



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

Q/FSI/580/12/2017

25<sup>th</sup> Sept, 2017

The Foreign Service Institute (FSI) of the Ministry of External Affairs in New Delhi is organizing the 64<sup>th</sup> Professional Course for Foreign Diplomats from September 27-October 27, 2017.

2. In this context, Quotations with taxes break up are invited for booking **43 single rooms for 3 nights from October 5 - 7, 2017 (Check in on 5<sup>th</sup> Oct and Check out on 8<sup>th</sup> Oct)** in Hyderabad as per the following conditions:

- i) Quotation should include room charges + taxes, rates of all three meals + taxes and rates per meal + taxes.
- ii) The diplomats should be provided with newspaper and complimentary internet services in the room.
- iii) 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.
- iv) Any other complimentary facility, which the hotel desires to provide, may be specified.
- 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) The hotel must be a five star deluxe property. Proof of the same would be required to be submitted along with the quote.

3. 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.

4. **Last date and time of submission of quotations - 29<sup>th</sup> Sept, 2017, Friday by 1000 hrs.**

5. 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 at 1100 hrs on 29<sup>th</sup> Sept 2017.**

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 Hyderabad for the 64<sup>th</sup> Professional Course for Foreign Diplomats:**

(Mayank Chaubey)