**All India Institute of Ayurveda**

(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

**Gautampuri, Sarita Vihar, New Delhi- 110076**

**www.aiia.gov.in**

Email- [director@aiia.gov.in](mailto:director@aiia.gov.in) Phone- 011- 26950401, Fax- 011-29948660

AIIA/1/CME/ Application of Hotel/19-20 date

**NOTICE INVITING APPLICATION FOR** **HOTEL** **ACCOMODATION & RATE CONTRACT FOR PROPOSED CME**

|  |  |
| --- | --- |
| Closing date and time for submission of application (quotation) | 01-07-2019 /5pm |
| Quotation opening date and time | 02-07-2019/4pm |
| Quotation to be submitted | Director, All India Institute of Ayurveda,  Gautampuri, Sarita Vihar, New Delhi- 110076 |
| Place of opening quotation | Committee room, Academic block,  All India Institute of Ayurveda,  Gautampuri, Sarita Vihar, New Delhi- 110076 |

**Background:**

All India Institute of Ayurveda (AIIA) is an autonomous organization set up by Govt. of India, under Ministry of AYUSH, New Delhi. It is a new upcoming institute and is conceived as an apex institute. The institute is going to organizing 05 CMEs (Continuing Medical Education) by following depts of AIIA as per given schedule. About 30 participants and 08 experts will be taking part in each CME. Therefore, institute is looking for hotel accommodation around Sarita Vihar for participants and guest speakers.

|  |  |  |
| --- | --- | --- |
| Sl No | Name of the dept. | Schedule of the CME/ date of booking rooms |
|  | Swasthavritta dept. | 22nd -27th July 2019 |
|  | Kayachikitsa dept. | 26th -31st August 2019 |
|  | Dravyaguna dept | 16th -21st Sept. 2019 |
|  | Medical officer module I-II | 14th -19th October 2019 |
|  | Samhita Sidhhanta dept. | 04th -09th November 2019 |

The hotels interested for providing accommodation may submit their rate in prescribed application format (annexure A). transport arrangement is also to be made by the hotel for pick & drop the participants on the above dates from hotel to AIIA and back during 9am to 5pm. For this separate rate may be quoted in the attached format (annexure B)

Eligible criteria for participating

* The hotel should be registered with concerned regulatory authority
* The hotel should have minimum 10 air conditioned rooms with triple sharing or 15 air conditioned rooms with double sharing and at least 05 rooms air conditioned with single occupancy with excellent ambience.
* The hotel must have food / restaurant facility with buffei system.

Term and conditions

1. The rate quoted by the hotel for different category of rooms shall be considered for rate of contract to select hotel for 05 CME programmes. Taxes will be extra as applicable.
2. No rate changes during the period of above said CME shall be entertained.
3. All India Institute of Ayurveda shall book the different category of rooms on the requirement of institute. The vender shall be intimated for advanced booking of exact no of rooms as per CME.
4. The food (breakfast, lunch / dinner) should be provided as per requirement for accommodating guest on the intimation of All India Institute of Ayurveda. Bed tea or coffee, complimentary breakfast and at least one meal (lunch/dinner) should be included in the package of room tariff.
5. Hotel will be selected on the basis of the rate, quality of food, ambience of rooms and facilities being provided.
6. AIIA may also hire the accommodation to meet its future requirement on the finalized rates against this letter.
7. Transport charges will not be included in room tariff.
8. The selected hotel has to place the bills addressing to Director, All India Institute of Ayurveda with triple copy after completion of each CME programme. Payment will be made by ECS/cheque in name of hotel.
9. Director, All India Institute of Ayurveda is reserve right to accept or reject any or all offers of its discretion without assigning any reason there for.
10. Income tax will be deducted as per income tax act 1961

We look forward to receiving your rate quotations and thank you for your interest.

Director,

All India Institute of Ayurveda,

**Gautampuri, Sarita Vihar, New Delhi- 110076**

Email- director@aiia.gov.in

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Annexure-A

**Quotation for booking Hotel**

Name and full address of hotel:

Quoting of price as per category

|  |  |  |  |
| --- | --- | --- | --- |
| **SI. No.** | **Category/occupancy** | **Net rate per day / room tariff \*** | **Total no. of room available** |
|  | Deluxe room (Single) |  |  |
|  | Deluxe (Double sharing) |  |  |
|  | Deluxe (Triple sharing) |  |  |
|  | Rate for extra meal-lunch/dinner |  |  |

\*Notes-

1. Room tariff should include morning tea, complimentary breakfast and one meal either lunch or dinner with buffei system
2. GST if applicable will be paid extra.
3. Check out time will be 12O’ clock**.**

Date: Signature of Applicant

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Annexure-B

**Quotation for providing transport facility**

Institute is looking for transport facility to pick up and drop the participants from hotel to AIIA and AIIA to hotel in office hour (9am-5pm). If any hotel has transport facility may fill up this format.

Name and full address of hotel:

Quoting of price as per category of transport facility

|  |  |  |
| --- | --- | --- |
| **SI. No.** | **Type of transport** | **Net rate per day** |
|  | 30 seater AC bus |  |
|  | 30 seater non AC |  |
|  | 18 seater tempo travera AC |  |
|  | 18 seater tempo travera Non AC |  |

Note:

1. Transport Bill addressing to Director, All India Institute of Ayurveda with triple copy after completion of each CME programme has to be submitted in office. Payment will be made by ECS/cheque in name of hotel / transport agency.
2. GST if applicable will be paid extra.

Date: Signature of Applicant

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Annexure-C

**Banking Information**

|  |  |  |
| --- | --- | --- |
| SI. No. | Particulars | Information |
|  | Name of Hotel |  |
|  | Please enclose a cancelled cheque and copy of PAN Card. (cancelled cheque and PAN Card is to be submitted only once) |  |
|  | Complete bank account no. ( Hotel/ Beneficiary).  (In case of change in bank account vender should write to account office but to personal account) |  |
|  | Bank name |  |
|  | Bank address |  |
|  | IFSC Code no. |  |
|  | Mobile no. |  |
|  | E-mail ID |  |
|  | GST No |  |

We undertake that all information provided above is correct and All India Institute of Ayurveda will not be responsible in case of any error on the part of hotel.

(Seal and signature of the firm)