

DEPARTMENT OF MECHANICAL ENGINEERING

August 8, 2011

Quotations are invited for the following activities for providing logistics for a workshop for maximum 40 persons from November 21 to 23, 2011 in Delhi to be hosted within a radius of 20 kms from IIT.

1. Confirmed availability of accommodation for minimum 20 persons from Nov 20 to November 23. Rates for any additional persons may also be mentioned.
2. Quote for hosting of workshop including the following items:
 - a. Venue hall for 40 persons,
 - b. Local arrangements including chairs / tables / stage / screen etc
 - c. Lights, sounds, theme branding / standies as needed on site.
 - d. Lunch, tea and snacks for morning and afternoon sessions during the workshop
 - e. Gala dinner on November 22, 2011 with approximately 80 persons including a short cultural / entertainment program.
 - f. Still photography and video recording.
 - g. Preparation of CD / DVD of workshop proceedings containing presentations of speakers with / without recorded videos.
3. Transportation between venues, if needed.
4. Miscellaneous activities during the workshop like
 - a. Facilitating departures and checkins
 - b. Registration, welcome of guests.
 - c. Pickup of from / to place of stay.
5. Coordination / communication with guests regarding arrangements of stay, travel, transportation, presentation material etc. and regarding any additional travel requirements they may have.

The quotation should reach the office of Prof. A. Chawla (Room No. 421, Block II) latest by 3:00 PM on 19-08-2011.

Terms and Conditions:

1. Quotations received after the due date will not be considered.
2. The Institute reserves the right to reject any quotation without assigning any reasons.
3. The Payment terms should be specified in the quotation.
4. The quotation should include past experience of the bidder in organizing such events.
5. Itemized quotations may please be given, along with options for alternatives, if any. The institute may selectively choose the items quoted.
6. The final decision would be based on the price as well as the quality of the site and the past experience of the bidder. A site visit may be made with or without the bidder.



(A Chawla)