

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Department of Chemistry

No. JKB/CHM/2016/001
Dt. 26th February, 2016

Quotations are invited from event management companies having experience in organizing academic/scientific conference event(s).

Event is to be organized in Khajuraho during November 10-13, 2016. The organization will include:

1. Accommodation and all meals in a good hotel, with excellent conference facilities, for about 40 high profile academic delegates for the above-mentioned dates.
2. Bids should include pickup and drop of delegates from Khajuraho airport to hotel and back, and local transport within Khajuraho city, including sightseeing trip(s).
3. Tea and coffee, session refreshments, snacks.
4. Workshop material like stationery, hardcopies of publication material, etc.
5. Conference hall for 40 people seated in a classroom style, A/V facility, screens, etc; and poster sessions.

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

Sr No	Cost Item Description	Qty
1	Accommodation on Single occupancy *	30
2	Accommodation on Double occupancy *	10
3	snacks (2+2) Veg/Non Veg unlimited for 2 hrs	50
4	Hall rental	
6	Transportation	
7	Local sight seeing (including Khajuraho Temples entry fee)	

* Accommodation should include breakfast, lunch and dinner

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 15.

Last date to receive Quotations in a sealed cover is **10-03-2015**. The undersigned may be contacted for further queries.

Prof. Jitendra K. Bera
Department of Chemistry, IIT Kanpur
Kanpur - 208016 (UP)
e-mail: jbera@iitk.ac.in