



विदेश सेवा संस्थान
विदेश मंत्रालय, नई दिल्ली
FOREIGN SERVICE INSTITUTE
MINISTRY OF EXTERNAL AFFAIRS
NEW DELHI

Ministry of External Affairs
Foreign Service Institute
New Delhi

No. Q/FSI-FT/580/9/2017

Date: 9th June 2017

The Foreign Service Institute (FSI) of the Ministry of External Affairs in New Delhi is planning to organise a Special Course for Bangladeshi Diplomats from July 3rd to 14th July, 2017. The course would be attended by approximately 25 diplomats from Bangladesh.

2. To accommodate the diplomats, FSI intends to tentatively book 25 single rooms from July 1 to 15, 2017. The names of the diplomats and the exact time of their arrival and departure would be conveyed nearer to the date.

3. **Quotations are invited for hosting these diplomats for the period mentioned in paragraph 2 above from hotels, as per the following conditions, on MAP plus Taxes basis:**

i. The quotation should be inclusive of breakfast and dinner charges. Rate for providing lunch on weekends / closed holidays may be separately quoted;

ii. The diplomats should be received at the airport on arrival and seen off at the time of departure (airport pick-up and drop-off) on complimentary basis;

iii. The diplomats should be provided with one daily newspaper and complimentary internet services;

iv. Any expenditure on laundry, telephone calls, consumption of soft drinks/ juice, bottled/mineral water, liquor, mini-bar usage, car/taxi hire etc. which are not part of the guest facility and are chargeable by the hotel, would be paid by the guests themselves. However, FSI would have no objection on the hotel offering any of these services on complimentary basis;

v. A broad guideline describing the admissible and non-admissible items should be handed over to each diplomat on arrival and a copy of the same should also be placed at every room. A copy of the same should be mailed to the undersigned in advance for approval;

vi. During the period mentioned above, the diplomats would be taken out of Delhi on study tour to Agra for 1 night. The diplomats would be advised to check-out while proceeding on study tour and check-in again after returning. No charges are to be levied during their absence. Also, arrangements are to be made to safely store their baggage which they might like to leave behind while proceeding on study tour.

vii. The hotel must be a five star deluxe property. Proof of the same will be required to be submitted.

viii The hotel should be located in South Delhi for the ease of commuting of the diplomats

ix. Preference will be given to hotel empanelled with MEA/its Division.

5. Since these diplomats would be guests of Government of India, a certificate to that effect would be provided for the waiver of taxes to be exempted as per statutory provisions.

6. Last date of submission of quotation is 19.6.2017 by 1300 hrs. Interested vendors may drop their quotations in Tender Box at Foreign Service Institute, Baba Gang Nath Marg (Near Ber Sarai Market), (Opp Kendriya Vidyalaya), New Delhi-110067 dully superscribed as "Quotations for Hotel for Special Course for Bangladeshi Diplomats".



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Details for Payment

Type	Commercial	Name	
PAN No.			
TIN No.		TAN No.	
Add.		Add 1.	
City		Add 2.	
Country		State	
District		Pin Code	
Mob. No.		Phone No.	
E-Mail		A/c No.	
Bank Name		IFSC Code	