



A. Introduction and scope of work

Indo-German Science and Technology Centre (IGSTC) is looking for the suitable venues to conduct a team workshop for developing synergy between their Indian and German teams from 1 July 2025 to 3 July 2025. The preferred location for the workshop is within 150 kms from the IGSTC office at New Delhi. Preference will be given to Heritage properties.

In order to successfully organize this workshop, the following are required:

1. Booking 15 single occupancy rooms on each day: check-in on 01st and check-out on 4th July, 2025.
2. Hi-tea (AMT & PMT) with snacks & cookies (minimum two veg and two non-veg) during stay.
3. Booking of meeting venue with conference halls from 01st to 03rd July, 2025. On 01st July, 2025, the requirement of conference hall for two hours only in the evening after check-in.
4. The conference hall should be spacious enough to accommodate 15 participants. The provision for seating arrangement as per IGSTC requirement should be made available in the conference room.
5. The conference hall should be equipped with a screen & projector with a mic & PA system. It is the sole responsibility of the bidder to arrange these facilities wherein in-house/in-built facility is not available.
6. Arrangement of at least one to two outside team activities/games/site visits.
7. Reference photos of conference room; rooms with their names (if applicable) may be provided.
8. Arrangement of additional logistics as per IGSTC requirements for conducting the said event.

B. Financial Bid

The interested Hotels/resorts /Travel agents etc. may offer their price bid in the following format only:

Name of the work	IGSTC team Workshop from 01 st to 04 th July, 2025
Name and address of entity	
Room Category & Name	
Name of Conference Hall	
Period of conference	Check in: 01 st July (around 3 pm) Check out: 04 th July, 2025

PAN of the entity					
GST number of the entity					
Category					
Contact person (single point of contact)	E-mail id: Mobile Number:				
Particulars	Pax	01st July, 2025	02nd July, 2025	03rd July, 2025	Total (Rs.)
Conference package: a. Single Occupancy. b. Breakfast, lunch and dinner (veg & non-veg). c. Two hi-tea with snacks (2 veg & 2 non-veg) and cookies. d. Conference hall with audit solution (project/screen with mics). e. Team activities/games/site- visits (please attach separate sheet for the available options).	15				

(Amount in Rupeesonly)

C. Award of contract and completion of work:

IGSTC shall award the contract to the selected bidder by issuance of a purchase order with terms & conditions. The selected bidder has to furnish the acceptance of purchase order with three days of its issuance. The contract would be valid until the completion of the event. The bidder is expected to deliver services as per IGSTC's requirements and satisfaction.

D. Last date of bid submission:

The bid should be submitted on or before 02nd June, 2025 via email at admin.igstc@igstc.org..

Date:

Signature of the owner / bidder /
authorized signatory with complete
Name, Address, Contact No.(s)
including Mobile No(s).