

**DEPARTMENT OF CHEMICAL ENGINEERING
INDIAN INSTITUTE OF TECHNOLOGY KANPUR**

***Revised**

No. GD/CHE/2017/001
28th September, 2017

Quotations are invited from event management companies for conducting an International Symposium.

This particular event is to be organized close to IGI Airport New Delhi from November 22-25, 2017. The responsibilities of the event management company will be as follows:

1. Accommodation and all meals (Breakfast+Lunch+Dinner) in a good hotel (4 star and above) close to IGI Airport New Delhi (within 15 km), with excellent conference facilities, for about 50 high profile academic delegates from India and abroad. Check-in post-lunch 21st Nov and check-out post-breakfast 25th Nov, 2017.
2. The bidders should include pick-up and drop-off of delegates from IGI airport or New Delhi railway station (NDLS) station to hotel and back.
3. Conference hall for about 50 people seated in a classroom style, A/V facility, screens, etc; a poster session is planned in one afternoon.
4. Tea and coffee, session refreshments, and snacks during tea-coffee break during the symposium.
5. A day of local sightseeing trip in Delhi. Kindly provide details of the sites to visit.

The following table includes the specific details for the points above and bids must make sure to include all the requirements.

S. No.	Description of Items	Duration/Dates ^b	Quantity	Unit price
01	Accommodation on Single occupancy ^a	Nov. 21-Nov 24	20	
02	Accommodation on Double occupancy ^a	Nov. 21-Nov 24	10	
03	Accommodation on Triple occupancy ^a (for Indian students)	Nov. 21-Nov 24	3	
04	Snacks (2+2) Veg/Non-veg unlimited for 2 hrs	Nov 23	50	
05	Conference room rental with chairs and tables classroom style	Nov. 22 – Nov 24	1	
06	A/V facility (1 fixed, 1 collar and 2 floating mics), screen, photography	Nov. 22 – Nov 24		
07	Poster boards (25 for 1 evening)	Nov. 23 afternoon		
08	Tea, coffee, water, snacks	Nov 21 – Nov 24	50	
09	Transportation to and from IGI Airport/NDLS station	Nov. 21-Nov 25	30	
10	1 day Local sightseeing with lunch	November 25	50	
11	Additional benefits (Specify details)			
12	Agency fee			

^a Accommodation should include breakfast, lunch, dinner and internet access.

^b Check in Nov 21st after lunch and check out Nov 25th after breakfast.

Bidding companies must have organized 5 international meetings in the last five years in different locations where the number of foreign delegates was more than 20. Previous experience in organizing conferences, symposiums or seminars for institutes of national repute like IITs is desirable. The above information must be provided along with the quotation.

Last date to receive Quotations in a sealed cover is **06-10-2017**. Soft copies of the quotation will not be accepted. The undersigned may be contacted for further queries.

**Prof. Goutam Deo, Department of Chemical Engineering
IIT Kanpur, Kanpur - 208016 (UP)
Ph.: 91-512-2597881, e-mail: groupfive@iitk.ac.in**