

**INSURANCE REGULATORY DEVELOPMENT AUTHORITY OF INDIA
HYDERABAD**

4th April 2016

Sub: Minutes of the 38th Procurement Committee meeting held on 4th April 2016

Present:

- | | |
|--|-------------------|
| (i) Shri D.D.Singh, Member (Distribtuion) | - Chairman |
| (ii) Shri M.Pulla Rao (Sr JD- General) | - Member |
| (iii) Shri Randip Singh Jagpal, (Sr. JD- Intermediaries) | -Member |
| (iv) Smt J.Meena Kumari, (Sr.JD- Inspection) | - Member |
| (v) Shri M.S.Jayakumar,(CAO) | - Member Convener |

User Department present:

- (vi) Shri Deepak Khanna, (DD - Admin)

1. Insurance awareness day – Hotel Booking

The user department briefed the process followed in acquiring the quotes for finalizing the venue for the insurance awareness day.

1. The provisions of Office Goods and Services procurement manual do not specify the procedure for acquisition of quotes regarding selecting a venue for an event (Hotel).
2. Conferences, Meetings, Events in the organization are conducted by various departments and the administration department receives notices to arrange for venues by the departments, generally, at a short notice.
3. The venue is selected keeping in view of the nature of the event, number of participants, duration of the event, requirements of the event (dignitaries, type of venue required etc.)
4. The quotes for the Insurance Awareness Day 2016 were invited from hotels which are falling under the following criteria:
 - a. Hotels which are having a capacity to accommodate around 500 guests
 - b. Hotels which are in the vicinity of office were preferred most.
 - c. Category of hotel i.e. 5 star, considering the dignitaries expected to attend the function which include Chief Minister of State or personnel with similar capacity.

- d. Hotels which could provide venue for full day till 8.00 p.m.
- e. Security available in the hotel in view high profiled dignitaries attending the function.
- f. The quotes were called from hotels where similar function was held by IRDAI or selected hotels fulfilling the above criteria.
- g. Since it is not a regular requirement, no empanelment has been done.

The details of quotes called for and received by the department are as follows:

Sl. No.	Name of the Hotel	No. of Participants/items		Rate per Person	Taxes	Total	Including Taxes
1	TRIDENT 19.04.2016	Lunch	150	1100.00	26.12%	165000.00	2 08 098.00
		Buffet Dinner	450	1200.00	26.12%	540000.00	6 81 048.00
		Hi-Tea	400	200.00	26.12%	80000.00	1 00 896.00
		TOTAL:					9 90 042.00
2	TAJ KRISHNA 19.04.2016	Lunch	150	1400.00	38.73%	210000.00	2 91 333.00
		Buffet Dinner	450	1700.00	38.73%	765000.00	10 61 284.50
		Hi-Tea	400	900.00	38.73%	360000.00	4 99 428.00
0		TOTAL:					18 52 045.50
3	NOVOTEL 19.04.2016	Lunch	150	1000.00	32.40%	150000.00	1 98 600.00
		Buffet Dinner	450	1100.00	32.40%	495000.00	6 55 380.00
		Hi-Tea	400	600.00	32.40%	240000.00	3 17 760.00
		TOTAL:					11 71 740.00
4	THE PARK	Non-availability of space to conduct the Event on the said date confirmed by the Hotel through e-mail					
5	THE MARRIOTT	Non-availability of space to conduct the Event on the said date confirmed by the Hotel through e-mail					
6	PARK HYATT	Non-availability of space to conduct the Event on the said date confirmed by the Hotel through e-mail					

The lowest quote submitted by Trident Hotel for Rs 9,90,042/- is approved. The administration department is advised to create a possible framework in the manual to select venues for arranging events for any future use. The meeting ended with vote of thanks to the Chair.



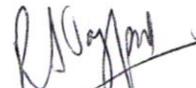
CAO

Member-Convener



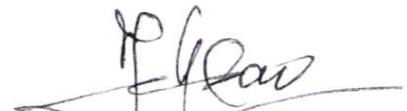
Sr. JD (Inspection)

Member



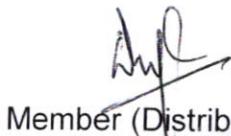
Sr. JD (Intermediaries)

Member



Sr. JD (General)

Member


Member (Distribution)

Chairman