

SOUTH EASTERN RAILWAY

Office of the
Workshop Personnel Officer
S.E.Rly. Workshop,
Kharagpur-721301

NO: SER/P-KGPW/Wel/SBF/DA Camp/ 2023/Venue

Dated: 18-11-2023

Sub: Offer inviting quotations for Venue Booking – Camp for Differently Abled-2023 for Employees of S.E.Railway under the aegis of Staff Benefit Fund Committee, South Eastern Railway.

Personnel Department, Kharagpur Workshop, S.E.Rly., proposes to organize a Camp for Differently Abled employees tentatively from 30th to 31st of January 2024, under the aegis of Staff Benefit Fund Committee (SBFC), South Eastern Railway.

Venue Booking:-

The camp would be fully organized for Differently Abled employees only; therefore, lodging, fooding and other allied facilities such as ease to use wheel chairs, access of lawns, hall etc. by them that are required for organizing such camps are to be provided by the authorities at the venue/resort. The venue should have adequate number of rooms for accommodation of at least 50 persons on sharing basis. Therefore, the venue should have sufficient open area to perform different outdoor activities.

This letter is an offer inviting quotations from interested parties towards organizing such camp at its property. The assured number of participants for the camp shall be 40 participants accompanied by 10 officials of this Railway. However, in the inevitable circumstances of visit of extra numbers of officials in the camp, per diem charges shall be payable for the number days of stay at the camp. **The accommodation/common areas at the venue shall be occupied in totality and access to persons other than Railwaymen/officials and staff/employees of the venue/resort shall NOT be allowed considering the security aspect of the participants.**

The quotation should separately include the following details: -

1. Place and communication details of the resort/hotel premises, viz. postal address, nearest Railway station, corporate office address, contact number(s), facsimile number, e-mail id, website, etc.
2. Accommodation details (nos. & type of rooms with details of facilities in the rooms with proper arrangements for appropriate bedding) for the participants as well as officials for stay with check-in on 30th January and check-out on 31st January of 2024.
3. Fooding facilities towards all meals (Breakfast, Lunch, Evening Snack and Dinner) during the period of stay as mentioned above, with details of food to be provided in details and enclosed as an Annexure with the quotation. All participants should invariably be provided 05 ltrs packaged drinking water of reputed companies.
4. Details of availability of other facilities within the property/premises. This should include Conference Room/Banquet Hall facilities, PA system and staging of campfire/bonfire, cultural programmes and area for such other facilities appropriate for holding such camp. Extra facilities worth mentioning, should also be highlighted in the quotation.
5. The per diem charges for the participants should include only the lodging charges and charges for all foods at the venue during the period of stay of the participants. Any other charges, if any, for facilities to be provided at the venue, should be quoted separately.




Contd. to Page-2

6. The resort should be well maintained and ease in accessibility with wheel chairs, crutches or other aids in the entrance, lawns, open area, since the camp is being held solely for the differently abled staff.
7. Any other details relevant to organizing such camps at your property/ premises.
8. Any changes/ deviation from the agreed to conditions shall only be done with mutual agreement of both the parties, i.e. South Eastern Railways and the authorized signatory of Resort/Hotel.
9. It shall be the sole discretion and prerogative of authorities of South Eastern Railway in respect of sharing of the Hotel rooms and the Hotel shall provide additional bedding facilities at no extra cost, if needed, in the event the rooms are required to be shared beyond the stated capacity.
10. The participants shall have the liberty to use all and any such facility available at the Hotel/Resort at no extra cost during the period of stay at the Hotel/Resort premises.

All the payments will be made by NEFT mode only.

Quotations must be submitted in sealed cover and addressed to 'The Asstt. Personnel Officer (G), S.E.Railway Workshop, Kharagpur, Paschim Medinipur, PIN-721301. Quotations must reach the office of APO(G), Personnel Department, S.E.Railway Workshop, Kharagpur, Paschim Medinipur, PIN-721301; latest by 11:00 hours of 25th of November, 2023 at the above address. Quotations will be opened in the chamber of Asstt. Personnel Officer (G)/Kharagpur Workshop at 12.00 hrs on the same day.

Quotations/Offer received through TELEX/FAX/e-mail shall not be entertained /considered.



(D. Satyanarayana)
Asstt. Personnel Officer (G)
for Workshop Personnel Officer
S.E.Railway Workshop, Kharagpur.