

Call for Proposals
Travel and Event Management related services

The India Office of the Konrad-Adenauer-Stiftung (KAS) is pleased to call for proposals for

- Business Auxiliary Services pertaining to Delegations, Conferences and Events
- Air ticketing for both domestic and International
- Hotel Accommodation reservations
- Transportation Services

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 and C.

A.

3 Airline quotes for each sector for **air ticketing** (both Business and Economy class for international flights) for 20th February 2026 for the following sectors. Please specify your **service charges** if any.

Berlin-Delhi -Berlin
Berlin-Mumbai-Delhi
Delhi – Ahmedabad - Delhi
Delhi-Bangalore-Delhi

B.

Quotes may be submitted along with for **Hotel Accommodation** (15 rooms with Breakfast, Single occupancy) for 20th February 2026 (Hotel Taj Mahal Delhi, Hotel Oberoi Delhi, Hotel Taj Conamara Chennai, Courtyard by Marriot Bangaluru, J W Marriott airport hotel Delhi and Taj Mahal Palace Mumbai). Please specify your **service charges**.

C.

Best quotes for **Transportation** may be submitted for Inova Crysta, Urbania 17-seater and Volvo Bus 45-seater

- Full day (local, 8 hours 80 KMS plus additional KM and Hourly charges)
- Day trip (outstation, Delhi – Agra – Delhi)

Please specify your **service charges**.

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.

For train ticket bookings, kindly mention the service charges and cancellation charges separately.

Proposals should be submitted via email to Manu Emmanuel Mani (manu.Emmanuel@kas.de) no later than 24th February 2026. Please use the subject line: **“Travel and Event Management related services”**