



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

Q/FSI/580/11/2017

3rd August, 2017

The Foreign Service Institute (FSI) of the Ministry of External Affairs in New Delhi is organizing the 11th Special Course for ASEAN Diplomats from August 9-September 8, 2017.

2. In this context, Quotations with taxes break up are invited for booking 20 single rooms for 1 night from August 19-20, 2017 in Agra as per the following conditions:

- i) Quotation should be included room charges + taxes + rates of all three meals+ taxes.
- ii) Quotation for extra meal(lunch) + taxes may also be given
- iii) The diplomats should be provided with newspaper and complimentary internet services in the room.
- iv) Any expenditure on laundry, telephone calls, consumption of soft drinks/juice, bottled mineral water, liquor, min I bar usage, car/taxi hire which are not part of the guest facility and are chargeable by the hotel, would be paid by the guest themselves. However, FSI would have no objection on the hotel offering any of these services on complimentary basis
- v) Any other complimentary facility, which the hotel desires to provide, may be specified.
- vi) 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;
- vii) The hotel must be a five star deluxe property. Proof of the same would be required to be submitted along with the quote.

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

5. Last date and time of submission of quotations - 7th August, 2017 Thursday by 1400 hrs.

6. Interested vendors may drop their quotation in a sealed envelope in the Tender Box at the address given below **and may attend the proceedings of opening of tenders.**

Foreign Service Institute
Baba Gangnath Marg (Near Ber Sarai Market)
Opposite Kendriya Vidyalaya JNU Campus
New Delhi-110067

7. The sealed envelopes would be superscribed with "Quotations for hotel in Agra for the 11th Special Course for ASEAN Diplomats:"

With best wishes

(Mayank Chaubey)

Mayank Chaubey
Director & Course Coordinator (FSI-FT&NRG)
Foreign Service Institute
Ministry of External Affairs
New Delhi.