

Quotation Document for the hiring of venue for Training/ Workshops / Meetings of HPSACS

Dated: Shimla-171002 ^{08/9/22}

- I. Sealed quotations are hereby invited from the Proprietors / Individuals / Firms for the Venue for Training/ Workshop/ Meetings as per the description and specifications given in the **Annexure-"A"**. The quotations should be reach this office on **21-09-2022 upto 11.30 AM will be opened on same day at 02.30PM.**
- II. The rates should be quoted against each item on the form attached at **Annexure "A"** with the quotation document or on the letter head of the firm as per **Annexure 'A'**. The rates must be quoted in figures as well as in words and should be **inclusive of all taxes and levies in Indian Currency.**
- III **Original quotation form duly signed and stamped every page by the authorised signatory in token of acceptance of the terms and conditions of the quotation letter.**
- IV. Training venue shall be registered with HP Tourism & Govt. of HP with in Shimla city having following facilities:-
 - a. 30 to 40 living rooms.
 - b. 24 hour running hot & cold water.
 - c. Attached toilets with rooms.
 - d. Conference Hall for conducting trainings for at least 50 participants.
 - e. Dining hall.
 - f. Drive in with Parking Facility for at least 10 to 15 vehicles.
 - g. Breakfast / Lunch/ Dinner facility.

TERMS AND CONDITIONS: -

1. The rates should be quoted on the prescribed format i.e. **Annexure "A"** enclosed with the quotation document duly signed by the supplier or quoters.
2. The quotations having cutting/poor writing / deficient of required documents / information will not be entertained.
3. The undersigned reserves the right to accept or reject all or any quotation without assigning any reason whatsoever at any stage.
4. The rates will be valid upto two year from the date of issue of the order and can be extended year to year further keeping in view urgency / performance. No request for the increase of rates will be entertained during the period of contract.
5. **Rates should be inclusive of GST and other charges.**
6. Copy of GST, PAN and Registration Certificate shall be attached with the quotation.
7. The purchaser will assign the contract to the bidder whose bid has been determined to be substantially responsive and who offered the lowest evaluated price.
8. The Project Director HP State AIDS Control Society, Shimla-2 shall not be in any manner concerned with the internal affairs of the supplier/quoters i.e. dispute and dissolution etc. or affairs concerning any other third party that the supplier may be having.

9. Any dispute is subject to the jurisdiction of Shimla only. In event of dispute, the same shall be referred for arbitration to the Project Director HP State AIDS Control Society, "Hari Villa" Near Forest Rest House, Khalini, Shimla-2 or any person appointed by him/her. The award of the Arbitrator shall be final and binding on both parties.
10. In case of holiday on the date of opening of the quotations, the quotations will be opened on the next working day.
11. Quotation of only those parties will be considered who quote their rates as per our terms and conditions.
12. Quotation found not in the proper Quotation form or deficient of required information/documents shall be considered as non-responsive and shall not be considered for award of the contract for supply of this quotation.
13. The terms and conditions mentioned above shall be binding and operative between the quoter (Supplier) and Project Director, HP State AIDS Control Society and will construe as contract for the supplies ordered.
14. The Firm will be intimated well in advance 7 to 10 days before for the booking of venue by HPSACS.
15. In case the required rooms are not made available to the participants the Hotel management will have to make alternative stay arrangements for the participants.
16. If, any complaint is received from the participants regarding the food/rooms/services of Hotel, 20 % of the total bill amount of specific training/workshop shall be deducted as penalty from the Hotel bills raised for that particular event.
17. **The Firms shall furnish EMD of Rs.5000/- (Rupees Five thousand only) in the name of Project Director , HPSACS Shimla with the quotation and same will be returned in original to unsuccessful bidders.**
18. **The qualifying firm shall have to deposit performance Security of Rs.25000/- in the shape of FDR duly pledge in the name of Project Director and have to enter in an agreement with HP State AIDS Control Society at the time issue of award letter.**

**DHS-cum-Project Director,
HPSACS, Shimla-2.**

Endst No. As Above

Dated the Shimla

Copy to:-

- The Office Notice Board for wide publicity.
- The MEIO, HPSACS for uploading the quotation format on HPSACS website for wide publicity.


**Dy. Controller (F&A)
HPSACS, Shimla - 2**

**DHS-cum-Project Director,
HPSACS, Shimla-2.**

Annexure -A

Sr.No.	Description of services	Units	Quoted Rate	
			In Figures	In words
1.	Complete package for per participant (including Room Rent per participant + Breakfast + Dinner.)	Per Participant/ Per Day		
2.	Room Rent (Double Bed) for Single Occupancy	Per Day		
3.	Lunch Per Participants Rice, Tawa Chapatti, Vegetable, one paneer item, Dal, Raita, Salad, Pickle, Papad and Swedish (Buffet System)	Per Participant/ Per Day		
4.	Packed Lunch Rice, Tawa Chapatti, Vegetable, one paneer item, Dal, Raita, Salad, Pickle, Papad and Swedish	Per Pack		
5.	Tea & Biscuits one time for Participants	Per Participants		
6.	Coffee	Each		
7.	Breakfast	Per Person		
8.	Dinner	Per Person		
9.	Training Hall Charges including Sound System	Per Day		

(Signature of Supplier)
With Seal and date


Dy. Controller (F&A)
HPSACS, Shimla - 2