

FORE SCHOOL OF MANAGEMENT, NEW DELHI

INVITATION OF TENDER

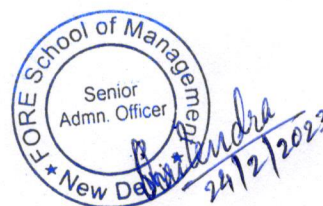
DATE OF INVITATION: 24.02.2023

CLOSING DATE: 06.03.2023 (11:00 AM)

FORE School of Management, New Delhi is looking for the Agency to assist in travelling of students to Singapore as per the attached format. In case you are interested, you may send your quote for the said job in a sealed envelope mentioning **"Quotation for IIP- 2023 (Hotel & Transport at Singapore)"** by courier or to be dropped in the box kept with the security gate of FORE School of Management, B-18, Qutub Institutional Area, New Delhi as per the requirement mentioned in the attached format latest by **1100 Hrs. on Monday, March 06, 2023.**

Terms and Conditions:

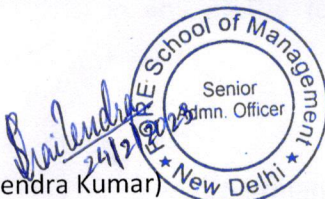
1. The Agency must be a registered company and have at least 5-7 years of experience in service industry.
2. The Agency must have a registered office in Delhi-NCR having 10-12 staff members.
3. The Agency have to submit the quotes in 2 parts i.e., Technical and Financial in separate sealed envelopes. NO quote/ document will be actioned if received on email.
4. The Technical part must have the following documents:
 - (a) PAN Card of the company
 - (b) GST certificate of the company
 - (c) Details of such type of arrangements made during last 2 years with the name of the company/ Institute/college with the name of person to be contacted and his/her contact details.
5. **A)** The Agency has to arrange Hotel for 155 students in twin sharing and 6 faculty members on single occupancy with complementary Breakfast from 23rd April 2023 to 29th April 2023 (6 Nights) in any of the following Hotels for persons traveling for Nanyang Technological University (NTU):
 - a) YWCA
 - b) Genting Hotel
 - c) Days hotels by Wyndham
 - d) Quay hotel Lavender
 - e) IBIS



B) Similarly, the Agency has to arrange Hotel for 56 students in twin sharing and 2 faculty members on single occupancy with complementary Breakfast from 23rd April 2023 to 29th April 2023 (6 Nights) in any of the following Hotels for persons traveling for National University of Singapore (NUS):

- f) YWCA
- g) Genting Hotel
- h) Days hotels by Wyndham
- i) Quay hotel Lavender
- j) IBIS

6. The Agency should handover the documents for Hotel reservation once done.
7. The Agency have to arrange transport facility for all students and faculty from Airport to Hotel on arrival at Singapore and Hotel to Airport according to the date and time of departure from Singapore. FORE School of Management will furnish the flight details of all passengers for Pick-up from Airport and Drop to Airport.
8. A) The Agency have to arrange transport facility for 155 students and 6 faculty members for daily commuting on all 5 days from Hotel to Nanyang Technological University (NTU) from 24th April 2023 to 28th April 2023.
B) Similarly, the Agency have to arrange transport facility for 56 students and 2 faculty members for daily commuting on all 5 days from Hotel to National University of Singapore (NUS) from 24th April 2023 to 28th April 2023.
9. The rates quoted must be firm (cannot be changed) and applicable for at least 21 days from the closure of the date of invitation of quotes until the award of the contract.
10. **Payment Terms:** 30% of the contracted amount will be paid within 15 days of signing of contract, another 50% of the contracted amount will be paid after providing Hotel confirmation vouchers and transportation details. The remaining 20% shall be paid within 30 days of return from the tour.
11. FORE School of Management reserves the right to reject/accept the Tender without assigning any reason.
12. In case of any query, please contact Purchase Committee through email:
purchase-committee@fsm.ac.in


(Shailendra Kumar)
Sr. Admin. Officer