



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

NO.Q/FSI-FT/580/10/17

4th July, 2017

The Foreign Service Institute (FSI) of the Ministry of External Affairs in New Delhi is organizing the 3rd Course for ASEM Diplomats during the month of July, 2017.

2. In this context, quotations (with taxes break up) are invited for booking 20 single rooms from 17-27th July, 2017.

3. Quotations may be sent as per the following conditions:-

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 on complimentary basis;

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

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, with a copy marked 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 the trip 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 would be required to be submitted.

viii) The hotels should be located in South Delhi for the ease of commuting of the diplomats.

ix) Preference would be given to hotel empanelled with MEA/its division.

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 of submission of quotation is 10th July, 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), New Delhi – 110067 duly superscribed as "Quotations for Hotel for 3rd Course for ASEM Diplomats".**

(MAYANK CHAUBEY)

COURSE COORDINATOR

Director & Course Coordinator (OT)

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