



icmr
INDIAN COUNCIL OF
MEDICAL RESEARCH

NICED
NATIONAL INSTITUTE OF
CHOLERA AND ENTERIC DISEASES

आई. सी. एम. आर. – राष्ट्रीय कॉलरा और आंत्र रोग संस्थान
ICMR - NATIONAL INSTITUTE OF CHOLERA AND ENTERIC DISEASES
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार
Department of Health Research, Ministry of Health and Family Welfare, Govt. of India

WHO COLLABORATING CENTRE FOR RESEARCH AND TRAINING ON DIARRHOEAL DISEASES

Ref: NICED/Admn/WHO/Workshop/Systematic-Review/2023-24

Date: 08.06.2023

QUOTATION ENQUIRY

Sealed quotations are invited on behalf of Director, ICMR-National Institute of Cholera & Enteric Diseases, Kolkata so as to reach this office by 29th June 2023 till 03:00 p.m. towards providing Conference venue with Accommodation and banquet facilities for conducting WHO Sponsored Capacity Building Workshop on Systematic Review during 11th – 14th July 2023 in Kolkata, West Bengal.

The following are the requirement:

Sl. No	Particulars	Criteria & Requirement
	Venue/Hotel facility	Reputed venue (convention centre/banquet/ hotel of 4* standard or above) preferably within the outskirts of Kolkata but within 20 km accessibility from the airport and ICMR-NICED, Belegghata. Must be well connected by road for ease in transportation availability. Previous experience in conducting Scientific/Medical conferences/workshops is preferable. Conference/ Banquet Hall and Accommodation in the same campus. i. 24-hour check-in desk (available/ included) ii. Security (available/ included) iii. Emergency electricity (available/ included) iv. Doctor on call (available) v. In-house restaurant (available) vi. High-speed internet / Wi-Fi facility (included) vii. Air-port pick up (10 th July or later till 13 th July) and drop (14 th July or later till 16 th July): 25 pax approx. (included)
1.	Conference hall/ banquet: 11 th -14 th July, 2023)-10.30 am to 5.30 pm (14 th July, 2023 till 4.00 pm)	i. Arrangement for cluster seating for 50-60 people ii. AV facility with high-resolution projection system along with Computer/ laptop for conducting seminar iii. 3 X Cordless mics (or 1 X lapel mic + 2 X cordless mic) of good quality with sound system iv. Well Air-conditioning in the entire hall.
2.	Dining area/hall (11 th -14 th July, 2023)	i. Separate area for arrangement of lunch and tea/ coffee/ cookies/ snacks etc. ii. Preferably close/ adjacent to the conference hall/ banquet. iii. Able to serve 50 pax. at a time without being overcrowded.
3.	Rooms (4 nights stay) for 25 rooms 10 th July 2023 (check-in) -14 th July, 2023 (check-out)	i. To be able to provide 25-30 rooms for the accommodation of the delegates. ii. Room size: 300 square feet or more AC rooms Amenities: iii. Queen/ Twin/ King sized bed in the room with a separate work desk iv. Tea/coffee maker v. TV and other in-room facilities

		vi. Non-smoking/ smoking rooms with natural light source/ window and 'blackout curtain' vii. Attached washroom with WC and shower with complimentary toiletries viii. Room service on call round the clock ix. Complimentary Wi-fi facility x. Included Dinner (MAP) for 25 pax for 4 days (Check-in 10 th July 2023, check-out 14 th July, 2023) xi. Stay beyond the stipulated period to be charged directly from the delegate (rate to be provided: EP & MAP) xii. Additional Breakfast for 15 pax X 4 days (11th - 14th July, 2023)
4	Fooding (11th-14 th July, 2023)	i. Best in class Lunch for 45 pax approx. for 04 days (11 th - 14 th July, 2023 or more subjected to advance notice) <ul style="list-style-type: none"> • 2 veg dish • 2 non-veg dish (chicken / fish) • 1 or more Salad • 1 type of Dal • 1 or more Rice dish • 1 or more bread item • 1 Noodle/ chowmein (Optional) • Curd/raita • Pickle • Chutney/ assorted papad • 3 or more Deserts including ice cream (flavor subjected to availability) *Particular food dish will be decided after the issue of work order ii. Daily change of major lunch items/menu (11th - 14th July, 2023) iii. Tea/ coffee with snacks/cookies – twice on each day for 4 days (11 th - 14 th July 2023)
5	Other facilities (optional)	Swimming pool, Gym, Spa, Laundry or other facilities are to be charged directly from the delegates else provided complimentary.

Interested parties who have hotel facilities to cater to the above submit requirements within its facility located in the outskirts of Kolkata or 20 km accessibility from the airport and ICMR-NICED, Belegghata. The quotation superscripted as **"QUOTATION FOR CONFERENCE VENUE WITH ACCOMMODATION AND BANQUET FACILITIES FOR CONDUCTING W.H.O SPONSORED CAPACITY BUILDING WORKSHOP ON SYSTEMATIC REVIEW DURING 11TH - 14TH JULY 2023 IN KOLKATA, WEST BENGAL."** addressed to Director, ICMR-NICED, Kolkata should be dropped at the Tender box placed at 1st Floor of NICED-I Building latest by 29th June 2023 up to 03:00 p.m. or by post/courier attaching the catalogue & photos of rooms and food menu. The last date may be extended subject to requirement. The quotation received will be opened on the same day. The quotation to be submitted should be given in the company letter head in the prescribed format annexed separately.

Terms and Conditions:

1. The Director, ICMR-NICED reserves the right to accept or reject the quotations without assigning any reasons thereof.
2. Any decision taken by the Director, ICMR-NICED at any point of time in connection with this process shall be final and conclusive and no claim or dispute from any query in this regard shall be entertained.

3. 30% advance payment shall be made after issue of the work order. The remaining payment will be made after successful completion of the event and obtaining satisfactory report of the end user(s).
4. No extra payment on account of transportation, handling, loading, unloading, labour charges etc. will be made. However, GST as per rules will be permissible.
5. While submitting the quotations the rate against each work and net amount to be paid, GST etc. should be specified separately.
6. ICMR-NICED, Kolkata does not bind itself to accept the lowest quote & reserves the right to accept the same in part or full.
7. Please ensure that the supply is as per requirement.
8. Please ensure to submit an official service report to avoid the case of mismatch of items in the work order.


Store In-Charge

NOTE: For any clarification, the firm representative may visit our office during working hours from **Monday – Friday between 10:00 a.m. – 5:00 p.m. in Stores Section**, ICMR-NICED, P-33, C.I.T. Road, Scheme-XM, Beliaghata, Kolkata-700010 before submitting the quotation.

(COMPANY LETTER HEAD)

To
The Director
ICMR-National Institute of Cholera and Enteric Diseases
P-33, C.I.T. Road, Scheme-XM
Belegghata, Kolkata-700010

Sub: Quotation for conference venue with accommodation and banquet facilities for conducting W.H.O sponsored Capacity Building Workshop on Systematic Review during 11th – 14th July 2023 in Kolkata, West Bengal.

Sl. No	Particulars	Criteria & Requirement	Quoted Amount
1.	Conference hall/ banquet: 11-14 th July, 2023)-10.30 am to 5.30 pm (14 th July, 2023 till 4.00 pm)	i. Arrangement for cluster seating for 50-60 people ii. AV facility with high-resolution projection system along with Computer/ laptop for conducting seminar iii. 3 X Cordless mics (or 1 X lapel mic + 2 X cordless mic) of good quality with sound system iv. Well Air-conditioning in the entire hall.	Amount (Rs)– GST (as applicable)- Total amount (Rs)-
2.	Dining area/hall (11-14 th July, 2023)	i. Separate area for arrangement of lunch and tea/ coffee/ cookies/ snacks etc. ii. Preferably close/ adjacent to the conference hall/ banquet. iii. Able to serve 50 pax. at a time without being overcrowded.	Amount (Rs)– GST (as applicable)- Total amount (Rs)-
3.	Rooms (4 nights stay) 10 th July 2023 (check-in) - 14 th July, 2023 (check-out)	i. To be able to provide 25-30 rooms for the accommodation of the delegates. ii. Room size: 300 square feet or more AC rooms a. Amenities: iii. Queen/ Twin/ King sized bed in the room with a separate work desk iv. Tea/coffee maker v. TV and other in-room facilities vi. Non-smoking/ smoking rooms with natural light source/ window and 'blackout curtain' vii. Attached washroom with WC and shower with complimentary toiletries viii. Room service on call round the clock ix. Complimentary Wi-fi facility x. Included Dinner (MAP) for 25 pax for 4 days (Check-in 10 th July 2023, check-out 14 th July, 2023) #Stay beyond the stipulated period to be charged directly from the delegate (rate to be provided: EP & MAP) xi. Additional Breakfast for 15 pax X 4 days (11 th - 14 th July, 2023)	Amount (Rs)– GST (as applicable)- Total amount (Rs)-
4	Fooding (11th-	i. Best in class Lunch for 45 pax approx. for 04 days (11 th – 14 th July, 2023 or more subjected to advance	Amount (Rs)–

	14 th July, 2023)	notice) a. 2 veg dish b. 2 non-veg dish (chicken / fish) c. 1 or more Salad d. 1 type of Dal e. 1 or more Rice dish f. 1 or more bread item g. 1 Noodle/ chowmein (Optional) h. Curd/raita i. Pickle j. Chutney/ assorted papad k. 3 or more Deserts including ice cream (flavor subjected to availability) *Particular food dish will be specified after the issue of work order ii. Daily change of major lunch items/menu (11 th - 14 th July, 2023) iii. Tea/ coffee with snacks/cookies – twice on each day for 4 days (11 th – 14 th July 2023)	GST (as applicable)- Total amount (Rs)-
5	Other facilities (optional)	Swimming pool, Gym, Spa, Laundry or other facilities are to be charged directly from the delegates else provided complimentary.	Amount (Rs)- GST (as applicable)- Total amount (Rs)-
		TOTAL AMOUNT (incl. GST)	Rs.

Thanking you

(Name of the Authority)
(Company name and seal)