



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: NIRBI/S&M/MRHRU/Hotel/24-25/

Date: 15.02.2025

QUOTATION ENQUIRY

Sealed quotations are invited on behalf of Director, ICMR-National Institute for Research in Bacterial Infections, Kolkata so as to reach this office by 25th February, 2025 for the following arrangement with regard to **“Four days Workshop series on Clinical Research Essentials Session IV in March 2025 at MRHRU-Darjeeling near the MRHRU site.**

Tentative date of workshop: 19-22 March, 2025 (total 4 days)

Workshop timing: 10.00 am to 6.30 pm

Room occupancy (optional): Any twenty two room nights between 18-23 March, 2025

Quotations are invited from the reputed agencies who can provide the venue and the following services/ facilities:

- Reputed venue (hall/ convention center/ banquet/ hotel of 3* standard or above) in or within the outskirts of Siliguri/ North Bengal Medical College but within 30 km from the airport and North Bengal Medical College. It must be well connected by road.
- Previous experience to conduct medical conference/ workshops preferable.
- Can provide Conference/ Banquet hall and stay in the close proximity/ same campus.

*Here, agency may be a registered/ licensed business, person, hotel, event organizer or any other organization who can provide similar service)

No	Item	Detail	Comments
1	Conditions: Venue/ Hotel facility	<ol style="list-style-type: none">24 hours check in desk (available/ included)Security (available/ included)Emergency electricity (available/ included)Doctor on call (available)In house restaurant (available)High speed internet (included)Parking facility of 20 vehicles, preferably free parking	
2	Conference hall/ banquet:	<ol style="list-style-type: none">Arrangement for cluster seating for 30-35 pax (500 Sq ft or more)Air-conditioningPreferably included with the food plan	Daily charges & total charges to be quoted
3	Pre-function area	<ol style="list-style-type: none">Separate pre-function area for arrangement of lunch and tea/ coffee/ cookies/ snacks etc.Preferably close/ adjacent to the conference hall/ banquet.Able to serve 40 pax. at a time without overcrowding	Do
4	Audio	<ol style="list-style-type: none">3 X Cordless mic (or 1 X lapel mic + 2 X cordless mic) of good quality with sound system	Do



5	Food A. Working Lunch	i. Able to provide good*quality working lunch for 40 pax approx. X 4 days that includes (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 (polao, steamed rice) • 2 or more bread item (Roti/ Nun/ kulcha) • 1 Noodle/ chowmen (Optional) • Dahi/ raita,Pickle, Chutney/ assorted papad • 3 or more Deserts including ice cream 	Do (Extra heads may be charged extra)
	B. High tea	ii. High tea/ Breakfast –4 days	
	C. Standard tea with snacks	iii. Tea/ coffee with snacks/ cookies- two times X 4 days	
6	Rooms nights During 17-23 March, 2025	i. Approximately 22 room nights (MAP) during the stipulated days Additional nights to be billed separately ii. To be able to provide at least 3 rooms (up to 6 rooms, if required) for accommodation of the Resource person/ participants. iii. Room size: 200 square feet or more iv. Queen/ Twin/ King bed in the room with separate work desk, Air-conditioning v. Tea coffee maker vi. TV and other in-room facilities vii. Non-smoking/ smoking rooms with natural light source/ window and ‘blackout curtain’ viii. Attached bath with WC and separate bathing area and standard toiletries ix. Room service x. Complimentary Wi fi xi. Food (Breakfast & Dinner) included	Do
7	AV facility (Optional)	i. AV facility with high resolution projection system (Optional) ii. Computer/ laptop (Optional)	
8	Standee & podium printing & banner (Optional)	Printing in the front of the podium (sun board/ flex with frame)- 2 different items Standee (6 *3 ft) - 4 such	
9	Wi fi (Optional)	At the workshop venue	Do
10	Vehicle rental (Optional)	1. Rental on daily basis (4 hours & 12 hours/ day) with/ without fuel 4/5 seater vehicle (Sedan/ hatch back) 7 seater vehicle (Ertiga/ Innova) 2. Airport pick up & drop 4/5 seater vehicle (Sedan/ hatch back) 7 seater vehicle (Ertiga/ Innova)	
11	Payment condition/ Advance	i. Up to 30% payment will be made in advance. ii. Rest will be paid after successful completion of the event.	

Rate may be quoted for the optional items. Payment will be made for the optional items as per actual use.

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 FOUR DAYS WORKSHOP SERIES ON CLINICAL RESEARCH ESSENTIALS SESSION IV IN MARCH 2025 for MRHRU PROJECT DARJEELING**" addressed to Director, ICMR-NIRBI, Kolkata should be uploaded in the respective ICMR-NIRBI website latest by 25th February 2025. 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-NIRBI 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.
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.



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.