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Quotation for Accommodation of Participants in Paris and London

Kindly quote the rate (including all taxes) and terms for payment including cancellation/modification policy for the items listed below with notes. Also provide details of the services offered. A sealed hard copy of the quotation should reach us before **27th August 2018 (5 p.m. IST)**

Items Required:

1. Accommodation for 2 nights in Paris and 4 nights in London in a 4* hotel on single occupancy basis (from the suggested list of hotels given below)

(Give choice of up to three hotels and two room types)

	Paris	London
Expected Check-in	14 th Oct, 2018 (around noon/evening)	16 th Oct, 2018 (around 8 p.m.)
Expected Check-out	16 th Oct, 2018 (around 4 p.m.)	20 th Oct, 2018 (late night) or 21 st Oct, 2018 (early morning)

Note: Any change in the travel schedule including the time of check-in and check-out will be communicated at least two weeks in advance.

Number of Rooms: About **20 rooms per day (± 2)** on **single occupancy** basis with full breakfast and Wi-Fi connectivity. Mention rates according to the type of room. Hotels suggested for the programme are:

Paris:

- a. Holiday Inn Paris - Gare de Lyon Bastille, Paris, France
- b. CitizenM Paris Gare de Lyon, Paris, France
- c. Holiday Inn Paris Saint Germain des Prés
- d. Marriott Paris Rive Gauche Hotel & Conference Center
- e. B Montmartre Hôtel
- f. Hotel Novotel Paris 13 Porte d'Italie

London:

- a. DoubleTree by Hilton Hotel London-Tower of London, London
- b. Apex Temple Court Hotel, London
- c. Novotel London Canary Wharf Hotel, London
- d. London Marriott Hotel West India Quay, London
- e. Hilton London Canary Wharf, London
- f. Holiday Inn Express London - Limehouse

2. A summary of meal requirements is given in the table below. Schedule/menu is to be discussed. Price should be quoted separately for additional meals (with Veg/Non-Veg options preferably Indian) identified below (apart from breakfast, which is included in the cost of rooms).

	Paris			London				
	14-Oct	15-Oct	16-Oct	16-Oct	17-Oct	18-Oct	19-Oct	20-Oct
Breakfast		20-22 *	20-22		20-22	20-22	20-22	20-22
Lunch	20-22 †							
Dinner	20-22	20-22 *		20-22	20-22 *	20-22 *	20-22 *	

†: depends on flight timings

*: optional, to be confirmed later

Mention the name and address of restaurants for additional meals for each location. Some of these may not be used. This will be informed at least 1 week in advance. Total amount to be paid will be adjusted accordingly.

3. Meeting Package (optional): Please quote half as well as full day meeting package at the hotel on 15th October, 2018 with the following facilities:

- i. LCD projector and screen
- ii. White board with marker
- iii. Flip charts
- iv. Speakers' table
- v. Podium with mike
- vi. Collar mike and cordless mike
- vii. Basic stationery, Flower arrangements, water, candies etc.

Half day meeting package includes lunch and 1 tea and coffee with cookies/ and snacks etc.

Full day meeting package includes lunch and 2 tea and coffee with cookies/ and snacks etc.

4. Local Transportation (2x2 deluxe AC coach) required for about 20-22 people for local/site visits as well as pickup/drop from airports/railway stations.

	Paris			London				
	14 th Oct	15 th Oct #	16 th Oct	16 th Oct	17 th Oct	18 th Oct #	19 th Oct #	20 th Oct #
Transport Requirement	Pickup from Paris Airport and drop to hotel	Institutional / site visit (Full day or half day)	Institutional / site visit and drop to railway station at Paris (Gare du Nord) with travel distance of about 100km (Full day or half day)	Pickup from railway station at London (St Pancras/ King's Cross) for drop to hotel and transfer for dinner	Institutional / site visit with travel distance of around 250km (Full day or half day)	Institutional / site visit with travel distance of around 100km (Full day or half day)	Institutional/ site visit with travel distance of around 100km (Full day or half day)	Institutional / site visit with travel distance of around 100km and drop to London (LHR) Airport

#: These are optional requirements. Kindly quote rate for these. These services will be utilised, if required, and paid for separately. Please quote transportation rates as per both full day as well as half day requirement. We may use half / full day transportation. This would be informed in advance.

5. In case of optional/additional requirements, the same is to be charged on quoted/actual basis.

Terms of Payment:

1. Mode of payment: RTGS
2. Payment would be made in INR. In case the full/part of the rate is quoted in a foreign currency, the applicable exchange rate (TTS Rate) as published by a public sector bank (least of two identified banks) would be the one applicable at the time of each payment.
<http://www.bankofindia.co.in/English/ListCardRate.aspx>
https://www.sbi.co.in/webfiles/uploads/files/FOREX_CARD_RATES.pdf
3. 30% in about 3 weeks of acceptance of proposal, 50% in about 2 weeks before the programme, 20% about 3 weeks after the completion of the programme.

Note:

1. Please quote rates separately for each individual item, including optionals.
2. Kindly quote rates in INR. In case, rates are quoted in foreign currency, the exchange rate (TTS Rate) published by the above mentioned private sector bank (least of two identified banks) on the day of opening of bid will be applicable.
3. The submitted quotes would be compared by excluding quoted rates of identified optional services/items.
4. Number of pax for room and meeting package to be confirmed about one week before the programme.
5. Room amenities to include complementary Wi-Fi in room and coffee maker.
6. Mention any other complementary services provided like access to pool, gym, sauna, laundry, etc. and discounts offered on hotel services.
7. Mention complementary pax/rooms and room upgrades (e.g. premier floor, etc.) offered, if any.
8. Early check-in/late checkout (on availability basis).
9. $\pm 10\%$ variation in pax to be allowed in case of contingency informed at least 24 hours before departure from India. Payment to be adjusted accordingly.
10. Name change flexibility till 24 hours before arrival.
11. Provide contact details of Manager in-charge of event management for further discussion.
12. In extraneous circumstances, if a selected hotel from the list provided above is not available, an equivalent hotel at a nearby location may be considered with the approval of the committee.