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Date: 18/4/2016

Subject: Extension date for Web Enquiry (IPHT/CEFIPRA/ME/2016/11) and dates of conference

We are planning to organize a three days **academic conference at Khajuraho**, from November 27 (Check-in) to November 30 (check-out), 2016. The participants are eminent research scientists, professors, research students, engineers from India as well as abroad. Technical and Financial quotations are solicited for the following infrastructure/ services only from reputed hotels having an official rating of **4-Star Deluxe** or above.

#	Item	Quantity
1	Single Room Standard AC	10
2	Double room, Standard AC	5
3	Double Room (preferably twin seated) Standard AC	25
4	Conference Room seating capacity 60 people Standard AC, with audio/ sound system, LCD projector etc. (Laptop not needed)	01 room for three days
5	Transportation/ Taxi for airport pickup	15 persons
6	Buffet Breakfast (three days), Lunch (three days), Dinner (two days) – all primarily vegetarian food with at least one non-vegetarian dish	60 persons
7	One gala dinner (additional menu/ soup/ starters/ choice of non-vegetarian dish/ additional bread types/ improved dessert choice.	60 persons
9	Tea/coffee/cookies/water bottle, served two times per day	60 persons
8	Transportation/ Taxi for local touristic visit	As per need/ interest

Kindly provide us a hard copy of your offer at the following address **by April 25, 2016**. The offer must be packed in two separately sealed envelopes as follows:

- (a) **Technical bid** which includes availability of total rooms, hotel star certification, room sizes and description, property location and accessibility, infrastructure details, description of services and amenities, free/complementary/other services like WiFi/pool/gym/etc. and,
- (b) **Financial bid:** which includes the room rates, facility usage charges, tariff details, terms and conditions of services and payment schedule, cancellation policy, applicable taxes, offer validity period, educational discounts, booking/reservation confirmation amount required, generator charges, if required, etc.

An official work order will be issued after scrutiny of the two bids from competent authority, as per rules. As per institute/GOI regulations, full advance payment cannot be made. We may consider some basic booking amount against reservation/ confirmation.

Thanking you,

Sincerely,

Sameer Khandekar