



Ref: NICED/S&M/UNDP/Hotel/23-24/

Date: 01.01.2024

**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 15<sup>th</sup> January 2024 for the following arrangement with regard to “**dissemination programme of UNDP Project**” at Kolkata near the ICMR-NICED.

Tentative date of the programme: **25<sup>th</sup> January, 2024**

Workshop timing: 12:30 PM to 2:00 PM

No	Item	Detail
1	Venue	i. Reputed venue (convention center/ banquet/ hotel of 4* standard or above) preferably within Kolkata and within 10 Km from ICMR-NICED. It must be well connected by road. ii. Previous experience to conduct medical conference/ workshops preferable. Conference/ Banquet hall and stay in the same campus.
2	Conference hall/ banquet: 12:30 PM to 2:00 PM	i. Arrangement for cluster seating for 30-50 people ii. AV facility with high resolution projection system iii. 2 Cordless mics (or 1 X lapel mic + 2 X cordless mic) of good quality with sound system. iv. Computer/ laptop, with internet facility for ZOOM meeting. v. Air-conditioning (preferably included with the food & room plan)
3.	Pre-function area 8-9 <sup>th</sup> February 2024	i. Separate pre-function 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 overcrowding
4	Food(including)	i. Able to provide good quality lunch for 35 pax approx. Tea/ coffee with snacks/ cookies- two times.
5	Payment condition/ Advance	i. Payment will be made after successful completion of the event upon submission of Bill in duplicate.
6	Other facilities (optional)	N/A

Interested vendors are requested to kindly visit our office premises on any working days within the below mentioned time before submitting the final quotation. The quotation titled as "**QUOTATION FOR VENUE FOR THE DISSEMINATION PROGRAMME OF UNDP PROJECT**" addressed to Director, ICMR-NICED, Kolkata should be uploaded in the respective GeM portal latest by 15<sup>th</sup> January 2024. The last date may be extended subject to requirement.

Kindly note that all the above mentioned items to be supplied have to be mentioned quality. This is a **comprehensive tender enquiry** and no extra cost would be borne by ICMR-NICED after the issue of Work Order if the work is found unsatisfactory.

**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. No advance payment will be made. The payment will be made on rendering the services availed and 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.



**Store in-Charge**

NOTE: For any clarification, you 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.