



Reference No: BOBP/HOTEL/CORRES

Dated: 04.11.2025

Sub.: INVITATION OF QUOTATIONS FOR ORGANIZING MEETING IN A HOTEL
AT CHENNAI FROM 11 – 14 NOV 2025.

Background

1. Bay of Bengal Programme (BOBP) is an Inter-Governmental (IGO) a Non-profit organization enacted by the Council of Ministers, Cabinet, and Government of India having member countries i.e India, Sri Lanka, Bangladesh, and Maldives. The Organisation works for marine fisheries sustainability for ensuring ecological food security in the Bay of Bengal rim countries.
2. The BOBP-IGO has received grants under the International Water Component of the GEF and NORAD to execute the “Sustainable management of fisheries, marine living resources and their habitats in the Bay of Bengal region for the benefit of coastal states and communities” (BOBLME-2)
3. Now, BOBP-IGO intends to conduct a Training Programme from 11 – 14 Nov 2025 at Chennai. The BOBP-IGO is looking for a 3 – 4 star hotel for organizing the meeting at their premises.

Event Details

- **Programme Title:** [Capacity Development Course on Planning and Implementing Ecosystem Approach to Fisheries Management in India].
- **Dates:** [11 Nov – 14 Nov 2025]
- **Duration:** [0900 hrs – 1730 hrs)
- **Number of Participants:** [20 pax resident guest]
- Non-resident guests per day – 03 – 05 pax
- Room requirement – Single/double occupancy
- **Preferred Location:** [Chennai]

Meeting Hall Requirements

- Minimum 1500 sq ft, air conditioned hall with all facilities.
- Hall is required from 11 – 14 Nov 2025.

We request you to kindly quote your prices as under:

1. **For the resident guests:** Rates on 'per room per night' on single/double occupancy basis which shall include (a) Room tariff; (b) Buffet Breakfast (c) Lunch (d) Dinner.
2. **For Non-Resident Guests.** Rate per Buffet lunch/dinner with 2 Non veg.
3. **Complimentary services:** Meeting Hall, Wi-Fi (Standard Bandwidth) for 4 devices in the room/meeting hall; 2 time tea/coffee with cookies shall be complimentary for the room rates above per night per room shall be all inclusive.
4. **Payment Terms:** One week credit on completion of the event.

Please confirm availability of the rooms and meeting hall as indicated above and provide separate rates as above.

Please forward your quotation by 1700 hrs on 07 Nov 2025.

Administrative Officer