



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

The Foreign Service Institute (FSI) of the Ministry of External Affairs in New Delhi is organizing a **Special Course for Foreign Diplomats** from January 15-25, 2018. The course would be attended by 50 Diplomats

2. In this context, Quotations are invited, for booking **50 single rooms on MAP basis plus taxes** from **14th to 26th January 2018** at Delhi.

3. Quotations for the period mentioned in paragraph 2 above, in respect of your hotel, may please be sent as per the following conditions:

i) **Quotation should also separately mention rate for one major meal + tax (on weekends)**

ii) The diplomats should be provided with newspaper and complimentary airport pick up and drop in cars, internet services in the room and atleast 4 pieces of complimentary laundry per day.

iii) The hotel should have a medical doctor on call and that the telephone number of such doctor will be shared with the FSI as well as participants.

iv) Any expenditure on extra laundry, telephone calls, consumption of soft drinks/juice, bottled mineral water, liquor, mini-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.

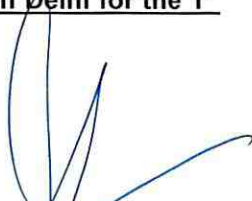
v) Any other complimentary facility, which the hotel desires to provide, may be specified.

vi) 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 in every room. A copy of the same should be mailed to the undersigned in advance for approval.

4. Interested vendors may drop their quotation in a sealed envelope in the Tender Box by **1000 hrs** at the address given below on **14th Dec 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 Delhi for the 1st Special Course for Foreign Diplomats (15-25 Jan 2018):**


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