



(सूक्ष्म लापु एवम् मध्यम उद्यम मंत्रालय, भारत सरकार)  
(Ministry of MSME, Govt. of India)

## कर्यर बोर्ड COIR BOARD

राजीव गांधी हैन्डीक्राफ्ट्स भवन, प्रधान तला,  
बाबा खडग सिंह मार्ग,  
कनौट प्लॉट, नई दिल्ली – 110001  
दूरभाष संख्या / Phone no. 011-23341388, 23747766, 23747755

Rajiv Gandhi Handicrafts Bhavan, 1<sup>ST</sup> Floor,  
Baba Khadag Singh Marg,  
Connaught Place, New Delhi – 110001.  
फैसल / E-mail: coirboard.srcp@gmail.com

संख्या / No.

दिनांक / Date:

CB/SRCP/RDC-2026.

03.01.2026

### Notice Inviting Quotation

#### Subject: Invitation of Competitive Quotations from Reliable Travel Agencies for Republic Day Ceremony (RDC)–2026

The **Coir Board**, Ministry of Micro, Small & Medium Enterprises, Government of India, through its **Showroom and Sales Depot, New Delhi**, proposes to invite **competitive quotations** from **reliable and reputed Travel Agencies**, for arrangements in connection with the **Republic Day Ceremony (RDC) – 2026**.

**Interested Travel Agencies are requested to submit their quotations with the following details:**

#### **1. Accommodation**

**1. Period of Stay:** 24.01.2026 to 27.01.2026 (03 nights)

**2. Number of Rooms:** 50 Nos. (Double Occupancy)

**3. Location:** Mahipalpur / Near IGI Airport, New Delhi

**4. Hotel Category:** Category-wise rates for **3 Star / 4 Star** hotels

**5. Proposed Hotel Details:** Name and address of the hotel

**6. Room Tariff per Night:** Double Occupancy with Meal Plan (Breakfast & Dinner)

**7. GST and Other Applicable Taxes:** To be clearly indicated

**8. Distance of Hotel from IGI Airport**

**9. Road Access**

**10. Check-in and Check-out Time**

**11. Cancellation / No-show Policy**

(Room requirement may vary by ±10%. Payment will be made only for occupied rooms.)

**12. Hot Water and Toiletries:** To be provided in all rooms

**13. Room Facilities:** Air-conditioned rooms with heating facility and attached bathroom

**14. Housekeeping:** Rooms shall be neat and tidy, and housekeeping services shall be ensured throughout the stay.

**15. GSTIN, PAN and Bank Details** of the Travel Agency

## II. Transportation

### **1. Traveller Vehicle:- 1 Nos**

- i. 25-Seater (minimum 17-Seater acceptable)
- ii. **Date: 24.01.2026**
- iii. **Route: IGI Airport – Hotel (Shuttle Service)**

### **2. Low Floor Bus:**

- i. 49-Seater – **02 No.**

#### **Date & Route:**

- I. **25.01.2026**
- II. From Hotel to Local Travel and back to Hotel

### **3. Low Floor Bus:**

- i. 49-Seater – **01 No.**

#### **Date & Route:**

- **26.01.2026:** Hotel to Metro Station (Shuttle)
- **27.01.2026:** Hotel to IGI Airport (Shuttle).

The quotation may be sent **to the undersigned on or before 10.01.2026 up to 04:00 PM.** All prices quoted **must be inclusive of all charges**, including tolls, parking, entry fees, etc. **No hidden or additional charges** will be entertained under any circumstances. The **Coir Board reserves the right to accept or reject any or all quotations** and also reserves the right **not to proceed further** without assigning any reason. The quotes will be evaluated separately for Accommodation and Transportation and work orders will be issued for transportation on need basis only.



**Manager (Com. & PRO)**  
**Coir Board**

Ministry of MSME, Government of India  
Ground Floor, Rajiv Gandhi Handicraft Bhawan  
Baba Kharag Singh Marg, Connaught Place  
New Delhi – 110001