



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

Q/FSI/580/12/2017

6th November, 2017

The Foreign Service Institute (FSI) of the Ministry of External Affairs in New Delhi is organizing a **Special Course for CARICOM Diplomats** from November 13-24, 2017. The course would be attended by 25 Diplomats

2. In this context, Quotations with taxes break up are invited for booking **25 single rooms on MAPAI basis** from **11th to 26th November 2017** 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 include room charges + taxes and rate for extra lunch/Dinner + tax and on MAPAI basis
- 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) 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;
- vii) The hotel must be a five star deluxe property. Proof of the same would be required to be submitted along with the quote.
- viii) During the period mentioned above, the diplomats would be taken out of Delhi on a study tour to Agra/Fatehpur Sikri/Jaipur on one occasion. The diplomats would be advised to check-out while proceeding on study tour and check-in again after returning. No charges are to be levied during their absence. Also, arrangements will be made to safely store their baggage which they might like to leave behind while proceeding on study tour.
- ix) The hotel should preferably be located in South Delhi and within a radius of 10 KMs of FSI.

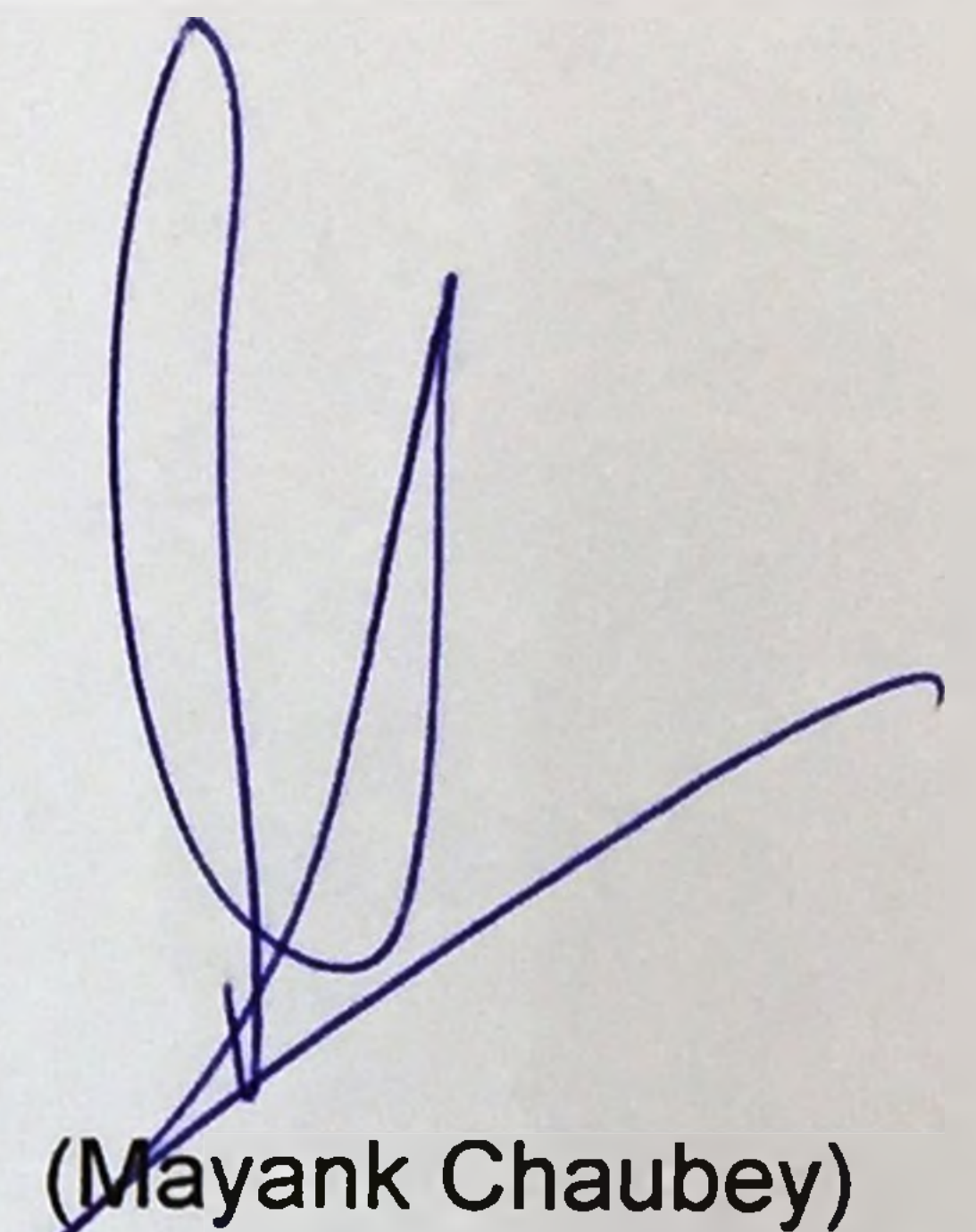
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3. Last date and time of submission of quotations - 9th November, 2017, Thursday by 1000 hrs.

4 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 9th November 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 Special Course for CARICOM Diplomats."



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