



पदार्थ विज्ञान एव आभयात्रका विभाग  
भारतीय प्रौद्योगिकी संस्थान कानपुर  
Department of Materials Science and Engineering  
Indian Institute of Technology Kanpur  
कानपुर - 208 016 Kanpur-208 016

Enquiry Letter for Providing Services for Organization of INDOGFOE2017 Conference

**Enq. No.:** DST/MET/2016345/INDOGFOE

**Enquiry Dated:** Jan. 06, 2017

**Closing Date:** Jan. 20, 2017

Sealed quotations are required for providing services to host and organize INDOGFOE2017 (Indo-German Frontiers of Engineering 2017) conference in **Jaipur** (Rajasthan, India) during Mar. 09-12, 2017 as per the following details. A **10 minute presentation and discussion with the service provider** is requested on Jan. 17, 2017 (Tue) during 2:30-4:00 pm at IIT Kanpur.

Please clearly indicate the price quotation (including itemized charge, taxes and service charge, if any).

S.No.	Item	Details
1.	Stay of ~75 participants (35 German participants & 40 Indian participants).	3 nights (Mar. 09-12, 2017) Minimum 4 STAR hotel. Need confirmed rooms. <b>Please provide the total rate for each hotel as a 'separate' quote in the same sealed envelope.</b> Some German participants may require room stay in Delhi At additional cost.
2.	Internet	Provision for internet for all participants for
3.	All meals inclusive	All lunches and dinner & session coffee/tea break meals to be provided from the evening of Mar. 09 till the afternoon of Mar. 12, 2017.
4.	Half-day sight-seeing/Cultural tour	Including transport and tickets
5.	Conference Room services + Conference Arrangements + Meeting room required for ~30 people (i) 6 people each on 5 tables on Mar. 09, 4-7 pm, and (ii) ~12 people on one round table on Mar. 11 at 8:30 pm.	-Microphones (one fixed, one collar, and two floating microphones)/ speaker, Audio/visual, LCD projector/ seating/ water arrangement. -classroom seating (and table) for all participants. - Miscellaneous, backdrop and conference banner for conference hall One/two banners to be printed for the conference.
6.	Pickup and drop-off arrangement for from/to Airport (or railway station) to/from Hotel for <b>all participants</b> .	In Jaipur for all participants
7.	Services/ Help desk	- Name tags, coordination, abstract book, close coordination with Indian chair

Terms and Conditions:

1. Service provider must have done at least three scientific conferences (preferably by educational institutes) constituting international participants. A minimum of 50 participants with significant number of international participants.
2. Please attach the name of three scientific conferences with details.
3. Maximum educational discount, if any should be offered
4. Validity of quotation should be at least for 60 days
5. Prices must include all the costs (taxes, service-charges, agency fee, etc.). This service charge and /or agency fee must be a 'fixed' amount and not a percentage of expenses.
6. Normal payment as per IIT Kanpur norms.
7. Quotation should carry proper agency certificate, proprietary certificate, PAN, TAN, etc.

Kindly send the 'hard-copy' of the bid in a sealed envelope latest by Jan. 20, 2017, 2017 by 5pm, to:

**Dr. Kantesh Balani**  
**Faculty Building, Room 412,**  
**Dept. of Materials Science and Engineering**  
**IIT Kanpur, U.P. 208016, India.**  
**e-mail: [kbalani@iitk.ac.in](mailto:kbalani@iitk.ac.in)**

## Tentative Program

### **Thursday, Mar 09<sup>th</sup>, 2017**

	Arrival of German and Indian participants
5:00 p.m.	Meeting of organizers, session-chairs and speakers
7:00 p.m.	Welcome Reception

### **Friday, Mar 10<sup>th</sup>, 2017**

from 6:30 a.m.	Breakfast
9:00 - 9:30 a.m.	Official Inauguration
9:30 - 11:00 a.m.	Session I - Part 1
11:00 - 11:30 a.m.	Break
11:30 - 1:00 p.m.	Session I - Part 2
1:00 - 2:00 p.m.	Lunch
2:00 - 3:00 p.m.	Poster Session: Flash talks
3:00 - 3:45 p.m.	Poster Session I
3:45 - 4:30 p.m.	Poster Session II
4:30 - 5:00 p.m.	Break
5:00 - 6:30 p.m.	Session II - Part 1
6:30 p.m.	Dinner

### **Saturday, Mar 11<sup>th</sup>, 2017**

from 6:30 a.m.	Breakfast
8:30 - 10:00 a.m.	Session II - Part 2
10:00 - 10:30 a.m.	Break
10:30 - 12:00 p.m.	Session III - Part 1
12:00 - 1:00 p.m.	Lunch
1:00 - 2:30 p.m.	Session III - Part 2
2:45 - 8:00 p.m.	Cultural evening/Sightseeing
8:30 - 9:30 p.m.	Organizing committee meeting for next INDOGFOE

### **Sunday, Mar 12<sup>th</sup>, 2017**

from 6:30 a.m.	Breakfast
8:00 - 9:30 a.m.	Session IV - Part 1
9:30 - 10:00 a.m.	Presentation of AvH/DST Programmes (Working coffee)
10:00 - 11:30 a.m.	Session IV - Part 2
11:30 - 11:45 a.m.	Closing Remarks
11:45 am	Packet lunch to participants / Departure