RFP Number: TCIF/SNV/GF/2024-27
Dated : 12.11.2026

REQUEST FOR PROPOSAL

HOTEL SELECTION FOR TRAINING OF SUB NATIONAL VERIFICATION (SNV)

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(an autonomous organization of Transport Corporation of India Limited)
TCI House, 69 Institutional Area, Sector-32, Gurugram-122001
Email: rfp@tcifindia.org | www.tcifindia.org

TCI Foundation invites proposal from reputed **hotels at Jammu (J&K) & Lakshadweep** for selection to conduct Training of Sub National Verification (SNV) of the National Centre for Vector Borne Diseases Control (NCVBDC) Ministry of Health & Family Welfare Government of India.

Dates of Training & Booking of Rooms

S.no	**Particular**	**Particular**
State	Jammu & Kashmir	Lakshadweep
Location	Jammu	Lakshadweep
Single/double occupancy Room requirement (Mixed categories)	40-50 Pax (tentative)	40-50 Pax (tentative)
Check-in date	2nd December,2026	20th December'26
Check –out date	6th December,26	24th December'26
Dates for conference hall required	03rd -5th December'26	21-23th December'26
TCIF Nodal Officer	Ms. Suchandra Nag Ms. Ritika Mishra	Ms. Shweta Gupta Mr. Govind Rao
Mail Id	**rfp@tcifindia.org**	**rfp@tcifindia.org**

- **Single/Double Occupancy Rooms:** as mentioned in the table, on actual basis.
- **Complimentary suite:** One suite for the Director and senior authorities of TCIF.
- **Complimentary deluxe rooms:** Two deluxe rooms complimentary for senior government officials.
- **Complimentary conference hall**: With desired cluster seating on complimentary basis, on the dates as mentioned above in the table
- **Conference attendees:** As mentioned above in the table.

Standard Package Requirements

1. **Rooms Standard:** Well-appointed standard accommodation amenities inclusive of facilities like air conditioning, 24-hour hot and cold-water facility and power supply, cleaned pressed bed sheet, bath towel, hand towel, soaps, shampoo, conditioner, moisturizer, mineral water bottles, iron, hair dryer, wardrobe, locker and stand, and all other daily amenities in each room, each day to each occupant.
2. **Check-in time** - on or after 11:00 am and Check-out time from the hotel -before 2:00 noon.
3. **Meals:** Buffet Breakfast, Lunch & Dinner in Restaurants (veg. and non- veg as applicable to all guests of hotel)
4. **Networking Dinner:** Evening networking dinner with juices, soft drinks & snacks, **(if required)**.
5. **AMT-PMT:** Two services of tea/coffee with cookies and snacks during the conference with alterations; Mineral water bottle to each participant during conference.
6. **Stage/Dias:** Arrangement of Stage, LCD Projector with Screen, white board/flip charts, markers, collar mike / Cordless mike, Writing Pads & Pen, Toffees/Mints to be provided by the hotel for the Conference Hall.
7. **Local Transport:** Half day field visit by AC Deluxe Bus and Innova or equivalent vehicles to Primary Health Centre/Community Health Centre within the District.
8. **Pick up and drop**: Airport & Hotel for Guests.
9. **Support staff:** Two dedicated hotel staff to support during the event days.

Payment Terms and Conditions:

1. 50% payment would be made by TCI Foundation as advance.
2. Billing for the program to be done on “Bill to Company” basis and balance payment will be released within 7 days of completion of the event and on submission of GST Bill.
3. The GST bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes etc) Check-in, and Check-out details of guest(s).
4. Billing: TCI Foundation, Gurugram-122001

General Terms and Conditions:

1. Availability of minimum required rooms (mixed category accommodating all participants) and conference hall is a non-negotiable condition to qualify in the technical bid. Non-availability of minimum number of rooms and conference hall during the requisite dates disqualifies the hotel in the technical evaluation process.
2. TCI Foundation will pay only for the boarding and lodging for the participants on APAI basis (inclusive of breakfast, lunch, dinner and all taxes). Any personal expense of participants would be borne by the individuals only and to be collected directly by the Hotel/Resort.
3. Regular updates on room requirements will be provided to the contact person of the Hotel by TCI Foundation in advance to avoid

retention charges

4. Separately mention of rates for the charges for extra breakfast, lunch & dinner for non- residential participants.
5. Complimentary use of facilities in Hotel like Gym, Swimming Pool etc. should be provided as complimentary services.
6. The Hotel accommodation will have facility to provide first aid and doctor on call facility for medical emergencies.
7. The selected hotel may be empaneled with TCI Foundation for conducting residential training and meeting programs within the country till **31st March 2027.**

Instructions to Hotels

1. The Hotel shall provide necessary information/details as per the format provided:
   a. Bank details (Form I),
   b. Technical Proposal (Form II)
   c. Financial Proposal (Form III)

2. The Hotel shall submit its Technical documents in pdf format through email to rfp@tcifindia.org

3. Mention the dimensions, name and photographs of the conference hall

4. The eligibility of hotels for considering the financial Proposals will be decided after evaluation of the technical proposal. Only those hotels that are found eligible as per technical evaluation will be considered for financial evaluation.

IMPORTANT

5. **The "FINANCIAL PROPOSAL" must be sent in a "PASSWORD PROTECTED pdf format" through email on rfp@tcifindia.org**

6. Only technically qualified bidders shall be asked to share the password to open the encrypted financial bids received through email.

7. The Hotel shall provide a signed and scanned copy of the valid registration certificate for PAN, TAN & GST. The applicable GST rates must be mentioned for each service provided clearly.

8. TCI Foundation has the right to cancel the Proposals at any time, extend or postpone the last date for submission of the Proposal, information for which will be sent to all concerned in advance. TCI Foundation has the right to reject any offers that are found to be incomplete and not having enough details for the technical evaluation.

9. TCI Foundation reserves the right to further negotiate the financial terms / other facilities with the Hotels as per the specific requirements.

10. Each page of the forms submitted should be signed with name of the signatory and stamped with date

CRITICAL DATES

Publish Date	**13-11-2026**
Submission Start Date & Time	**13-11-2026, 12.00 am**
Submission End Date & Time	**19-11-2026, 5.30 pm**
Technical Bid Opening Date & Time	**20-11-2026, 11.00 am**
Financial Bid Opening Date & Time	**20-11-2026. 12.00 pm**

TECHNICAL EVALUATION CRITERIA

Sl. No.	Description	Score calculation	
1.	Category of Hotel/ Resort	○ 4 Star category & above – ○ Less than 4 Star Category –	
2.	Number of Restaurants with capacity to accommodate 70 (plus +/- 5 participants), on actual basis. at the same time	○ Number of restaurants Two or more: ○ Number of restaurants only one: ○ No restaurant facility:	
3.	Availability of in-house travel desk for management of local transportation towards local field visit arrangements & for pick-up & drop from the nearest major Airports/Railway station/Bus stand	○ If owned, in-house local transportation facility: ○ If hired, local transportation facility: ○ If No transportation facility:	
4.	Availability of several double sized rooms with standard accommodation and amenities* on single occupancy basis with breakfast, lunch and dinner (APAI basis) for 4 nights and 3 days	○ Number of 65 standard double rooms and above: ○ Number of standard double rooms less than 65 and more than or equal to 50: ○ Number of standard double rooms less than 50:	

5.	Conference hall with capacity to accommodate participants in setting with chair and table along with LCD projector, Screen, Sound Systems, Cordless mike, white board, marker, Flip Charts, Marker– (for entire duration of residential Training of Sub National Verification.	○ Conference Hall capacity for 100 plus/above participants in round table setting – ○ Conference Hall capacity less than 100 -	
6.	Experience in conducting residential Trainings/Conferences/Meetings during last seven years	○ Conduct of 10 and more such residential trainings/conferences/meetings during last three years: ○ Conduct of less than 10 or equal to 7 residential trainings/conferences/meetings during last three years: ○ Conduct of less than 7 or equal to 5 residential trainings/ conferences during last three years: ○ Conduct of less than 5 or equal to 3 residential trainings/conferences/meetings during last three years: ○ Conduct of less than 3 residential trainings/ conferences/meetings during last three years:	

NOTE:

1. The hotel score should be at least 50 marks to technically qualify.
2. The Hotel quoting the least rates out of the technically qualified Hotels will be selected. To arrive at the least Cost (L1) TCI Foundation shall ascertain total lumpsum cost for an estimated 100 nos. of participants by utilizing the rates quoted by the Hotels against each parameter as detailed in Financial Bid format.
3. In case more than one bidder emerges as the lowest bidder due to equal rates after financial evaluation, then the lowest bidder (L1) will be decided based on the following criteria (a) Higher Technical Score, (b) Experience of Hosting similar programs in the past. TCI Foundation's decision in this regard shall be final and binding to all the bidders.

4. Any delay in TCI Foundation's response on any query by the prospective bidder shall be not be used as a reason for extending the deadline for submission, unless TCI Foundation determines that such an extension is necessary and communicates a new deadline to the Bidder.
5. Bidders may download the RFP documents from the website https://www.devnetjobsindia.org/OR TCI Foundation Website https://**tcifindia.org** and submit its Proposal at rfp@tcifindia.org by using the downloaded document. The Proposal will be rejected if the bidder changes any clause or Annexure of the proposal document downloaded from the website.
6. TCI Foundation reserves the right to close this request as per its requirements.

FORM-I
HOTEL PROFILE & BANK DETAILS

Hotel Name	
Hotel Address	
Hotel Contact Person (Single Point of Contact for all purpose)	
Hotel Phone No.	
Hotel Fax No.	
Email id of hotel (preferably of contact person)	

BANK DETAILS

Name of the Beneficiary	
GSTIN	
PAN Card No	
Name of the Bank & Branch Address	
Branch Code	
IFSC	
Account Type	
Account No	
Email id for sending payment details	

We agree to abide by all the terms and conditions of the RFP document. We understand you are not bound to accept any proposal you receive.

Authorized Signature [*In full and initials*] :
Name and Title of Signatory:
Name of Firm :
Address :
Location :

Date:_____ **(Signature of Authorized Signatory and Seal/stamp)**

FORM – II
Technical Proposal

Kindly **select only one appropriate option** against each Technical Qualifying Criteria below: -

1. Category of Hotel/ Resort (4 Star category and above or less than 4 Star category)

4 Star category or above	☐
Less than 4 Star Category	☐

2. Number of Restaurants with capacity to accommodate 50-100 person at the same time

Number of restaurants Two or more	☐
Number of restaurants only one	☐
No restaurant facility	☐

3. Availability of in-house travel desk for management of local transportation towards local filed visit arrangements & for pick- up & drop from the nearest major Airports/Railway station/Bus stand

If owned, in-house local transportation facility	☐
If hired, local transportation facility	☐
If No transportation facility	☐

4. Availability of double rooms with standard accommodation amenities on single/dual occupancy basis with breakfast, lunch and dinner (APAI basis) for 4 nights and 5 days

Number of standard double rooms 65 and above	☐
Number of standard double rooms less than 65 and more than or equal to 50	☐
Number of standard double rooms less than 50	☐

5. Conference Hall with capacity to accommodate participants in U-shaped setting with chair and table along with LCD projector, Screen, Sound Systems, Cordless mike, white board, marker, Flip Charts, Marker– (for entire duration of residential training/conference).

Conference Hall capacity for 100 plus/above participants in round table-shaped setting arrangement	☐
Conference Hall capacity less than 100 participants in round table-shaped setting arrangement	☐
Audiovisual facility & internet	☐

6. Numbers of residential trainings/conferences conducted during last three years.

Number of trainings/conferences conducted is 10 and above	☐
Number of trainings/conferences conducted is less than 10 & more than or equal to 7	☐
Number of trainings/conferences conducted is less than 7 & more than or equal to 5	☐
Number of trainings/conferences conducted is less than 5 & more than or equal to 3	☐
Number of trainings/conferences conducted is less than 3	☐

Date:_____ **(Signature of Authorized Signatory with seal / stamp**

Form – III
Financial Proposal

FORMAT FOR FINANCIAL PROPOSAL				
NO.	**PARTICULARS ON APAI* BASIS**	**RATES (IN RS)**		
1.	Rates per person per night for Single Room including all the requirements as mentioned in Standard Package Requirements for Conduction of Residential Sub National Verification			
2.	Rates per person per night for Double Occupancy Room including all the requirements as mentioned in Standard Package Requirements for Conduction of Residential Sub National Verification			
3.	For non- residential participant per day Charges for			
	a) Extra Breakfast			
	b) Extra Lunch			
	c) Extra Dinner			
4.	Charges for Gala Dinner / Networking Dinner with snacks and soft Drinks (Rate per person), if required			
5.	Filed visit charges (Half Day), if required	Vehicle	Seat Capacity	Charges per half day
6.	Complimentary/chargeable pick up and drop between (Airport and Hotel) per car per day, (if any)			
7.	Conference Package Cost (Per Day)(if any)			

8.	Charges for Audit Visual Aids such as Projector with screen, sound system and microphone, whiteboard etc. (if any)	
9.	Agreement & acceptance of Standard Package Requirements for Conduction of Residential Sub National Verification as mentioned in this RFP document.	Yes/No
10.	Agreement & Acceptance of TCI Foundation's Payment Terms and Conditions as mentioned in this RFP document.	Yes/No
11.	Agreement & Acceptance of General Terms and Conditions as mentioned in this RFP document.	Yes/No

Note **the quoted rates should be in Indian Rupees value both in numeric figures and in words.*
APAI – (Rates to be quoted inclusive of Breakfast, Lunch, Dinner, running tea, coffee and cookies/snack and inclusive of all Taxes)

We hereby accept and abide by the scope of services & payment terms and conditions of RFP document unconditionally and the rates quoted in the financial proposal are inclusive of GST, duties and levies and are valid till 31st March 2027.

Date:_____ **(Signature of Authorized Signatory with seal / stamp)**