



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

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

Date: 19th 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 12th July, 2017. The course would be attended by 25 diplomats from Bangladesh.

2. As a part of the course, the diplomats, on completion of their training here at FSI, would be taken on a study tour of Mumbai from **12th to 16th July 2017**. Two (2) officials from FSI would also accompany them.

3. **Quotations (Inclusive of all taxes) are invited for hosting the diplomats for the period mentioned in paragraph 2 above from hotels, as per the following conditions:**

i. Quotation should be inclusive of all meals. **Rate for providing extra meal, if so required, may be separately quoted;**

ii. **The guests should be received at the airport on arrival and seen off at the time of departure (airport pick-up and drop-off) – rates to be quoted separately;**

iii. **The charges for hiring a Volvo or 45-seater A/C bus for internal travel of the guests may also be separately quoted;**

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

v. 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;

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;

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

5. Last date and time of submission of quotations - **Thursday 29 June 2017 by 13.00 hrs.**

6. Interested vendors may drop their **quotations in a sealed envelope**, in the Tender Box at :-

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

7. The sealed envelopes will be superscribed "**Quotations for Hotel at Mumbai for Special Course for Bangladeshi Diplomats**".

With best wishes,

(मयंक चाव्हे) / (Mayank Chaubey)
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COURSE COORDINATOR