

Q/SSIFS-FT/580/14/2020
Ministry of External Affairs
Sushma Swaraj Institute of Foreign Service
New Delhi

17 February 2022

3rd Annual Disarmament & International Security Affairs Fellowship Programme

Notice Inviting Quotations for Hiring of Hotel Services in MUMBAI

The Sushma Swaraj Institute of Foreign Service of the Ministry of External Affairs is organising training of Foreign Diplomats from 14 March – 1 April 2022.

2. In this regard, quotations are invited from 5 star hotels, preferably in and around Trombay, for booking of **30-35 single occupancy rooms in Mumbai for two nights**. The check-in will be on 29 March 2022 and check-out on 31 March 2022. The quotations should be submitted in the following format:

Single Room per Night Charges in Mumbai for Two Nights under American Plan (AP)

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

Single Room per Night Charges in Mumbai for Two Nights under Modified American Plan (MAP)

	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 AP or MAP;
- ii. Complimentary provision of one newspaper and internet.

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, room service, car/taxi hire, juice/soft drinks/mineral water at restaurant etc, would be paid by the guest themselves. Broad guidelines describing the do's and dont's should be handed over to each diplomat on arrival and a copy placed in every room.

5. The contact details of the doctor on call duty will be shared with the diplomats as well as with SSIFS on the day of check-in of diplomats. The medical expenditure of the diplomats would be billed to SSIFS.

6. Hotels must also submit quotations for providing transport services for airport pick-up and drop and for internal travel within the city for 40 seater Luxury AC bus, in the format

given below. The expenditure on toll tickets and parking on actual basis would be borne by SSIFS as per the bills provided.

Airport Pick and Drop and Travel within Mumbai from 29-31 March 2022


	Rs/day- (8 hrs/80 km) without GST	Rs/hr for extra hours without GST	Rs/km for extra kilometres without GST	Applicable GST Rate (%)
Luxury AC Coach to accommodate 40 persons (Indicate seating capacity for the submitted quote)				

7. Hotels must ensure that both the driver and conductor of the bus are dressed in clean uniform with shoes; the bus is not driven rashly but with care for safety of foreign diplomats; bottled water is provided in the bus; and the bus is cleaned on a daily basis, both from inside and outside.

8. Both the quotations must be indicated in the same letter and submitted in the name of Ms. Nilakshi Saha Sinha, JS (SSIFS) before **1600 hrs on Friday, 25 February 2022** by dropping it in the **Tender Box** at Sushma Swaraj Institute of Foreign Service, Baba Gang Nath Marg (Near Ber Sarai Market), New Delhi-110067 duly superscribed with **“Quotations for Hiring of Hotel Services in MUMBAI for Foreign Diplomats from 29-31 March 2022”**.

9. **The quotation should have name and signature of the authorised representative & stamp of the hotel.**

10. Representatives of the hotels may attend the proceedings of the opening of the quotations at Foreign Service Institute at **1630 hrs on Friday, 25 February 2022**.


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