



icmr
INDIAN COUNCIL OF
MEDICAL RESEARCH

NIRBI
NATIONAL INSTITUTE FOR
RESEARCH IN BACTERIAL INFECTIONS

आई. सी. एम. आर. - राष्ट्रीय जीवाणु संक्रमण अनुसंधान संस्थान
ICMR - NATIONAL INSTITUTE FOR RESEARCH IN BACTERIAL INFECTIONS
Formerly, ICMR-National Institute of Cholera and Enteric Diseases (ICMR-NICED)
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार
Department of Health Research, Ministry of Health & Family Welfare, Govt. of India

WHO COLLABORATING CENTRE FOR RESEARCH AND TRAINING ON DIARRHOEAL DISEASES

Ref: NICED/S&M/WHO-SRMA/Hotel/24-25/

Date: 05.07.2024

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 22nd July 2024 for the following arrangement with regard to “**Capacity Building Workshop on Systematic Review and Meta-Analysis for WHO-SRMA**” at Kolkata near the ICMR-NIRBI.

Tentative date of the workshop: 05-09 August 2024

Workshop timing: 10:30 am to 5:30 pm

Room occupancy: Nights of 04-08 August 2024 (check out on 09 August 2024), 5 nights/ 5 days

No	Item	Detail	Rate(also mention breakup)
1.	Venue	i. Reputed venue (convention centre/ banquet/ hotel of 3-star standard or above) in Kolkata and within 15 km from the airport and ICMR-NIRBI. It must be well connected by road. ii. Previous experience in conducting medical conferences/ workshops is preferable. iii. Conference/ Banquet Hall and stay on the same campus.	
2.	Venue/ Hotel facility	i. 24 hours 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 (included)	
3.	Conference hall/ banquet: 05-09th August 2024) – 10:00 am to 5:30 pm	i. Arrangement for cluster seating for 50-60 people ii. AV facility with high-resolution projection system iii. 3 X Cordless mics (or 1 X lapel mic + 2 X cordless mic) of good quality with sound system iv. Computer/ laptop v. Air-conditioning vi. Preferably included with the food & room plan	
4.	Pre-function area (05-09th August 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	
5.	Rooms (04-09th August 2024 - 5 nights)	i. Single room for 28 pax (MAP) (Check-in 04 th Aug 2024, Check-out 09 th Aug 2024) ii. Room size: At least 300 square feet or more iii. Queen/ Twin/ King bed in the room with 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 bath with WC and separate bathing area and standard toiletries viii. Air-conditioning ix. Room service x. Complimentary Wifi xi. Food (MAP) included (28 pax) X 5 days (Check-in 04 th Aug 2024, Check-out 09 th Aug 2024)	

Page 1 of 2



पी-33, सी.आई.टी. रोड, स्किम - XM, बेलियाघाटा, कोलकाता - 700 010, पश्चिम बंगाल, भारत
P-33, C.I.T. Road, Scheme - XM, Beliaghata, Kolkata - 700 010, West Bengal, India



+91-33-2363 3373 (निदेशक/Director), +91-33-2370 1176, 5533 (प्रशासन/Administration)



www.niced.org.in

Q
व्यक्ति

		xii. Stay beyond the stipulated period to be charged directly to the delegate (rate to be provided, EP & MAP)	
6	Food (05-09 th August 2024)	i. Able to provide good quality lunch for 35 pax for 5 days including(minimum): <ul style="list-style-type: none"> • 2 veg items • 2 non-veg items (chicken/ fish) • 1 or more Salad • 1 Dal • 1 or more Rice item • 1 or more bread item • 1 Noodle/ cowmen (Optional) • Dahi/ raita • Pickle • Chutney/ assorted papad • 3 or more Deserts including ice cream ii. Daily change of major lunch items/ menu iii. Tea/ coffee with snacks/ cookies- two times x 5 days	
7	Payment condition/ Advance	i. Up to 30% payment will be made in advance. ii. Rest will be paid after the successful completion of the event.	
8	Other facilities (optional)	Swimming pool, Gym, Spa, Laundry or other facilities are to be charged directly to the delegates/ provided complimentary.	

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 CAPACITY BUILDING WORKSHOP ON SYSTEMATIC REVIEW AND META-ANALYSIS FOR WHO-SRMA**" addressed to Director, ICMR-NIRBI, Kolkata should be sent directly to ICMR-NIRBI latest by 22nd JULY 2024. The last date may be extended subject to requirement.

Kindly note that all the above mentioned service/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-NIRBI reserves the right to accept or reject the quotations without assigning any reasons thereof.
2. Any decision taken by the Director, ICMR-NIRBI 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. **Total comprehensive rate chart should be provided.**
6. ICMR-NIRBI, 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.

Q
05/07/24

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-NIRBI, P-33, C.I.T. Road, Scheme-XM, Beliaghata, Kolkata-700010 before submitting the quotation.