

**The Maharaja Sayajirao University of Baroda
Vadodara - 390 002**

Faculty of Science

Notification for Inviting Quotations

<u>Notification Date:</u>	<u>Last date of submission:</u>	<u>Date of Bids Opening:</u>
22.01.2026	09.02.2026 up to 5.00 pm	10.02.2026 at 04.30 pm

Quotations are invited in a two-bid system for providing Conference kits for the participants of the National Conference on Accelerating Innovation for a Sustainable Future to be held on 11th and 12th March 2026 at Faculty of Science.

Name of the Service	Quantity
Providing Hotel Accommodation	Number of Guests: 26 Number of Rooms: 26 Single Occupancy: 26 Double Occupancy: 00

Note:

- (1) Detailed specifications and terms and conditions are given in thi document.
- (2) Technical bid should include (a) registration of the hotel; (b) compliance of the specifications (c) Any other terms & conditions.
- (3) The financial bid should state the cost per night for each type of room.

A hard copy of the Technical Bid and Financial Bid should be submitted through registered courier or post services in separate sealed covers mentioning the type of Bid.

Last date of submission: 9th February 2026, by 05:00 pm at Faculty of Science office.

Prof. Vipul Kalamkar
Dean, Faculty of Science
The Maharaja Sayajirao University of Baroda,
Vadodara, Gujarat.

Submit a signed and stamped copy of the following technical specifications in a sealed cover superscribed 'technical bid' stating that the supplier agrees with all the terms and conditions.

Technical Specifications:

<p>Providing Hotel Accommodations Guests: 26 Rooms: 26</p>
<p>Specifications</p> <p>A) No of Rooms: 26 B) No of Guests: 26 C) Check in: 10th March Evening (depends on actual arrival of guest) D) Check Out: 12th March Evening E) Rooms types: A total of 26 rooms are required for 26 guests. F) Room Size: Minimum 20 Sq meters</p>

Specific Terms and Conditions:

1. The Hotel must be at least 3-star Hotel
2. The Hotel must be accredited by HRACC, Ministry of Tourism. A certificate issued by HRACC must be attached with the technical bid.
3. Hotel should be within 3 Km distance from Faculty of Science, Sayajigunj.
4. A team from the Faculty of Science will visit the hotel and view the facilities available for guests. The Hotel will be considered for opening the financial bid only if the team is satisfied with the location, ambiance, cleanliness, and facilities of the Hotel.
5. The number of rooms may increase/ decrease at the time of arrival of the guests. In that case the Hotel will charge on pro-rata and actual basis.
6. Hotel should provide flexibility for early check-in and late check-out up to 3 Hours without additional charges.
7. To decide the L1 bidder it will be assumed that 26 rooms as specified above are available for one night.
8. In case of one Hotel is incapable to provide sufficient room, the two hotels can be considered for the accommodation.

General Terms and Conditions:

- 1) Unsigned quotations will be rejected.
- 2) Technical and Price bids should be submitted in separate sealed covers. Bidders found satisfactory in technical bids will only qualify for opening the price bid.
- 3) **The technical bid envelop /offer must not contain any price information.**
- 4) The rates should be quoted only by computerized writing/printing. No change, addition, alteration in the tender rates on omission / misunderstanding / mistake or any other reasons would be permitted.
- 5) Any change in figures, words of the quotation should be attested by the vendor by initial near / beside such change. Also, the vendor should invariably sign the quotation on the correction / overwriting in the quotation and general terms and conditions and must be submitted in original issued by this University.
- 6) All the quotation documents must be duly stamped and signed by the owners / certified representative of the company. Representative should produce a certificate of such authority for making quotation on owner's behalf.
- 7) Prices for each item should be quoted separately, and the cost should be quoted **F.O.R, National Conference-2026, Faculty of Science, The Maharaja Sayajirao University of Baroda, Vadodara-390 002, Gujarat.**
- 8) The vendor should fill the rates inclusive of forwarding, freight, insurance, GST, and all such other charges and state the amount payable specifically for each item if it is extra.
- 9) University does not provide any exemption for paying any kind of levies.
- 10) The vendor rates should be valid up to a minimum period of 90 days from the opening date of the quotation.
- 11) No advance or part payment against the ordered goods will be made till the full order placed is satisfactorily executed. Payment will be made as soon as the University approves the Bills after order completion.
- 12) The University Authorities reserve the right to vary the units, accept the quotation fully or partially and shall not be bound to give reasons for rejecting the whole or part of the quotation.
- 13) Late receipt of the quotation for any reasons will not be considered and all such quotations are liable to be disqualified and no correspondence will be entertained in such case.
- 14) Supplier should provide best quality product. If the provided products are found faulty/ poor quality, undersigned reserve the right to cancel or terminate the contract.

Prof. Vipul Kalamkar

Dean, Faculty of Science

The Maharaja Sayajirao University of Baroda,

Vadodara, Gujarat.

Place: Vadodara

Date: 22-01-2026