

**Request for Quotation for
visit of participants of the 11th Capacity Building Training Programme to Singapore**

Reference No.: IITK/R & D/2017298

Date: 02nd Nov. 2017

We invite proposal for as per items described below. Please quote rate including all taxes and terms for payment including cancellation/modification policy for the items listed below with notes. Provide details of the services offered. Send a hard copy of the signed quotation in a sealed envelope latest by 9th Nov. 2017(5 pm IST) to the address mentioned herein.

A. Items Required:

- 1) Accommodation for four nights in a 4* hotel (Std./Deluxe/Exec. room)
(Give choice of up to three hotels and two room types)
Expected Arrival: 12th Dec. 2017 around 6-7 pm by Jet Airways
Expected Departure: 16th Dec. 2017 around 9 am from hotel by Jet Airways
(Rooms to be checked out by the checkout time on 16th Dec. 2017)

Number of Rooms: about 20 rooms per day (+/- 2) for 4 nights on single occupancy basis with full breakfast and Wi-Fi connectivity in room /conference area. Minimum 18 rooms.

A suggestive shortlist of hotels is given below:

- Holiday Inn Express, Orchard Road
- Holiday Inn Express, Clarke Quay
- Hilton Singapore, Orchard Road
- or equivalent hotel around Clarke Quay/Orchard Road

Mention rate by type of room. Do mention number of complimentary rooms on the above booking, if any.

- 2) Full day meeting package for 13-14 Dec. 2017.
Meeting package to include
 - A fully functional conference room to comfortably accommodate up to 25 persons with full Audio-Visual facilities, speakers' table, podium, mike, cordless mikes, registration / support counter outside the room, basic stationary, flower arrangements, water, candies etc.
 - Two Tea/Coffee Breaks with confectionary and international/Indian snacks and one International Buffet lunch with Indian/vegetarian menu options.
 - Wi-Fi connectivity for participants in conference room.

- 3) 12th December 2017 - Dinner @ Tandoor, Holiday Inn Singapore Orchard City Centre (with set menu), Singapore with transfers
- 4) 13th December 2017 - Dinner @ Night Safari (Buffet), Singapore with transfers

A summary of meals requirements given in the following table.

| | 12 th Dec 2017 | 13 th Dec 2017 | 14 th Dec 2017 | 15 th Dec 2017 | 16 th Dec 2017 |
|-----------|---------------------------|-----------------------------|---------------------------|---------------------------|---------------------------|
| Breakfast | --- | 20& | 20& | 20& | 20& |
| Tea Break | --- | 20 # | 20 # | --- | |
| Lunch | --- | 20 # | 20 # | --- | --- |
| Tea Break | Arrival around 7 pm | 20 # | 20 # | --- | |
| Dinner | 20 @ Tandoor\$ | 20 @ Night Safari (Ulu Ulu) | | | |

Notes: & - included with room; # - conference package; @ - additional meals requested; \$ - at Holiday Inn Singapore Orchard City Centre.
All Services requested for 20 pax (+/- 2).

- 5) 1 full day 2x2 deluxe AC Coach for visit to sites about 100 km (Dep. Around 8 am, return around 9 pm).
- 6) Two-way airport transfer for arrival and departure with adequate transportation for participants and luggage.
- 7) Two-way transfer requirements for dinner locations, as required.
- 8) One English speaking local support/guide from Arrival to Departure in Singapore.
- 9) Mention terms for cancellation / date change.

B. Optional/Add-ons

Additional lunch/dinner options may include meals at quality Indian restaurants and international cuisine restaurants with vegetarian/Indian options. Provide name and rate for Lunch and Dinner at 2-3 such Restaurants. Also provide rate for Lunch/dinner at the hotel of stay. We may consider these later as per requirements.

C. Payment Terms:

1. Method of Payment : RTGS
2. Payment would be made in INR. In case full / part of the rate is quoted in SGD, the applicable exchange rate as published by a public sector bank would be the one applicable at the time of payment advice. For e.g.
<http://www.bankofindia.co.in/English/ListCardRate.aspx>
3. 40% payment within 10 working days of acceptance of purchase order
50% one week before the program
10% after the successful completion of the program.

Notes:

1. Payment for conference package on actual basis.
2. Number of pax for room and meeting package to be confirmed about one week before the program.
3. Mention complementary rooms and room upgrades (to Ex. Premier Floor etc.) offered.
4. Final participant list and room number requirement available about one week in advance
5. Name change flexibility till 24 hours before arrival.
6. In case of additional requirements or Optional/Add-ons, the same to be charged on quoted/actual basis.
7. Site visit locations to be informed about 2 weeks in advance.
8. Room amenities to include complimentary coffee making/drinking water.
9. Conference room availability 8:30 am - 5:30 pm
10. Mention cancellation/data change policy in case of exigency.

Address for sending quotations:

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