

Subject: Invitation of Bids from Hotels of 5 Star Rating Located in Chandigarh to provide 'Facilities and Services' required for the International Conference to be organised during 23rd to 25th October 2024.

CSIR-Central Scientific Instruments Organisation (CSIO), a constituent unit of the Council of Scientific & Industrial Research (CSIR), Ministry of Science and Technology, Govt. of India, is a premier national research laboratory.

An International Conference on "Advances in Optics & Photonics Instrumentation (OPTOIn-2024) is being organised by CSIO from 23rd to 25th October, 2024. Competitive bids from the Hotels of 5 Star Rating located in Chandigarh are invited for the following 'Facilities and Services':

| S/n | Description | Total Number | Duration | Rates (Inclusive of Taxes) |
|-----|---|--------------------------------------|--|----------------------------|
| 1. | Conference Package: 23 rd to 25 th October 2024 (a) 01 Conference Hall of 400 capacity (b) 03 Conference Hall of 50-60 capacity (c) PM and AM Tea/Coffee with Cookies | | | |
| 2. | High Tea/coffee | Morning 400 P Evening 250 P | 23 rd October, 2024 25 th October, 2024 | |
| 3. | Lunch (Veg & Non Veg) | 350 P 300 P 250 P | 23 rd October, 2024 24 th October, 2024 25 th October, 2024 | |
| 4. | Dinner (Veg & Non Veg) | 350 P | 23 rd October, 2024 | |
| 5. | Stage for Inauguration & Valedictory function (01) 18ft X 10ft minimum | 08-10 P Seating | 23 rd and 25 th October, 2024 | |
| 6. | Projector with Display Screens for each Conference Hall | 04 | 23 rd to 25 th October, 2024 | |
| 7. | Podium | 04 | 23 rd to 25 th October, 2024 | |
| 8. | Audio/Video System with 02 mikes and 01 Collar mike per system (08 mike and 04 Collar mike) | 04 | 23 rd to 25 th October, 2024 | |
| 9. | Space for Exhibition Stalls (60sq.ft. approx. each stall) | 20 Stalls | 23 rd to 25 th October, 2024 | |
| 10. | Space for poster presentation | 80 Posters | 23 rd to 25 th October, 2024 | |
| 11. | Space for Registration Desk (60sq.ft approx. each) | 02 | 23 rd to 25 th October, 2024 | |
| 12. | Drinking water | 450 P | 23 rd to 25 th October, 2024 | |

Besides above, **40 Rooms** of Single/Double occupancy are also required to be reserved for the participants. These rooms will be booked by the individual participant by making the requisite payments the Hotel.

Quotations addressed to '**DIRECTOR CSIO**' for the above-mentioned 'facilities & services' and rooms must reach at the following address **on or before 22.08.2024 (05:30PM) positively in a sealed envelope:**

Dr. Vipin Kumar
Chief Scientist
Dept. IMCS, Room No. L-214, CSIO, Sector 30 C, Chandigarh-160030