice Chancellor  
Project Director, Saksham  
Tata Institute of Social Sciences

Pratiksha  
19/11/24

### Batch details

Sr.No.	Date	No of NTEP Staff	NTEP staff	No of Batch:
1	09 – 10 December 2024	36	DPC	1
		38	PPM	1
2	11 – 14 December 2024	38	DPS	1
		105	STS	3
3	16 – 21 December 2024	210	STS	6
4	23 – 24 December 2024	70	STS	2
5	27 – 28 December 2024	70	STS	2
6	30 – 31 December 2024	70	STLS	2
7	3 – 4 January 2025	70	STLS	2
8	6 – 9 January 2025	140	TBHV	4
9	21 – 24 January 2025	140	TBHV	4
10	27 – 28 January 2025	70	TBHV	2
11	30 – 31 January 2025	70	TBHV	2
12	Pending if any can be scheduled in February	-	-	-
Total		<b>1127</b>		<b>30</b>