

Call for Proposals
Travel and Event Management related services for a Delegation to Brussels (Belgium)

The India Office of the Konrad-Adenauer-Stiftung (KAS) is organizing a high-level delegation to Brussels and is pleased to call for proposals for:

- Business Auxiliary Services pertaining to Delegations, Conferences and Events
- Air ticketing (International flights)
- Hotel Accommodation reservations
- Transportation Services
- Restaurant reservation services
- Overseas travel medical insurance

Objective

Promoting market conditions and transparency - proposals are invited from the open market.

Guidelines for proposals

To have a comparative analysis of current market conditions and determine the most economical and reliable service provider, we call for proposals for the following services (as applicable). Please provide individual quotes for each section A, B, C, D and E.

A.

3 Airline quotes for each sector for **air ticketing** (Business class) for the following sectors. Please specify your service charges if any. Delhi – Brussels: 2nd December 2025 and Brussels – Delhi: 6th December 2025

B.

Quotes for **Hotel Accommodation** (8 rooms with Breakfast, Single occupancy) for Check-in on 2nd December 2025 and Check-out on 6th December 2025 for Hotel NH Collection Brussels Grand Sablon and 2 more hotels in its vicinity. Please specify your service charges.

C.

Best quotes for **Transportation** may be submitted for Mini-van/Urbania 10-seater - Full day (local, 8 hours 80 KMS plus additional KM and Hourly charges)

D.

Restaurant reservation: Please specify your service charges if any.

E.

3 quotes for **Overseas travel medical insurance** that is valid for all Schengen countries and covers the entire duration of the Schengen trip (1st December - 8th December 2025), minimum coverage for medical expenses: EUR 30,000. Please note: Accepted are Indian Travel Medical Insurances only from approved Indian Travel Insurance companies, you can find more information here: <https://india.diplo.de/in-en/service/-/1984578>

Proposal Submission

The proposal should be submitted with all additional information like working hours, availability of dedicated personnel, item-wise service charges, payment preference, credit period, cancellation charges, applicable tax and cancellation policy etc.

Proposals should be submitted via email to Manu Emmanuel Mani (manu.Emmanuel@kas.de) no later than 13th November 2025. Please use the subject line: **“Travel and Event Management related services - Brussels delegation”**