

RURAL CONNECTIVITY TRAINING AND RESEARCH CENTRE
PANCHAYATS & RURAL DEVELOPMENT DEPARTMENT
GOVT. OF WEST BENGAL
PLOT NO. B/4, SCHOOL AREA (PT.), KALYANI, NADIA
e-mail: wbrctrc.kalyani@gmail.com, rctrc.kalyani@gmail.com
Website: www.rctrcwestbengal.com

Memo No.: 3126/RCTRC/2026

Date: 18.08.2026

For and on behalf of Rural Connectivity Training and Research Centre (RCTRC), the Manager (Training), RCTRC & Executive Engineer (P&RD) invites item rate quotations from Resourceful and bona-fide hotel owners /travel agencies/event management firms etc. who satisfy the terms and conditions are requested to quote their rates for accommodation in 3 star & 4 star hotels (Annexure-'A'). The rate shall remain valid up to 12 months from the date of opening of Quotation. Quotations must be submitted through sealed envelope addressing to the under signed by hand /drop box kept at the RCTRC office or by post clearly mentioning "Quotation for accommodation".

Rates once quoted shall remain valid up to 12 months from opening of the quotation. Quoted rates cannot be changed within the validity period for any reason whatsoever. The rate should be quoted as per format in letter head of the bidder both in word and figure.

Documents to be furnished:

The following documents to be attached during submission of quotation along with application and financial bid (to be submitted in letter head of the quotationer/bidder).

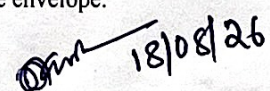
1. Photo copy of valid trade license.
2. Photo copy of PAN card.
3. Photo copy of valid GST registration.
4. Photo copy of last submitted Income Tax Return.
5. Document in support of 3*/4* category hotel certification.

The last date of quotation submission is 31.08.2026 up to 16.00 hrs and the quotation will be opened on 01.09.2026 at 14.00 hrs.

Intending bidders may remain present during opening of quotation if so desired. The authority reserves the right to accept or reject all the quotations without assigning any reason what so ever. Award of successful bidder will be given as and when required on the basis of outside training program organize by the Institution.

GENERAL TERMS & CONDITIONS:

- No advance payment will be made in any case.
- Payment shall be made based on availability of funds.
- Rooms to be allocated with 48 hours of intimation.
- Daily quota of 4 liters of drinking water to be made without extra charge.
- Name & Address of the quotationer must be clearly mentioned on the envelope.


Manager (Training), RCTRC, Kalyani &
Executive Engineer, P&RD
Govt. of West Bengal

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Copy forwarded for information to:

1. The Special Secretary to the Govt. of West Bengal, P&RD Dept. & ACEO, WBSRDA.
2. The Chief Engineer (Presidency Zone), P&RD.
3. The Director, RCTR, Kalyani, Nadia.
4. The Sr. P.A. to the Secretary to Govt. of West Bengal, P&RD Dept.
5. Official Website.
6. Office Notice Board.
7. Guard File.

Done 18/08/26
Manager (Training), RCTR, Kalyani &
Executive Engineer, P&RD
Govt. of West Bengal

(Letter Head of the Quotationer)

ANNEXURE- 'A'

(Financial Bid)

<i>Item Description (with AC facility)</i>	<i>Rate per room per night</i>	<i>Taxes</i>	<i>Total Amount</i>
Suite in 4* hotel			
Deluxe Room in 4* hotel on single occupancy basis			
Deluxe Room in 4* hotel on double occupancy basis			
Standard Room in 4* hotel on single occupancy basis			
Standard Room in 4* hotel on double occupancy basis			
Suite in 3* hotel			
Deluxe Room in 3* hotel on single occupancy basis			
Deluxe Room in 3* hotel on double occupancy basis			
Standard Room in 3* hotel on single occupancy basis			
Standard Room in 3* hotel on double occupancy basis			

N.B.: Room rent must be quoted for air conditioned rooms. No advance payment shall be claimed.
No cancellation charges shall be claimed.

(Signature of Bidder/Quotationer)

Done
18/08/26