

The Foreign Service Institute (FSI) of the Ministry of External Affairs in New Delhi is organizing the **67th Professional Course for Foreign Diplomats** from March 13-April 12, 2019.

2. In this context, quotations with tax break up are invited for booking **50 single rooms for 1 night from April 6-7, 2019** (Check in on 6 April /Saturday and Check out on 7 April/Sunday) in Agra as per the following format

Single Room per Night Charges in AGRA for One Night

	Basic Charge Per Night in INR without GST	Applicable GST Rate (%)
Single Room		

3. The Basic Charge per Night in the above format will be inclusive of the following:

- i. Room rent, breakfast, lunch and dinner as under American Plan (AP);
- ii. Complimentary provision of one newspaper and internet services;

4. Besides facilities stated in para 3 above the hotel may provide other complimentary facilities as it normally does for hotel guests. Non-complimentary facilities used by guests such as laundry, telephone calls, mini bar, car/taxi hire etc would be paid by the guest themselves.

5. A broad guideline describing the do's and don'ts should be handed over to each diplomat on arrival and a copy of the same placed in every room.

6. On the day of check-out the diplomats will be taking lunch at the hotel. The quotation for lunch, **subject to a maximum of Rs.950/- per head**, may be submitted in the following format:

	Per head INR without GST	Applicable GST Rate (%)
Lunch		

6. The quotations must be submitted before **1100 hrs. on Tuesday, March 26, 2019** by dropping it in the **Tender Box** at Foreign Service Institute, Baba Gangnath Marg (Near Ber Sarai Market), New Delhi-110067 duly superscribed with **“Quotations for Hiring of Hotel Services in AGRA for Foreign Diplomats from April 6-7, 2019”**.

7. Representatives of the hotels may attend the proceedings of the opening of the quotations at Foreign Service Institute at **1100 hrs on March 26, 2019**.

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